

INSTRUCTIONS AND DEFINITIONS FOR COMPLETING **THE** **PASTOR'S INFORMATION FORM**

Please complete the sections of the Pastor's Information Form (PIF) with the information requested. Instructions are provided only for those sections which may need further explanation.

1. **Biographical Information Section**
2. **Education Section**
3. **Language Ability Section**
4. **Size of Present Congregation**
5. **Experience**

Please list previous full time occupations prior to entering full time pastoral ministry. Summer jobs while a student are not necessary.

Congregation/Ministry: List in chronological order beginning with the first place of service following graduation from the seminary.

6. **Service Beyond the Congregation**

List all positions of service held in the various areas (i.e., District, Synod, Auxiliaries, etc). Use recognizable abbreviations wherever possible.

7. **Marital Status of Pastor**

Check one box.

8. **Family Information**

Children: List the children in chronological order beginning with the oldest child.

9. **Special Family Information**

Please indicate which member of the family is referred to when listing special information.

10. **District President's Comments to Calling Congregations**

Comment on the experience, abilities, accomplishments, special needs or interests of the pastor, or comments on special circumstances in the pastor's life or ministry.

11. **SET**

Check the appropriate box to indicate whether or not the pastor has completed the electronic version of the Self Evaluation Tool for Pastors (SET).

12. **Size of Parish**

Check all of the boxes that reflect the size of parish the pastor has an interest in serving and/or the capability of serving.

13. **Ministry Setting**

Check all of the boxes that reflect the size of community in which the pastor is comfortable and best suited to live and work.

14. **Type of Parish/Ministry**

Check all of the boxes that represent the types of ministry/parish the pastor has an interest in, an aptitude for, or experience in serving.

15. **Current Salary and Benefits Information**

Please complete the entire section as accurately as possible.

16. **Special Concerns**

Check "Yes" or "No," and if Restricted or Suspended Status applies.

17. **Liturgical Attitudes**

Check all of boxes that apply.

Rigid - Checking this box indicates that the pastor prefers and uses only that particular worship form.

Flexible - Checking this box indicates that the pastor prefers or uses this particular worship form, but is open and flexible in regard to other forms.

Traditional - Makes regular use of worship forms and hymns from doctrinally pure hymnals, and conducts worship in a historically traditional manner.

High Liturgical - Uses traditional forms of worship and hymns as noted above, but also includes chanting; may use additional vestments and formal attire; and, may

add additional worship aides or appointments. Conducts worship in a very formal and set manner.

Contemporary – May write own liturgies or uses creative and variable worship forms; uses less formal attire and practice than is traditional; and, generally conducts worship in a less formal and structured manner.

18. Theological Position

Check the appropriate box. The scale describes the pastor's doctrine and practice in this way: A mark in the center box (3) indicates a pastor who evangelically follows the synodical position in doctrine and practice. A mark to the right (4) or left (2) of the center box indicates that the pastor is more conservative or liberal, but in such a way as not to be a problem. A mark in the far right (5) or left (1) indicates that the pastor is very conservative to the point of creating problems in a congregation or District or both, or is very liberal and has caused problems in the congregation or District or both. If there is an inconsistency between the pastor's doctrine and his practice, this should be described under "ADDITIONAL INFORMATION AND REMARKS" on page 4 of the Pastor's Information Form (PIF).

19. Any Reason or Desire to Move

Check the appropriate box, and make comments as necessary.

20. Pastor's Marital Status

21. Additional Information on Wife

22. Criteria for Completing the PROFILE Section

In reviewing information on pastors and comparing their personal skills, abilities, interests, strengths, weaknesses, and the like, it is important to keep in mind the requirements and expectations that God clearly lays down in His Word for men in the office of the pastoral ministry (i.e., I Timothy 3:1-7 and Titus 1:7-9). The Pastor is to oversee the flock of God, which he is called to serve by God, through the congregation. He is to feed the flock and lead it. He is to protect the flock and care for it. He is to equip God's people for the work of living the faith and serving Christ and each other. And, he is to be an example in his own life for them to follow.

In the following categories of skills, abilities, and attitudes, the ratings to be used are the following:

"Outstanding" (5) = The pastor is very skilled in the category, has highly developed abilities in this area, and comports himself in an exemplary manner.

- “Very Good” (4) = The pastor is skilled and accomplished and is above average in abilities in this area.
- “Good” (3) = The pastor is average in his abilities in this area, and is neither deficient, nor highly skilled. He is adequate in ability (competent) in the category for most congregations.
- “Fair” (2) = The pastor is below average in his abilities in the category, and a bit deficient in his skills in the area. He would need some understanding and assistance from the congregation in the particular category.
- “Poor” (1) = The pastor is very much below average in his abilities in the category, and this lack in the area represents a real deficiency in abilities. And, this represents a real deficiency for him in this area.

Please be decisive, and place a whole number to the right of each item.

PROFILE DEFINITIONS

TACT: Speaks and acts in a manner to maintain good relations with people, and works at not intentionally giving offense. Works to deepen good relations with all people, and loves people as redeemed souls in the blood of Jesus Christ. Is careful and sensitive in regard to what he says and does in order not to impede the proclamation of the true Word of God.

PATIENCE: Bears the burdens of the ministry without complaining, gives people the benefit of the doubt and is a good model of putting the best construction on what people say and do. Is not hasty or impetuous in his actions and decisions. Exhibits the Scriptural virtue of “longsuffering.”

COOPERATION: Cooperates with the people as the Priesthood of Believers, seeks to work in concert with the leaders of the congregation. Is a team player, and makes a conscious effort to maintain a good working relationship with all the people of the parish, being particularly sensitive to local traditions, practices and concerns.

INITIATIVE: Works at being a good leader, is a self-starter and energetic and faithful in his work. Can be depended on to do his work well and without constant supervision.

ADMINISTRATION: Exhibits good leadership and management skills. Works well with boards and committees of the congregation so that the work of the church is faithfully carried out in an efficient, orderly, evangelical, and doctrinally sound way. Works at equipping people in the parish for their tasks and takes the time to properly inform and train them for their duties. Evangelically calls people responsible for various tasks to be accountable for those tasks. Maintains parish

records in a responsible manner, and completes reports in good order and in a timely fashion. Supervises staff in an efficient, caring, and responsible manner.

LEADERSHIP: Keeps before the people of the congregation a vision of where they are to be going and what they are to be doing. Has a good understanding of the mission of the church and the priorities necessary to accomplish that mission. Encourages the support and participation of the people in the work to be done without being dictatorial.

INNOVATION: Being faithful to the Scriptures, he brings ideas and advice to matters which the congregation is addressing, or needs to address. Will examine or try new ideas, methods or devices.

CREATIVE: Is imaginative, and able to effect a course of action or behavior with new techniques or approaches.

PEOPLE SKILLS: Works conscientiously at getting along with all people, has a pleasing personality, and is sensitive, pleasant, and empathetic. Is well regarded by his people and peers.

COMMUNITY INVOLVEMENT: Is engaged with the community in ways that he is able to help and assist, and is visible and known in and by the community. Is sensitive and responsive to the needs of those outside the congregation.

PERSONAL GROOMING: Is clean and well appearing and dresses in a way that does not offend nor draw undue attention to himself. His appearance is consistent with his position, and does not reflect poorly on his congregation.

OPENNESS TO CONTINUING EDUCATION: Is willing to continue studying and learning in order to remain well informed and well trained in his Calling.

CONFERENCE PARTICIPATION: Is faithful in attending pastor's conferences, and takes an active role in such conferences, convocations, and the like.

COMPUTER LITERATE: Is familiar with computers and able to use them competently in his work and in service to his congregation.

CHILDREN'S MINISTRY: Relates well to children, and communicates effectively with them. Has a high regard for the Sunday School, Vacation Bible School, and other children's ministries in the congregation.

YOUTH MINISTRY: Has an interest in and skill for working with young people. Understands that young people are also the church and works to equip them with God's Word, saving faith, and the ability to live the Christian life. Is patient with youth, and understands the special challenges that they face.

YOUNG ADULT MINISTRY: Works well with this age group (18 - 30), and is sensitive to their special perspective on things and the needs in their lives.

SINGLES MINISTRY: Is comfortable and able to work with single adults and is sensitive to their special challenges and circumstances in the world. He understands that they do not at times fit into social structure that caters to couples and families.

OLDER ADULT MINISTRY: Has an interest in and skill for working with older adults. Is sensitive to their needs, willing to listen to their concerns, and gentle and patient with them in their weaknesses. Is faithful and conscientious in providing Word and Sacrament ministry to the shut-ins.

FAMILY MINISTRY: Is sensitive to the needs of families, is helpful in bringing biblical truth to bear on such issues as parenting, discipline in the family, and special issues arising in single parent families.

MINISTRY TO INACTIVES: Is concerned about members who are not active in the parish, visits in their homes, and works at bringing the back into the active life and service of the congregation.

SMALL GROUP MINISTRIES: Works well with small groups, such as Bible study groups, peer groups, special interest groups, and the like. He understands small group dynamics, and can identify and train small group leaders.

ASSIMILATION OF NEW MEMBERS: Is good at nurturing new members and helping them feel at home in the congregation. He assists the new members in becoming active and contributing members of the parish. He is sensitive to the special needs of people who are new to a congregation.

LAY LEADERSHIP DEVELOPMENT: Is capable of identifying people with good leadership qualities and then training and encouraging these people to assume leadership roles in the parish. Works at equipping people to carry out duties and responsibilities in the congregation.

PERSONAL WITNESSING: Has a genuine concern for the lost, and conveys that concern to the people of the parish. Makes evangelism calls and encourages and trains the congregation to do the same. In his personal life he is an example of a good witness to the Gospel of Jesus Christ.

COUNSELING: Is open and accessible as a pastoral counselor to God's people with God's Word, but clearly understands his limits in terms of needs outside of the spiritual realm. Knows when he can help, and when he should refer to others. Carefully keeps all information in regard to counseling confidential. Is a good listener, is not judgmental, and uses God's Word appropriately.

PREACHING CONTENT: Understands that preaching is more than a presentation of biblical narrative and Confessional soundness, but must communicate and

proclaim Law and Gospel. Knows that preaching which edifies is presenting Law and Gospel in such a way that even a child can understand it. Makes the Gospel prominent in preaching, but preaches the whole Word of God with faithfulness. Makes clear application of the Word of God to lives of the people of the congregation. Is faithful to the Scriptures and Confessions in his sermons.

PREACHING DELIVERY: Preaches in a manner that makes the sermon interesting and understandable. Preaches with confidence and with a passion for the Word of God and for the people that God has placed in his care. Preaches in an engaging manner using good communication skills, and makes good use of illustrations.

TEACHING ABILITY: Understands that teaching is more than lecturing, and uses methods appropriate to his hearers, whether children or adults. Works to present material so that people grow in knowledge, attitude, and skill in regard to the Christian faith and life. Works to train teachers in the parish so that others in Sunday School classes or Bible classes may assist him in his work of teaching God's Word in the congregation.

WORSHIP: Understands the nature of worship and leads the congregation in worship on a regular basis, and in appropriate manner and form. Carefully prepares for each worship service, and leads the congregation in understanding that in true Christian worship, that God is present in His Word and Sacraments and through these means of grace is delivering to His people the gifts that He has for them in Jesus Christ. He teaches and encourages the people to attend the worship services in God's House faithfully, and works hard to make each service spiritually rich and nourishing.

STEWARDSHIP: Teaches God's people the biblical principles of Christian stewardship, and models those principles in his own life. Works to help the people understand and practice what it means to be a disciple of Jesus Christ.

VISITATION (SICK AND SHUT-IN, OUTREACH, AND HOME): Understands that personal contact with members of the congregation and prospective members is very important. Makes visits to the homes of the people of the congregation, and also maintains a posture of availability to members who want to come and visit with him. Reaches out to people and is accessible to all, and is sensitive to the needs of the sick and shut-in. Gives high priority to individual soul care.

23. **Specialized Training/Certification**

24. **Additional Information and Remarks**

Please add any additional information or remarks that are necessary or helpful to this Pastor's Information Form.

25. In completing the final section of this form, check the box indicating whether or not the pastor has completed a SET and the date of the completion. Then please note the date

that the evaluation was performed, who completed the evaluation, and the date that the evaluation was last reviewed.