**SECTION TWO – DEVELOPING THE PROFILE**

**PART A**

**LIFE PLAN**

**VISION, MISSION, CORE VALUES**

**JOB DESCRIPTION**

***Conduct/Update the Life Plan***

A transition can be an important time in terms of addressing church health issues. The Free Methodist Church in Canada is committed to the health of its local churches. We have developed a strategy called the Life Plan to ensure that we are faithful to both God and our neighbours.

The Life Plan is a cyclic health conversation designed to lead congregations into responding and faithfully adapting to their changing context.

Every church should have a ministry plan in place. Many churches use the Life Plan process to develop a ministry plan. The PLTF will need to examine the current Life Plan information for the local church to help in the formulation of a job description and the church profile. The Board may instruct the PLTF to engage in all or part of the Life Plan process if the data is not current. An introduction to the Life Plan can be done through the Director of Leadership Development.

Call the Director of Leadership Development, Rev. Marc McAlister at 289-675-2773 or email him at [marc.mcalister@fmcic.ca](mailto:marc.mcalister@fmcic.ca) to book a Life Plan seminar.

For complete information on the Life Plan go to this link: <https://www.fmcic.ca/lifeplan/>

There are also other church health tools that could be helpful in updating information. The Director of Leadership Development will talk about those resources with the PLTF.

It is beneficial to include Ministry Map results from the Life Plan, NCD results (contact the Ministry Centre for forms), perceived congregational health survey results (go to this link: <https://www.formsite.com/reports/form937944439/secure_index.html>), etc., in the church profile.

***Vision, Mission and Core Values***

Include the Vision, Mission and Core Values in the church profile. (see Appendix “E” for a template)

***Create/Modify the Pastoral Job Description***

Doing Life Plan or using other church health resources may result in a change to the current pastoral job description. The PLTF can suggest updates to the job description based on the current data. Those need to be submitted to the Board for approval. The Board minutes need to reflect that the job description has been modified and approved. The Board approved pastoral job description needs to be included in the church profile. Appendix “F” describes a process for creating or modifying a pastoral job description. A job description template is also included as Appendix “G”. As each part is completed in Appendix “F”, the results should be written into the template in Appendix “G”.

MAKE SURE TO CLEARLY INDICATE WHETHER THE PASTORAL POSITION IS FULL TIME/ HALF TIME/ THREE-QUARTER TIME.

Besides the job description template, sample job description templates are available from the Director of Leadership Development upon request.

**SECTION TWO – DEVELOPING THE PROFILE**

**PART B - LOCAL CHURCH INFORMATION**

*In this section you will be gathering information that is needed for your church profile*

*but is not included in the Life Plan data.*

|  |
| --- |
| ***(The information in this box must be on page 1 of the church profile document)***  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Person (PLTF Chair): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***1. PEOPLE INFORMATION***

***Membership:***

Total Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of new members in the past five years \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of families in your Church Directory/mailing list \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Average Attendance:***

Morning Worship \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sunday Evening (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipleship Ministries:

Christian Education Classes \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Small Groups (Mid-week programs) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Age Distribution of Members and Adherents:***

Age 0-4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 5-14 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 15-19 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 20-24 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 25-44 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 45-54 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 55-64 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 65-74 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 75-84 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age 85 + \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Occupation of Primary Income Provider:***

(Please indicate the number of persons in each category.)

 \_\_\_Business  \_\_\_Agriculture

 \_\_\_Construction  \_\_\_Education

 \_\_\_Clerical  \_\_\_Government

 \_\_\_Professional  \_\_\_Manufacturing

 \_\_\_Health Care  \_\_\_Other

 \_\_\_Food Service  \_\_\_Retired

***Household Income of congregational families:***

$00-$19,999 

* $60,000 - $99,999



$20,000-$39,999 over $100,000



* $40,000 - $59,999

***Education***

***of Adult Members and Adherents:***

 Public School  Bachelor’s Degree

 High School  Master’s Degree

 Some University/College  Doctorate

***All ethnicities represented in this church community:***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***2. INTERNAL RELATIONSHIPS AND MORALE***

*(This section would not necessarily be included in the packet given to a candidate, though it is important to address these issues.)*

Are there problems or tensions?  No  Yes If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3. FACILITIES INFORMATION***

Age \_\_\_\_\_\_\_\_\_\_ years Mortgage: Yes  No  Value of Mortgage $\_\_\_\_\_\_\_\_\_\_\_

***Seating Capacity of:*** Sanctuary \_\_\_\_\_\_\_\_\_\_\_\_Fellowship Hall \_\_\_\_\_\_\_\_\_\_\_\_

***Do the facilities include?***

 Recreational Facilities Type (if yes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pastor’s Study

 Other Offices Please list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Any plans for expansion or relocation? No***

*** Yes*** Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Is the parsonage provided? No***

***Yes*** *(If yes, please provide a description and photo if possible)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Does the congregation maintain day care, other income generating programs, or community based programs? ***No***

***Yes*** (*If yes, please provide a description)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***4. COMMUNITY INFORMATION***

Principal Employers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type(s) of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Institutions: University College Trade School

Please describe the neighbourhood where the church is located: (Mark all that apply.)

Old / New / Both

Residential / Commercial / Both

Owned homes / Rentals / Both

Apartments / Single Family / Both

Multicultural Yes No

Are the church people involved in community life? **No** **Yes** (

*If yes, list community organizations and activities that are supported by the church people:)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***5. ORGANIZATION AND ADMINISTRATIVE STRUCTURE INFORMATION***

***Name of Board Chair:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Is the membership list current? Yes No

Are there published annual reports to the congregation? Yes No

Is the Pastor’s Cabinet active and effective? Yes No

***6. PLTF INVENTORY***

|  |  |  |
| --- | --- | --- |
| **THIS CONGREGATION HAS A BOARD APPROVED:** | **YES** | **NO** |
| 1. Concrete vision statement projected two years out |  |  |
| 2. Mission statement |  |  |
| 3. Budget (Core giving is at \_\_\_\_\_\_\_%) |  |  |
| 4. Systems for: |  |  |
| Assimilating new people (from first contact to membership) |  |  |
| Membership (Base 1) |  |  |
| Maturity (Base 2) |  |  |
| Ministry (Base 3) |  |  |
| Mission (Base 4) |  |  |
| 5. Ministry teams for: |  |  |
| Small Groups |  |  |
| Care ministries (Visits to poor, shut-ins, seniors) |  |  |
| Maintenance |  |  |
| Crisis |  |  |
| Counseling |  |  |
| 6. Staff Development Plan – Performance Appraisals for major ministry leaders |  |  |
| 7. Mission Development Plan directed towards: |  |  |
| Community (crowd events) |  |  |
| Specific Target Groups |  |  |
| “…And Beyond” initiatives |  |  |
| Meeting Social Needs |  |  |
| 8. Performance Appraisal Systems for Staff |  |  |
| 9. A System of Governance using Governance Model |  |  |
| 10. An Organizational Chart |  |  |
| **THIS CONGREGATION ALSO HAS:** | **YES** | **NO** |
| 11. Knowledge of our management temperaments and styles |  |  |
| 12. Spiritual sensors (prayer partners, intercessors, regular reports on spiritual victories, etc.) |  |  |
| 13. Emphases for the month, quarter, year, 5 years, 10 years |  |  |
| 14. Minimum factor (NCD) identified |  |  |
| 15. Highest NCD score identified |  |  |
| 16. Completed the Life Plan in \_20\_\_\_ (year) |  |  |

***7. PERSONNEL EMPLOYED BY THE CHURCH***

Please list all full time and part time paid (and/or appointed) staff:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION** | **Paid** | **Volunteer** | **Full-Time** | **Part-Time** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**8. *PASTORAL RELATIONS***

***How long have previous Lead Pastors served?***

1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Has the church been divided over pastoral leadership in recent years?***

*(Please explain. Use additional paper, if necessary.)*

***Is the church currently in any type of conflict? If so, please describe:***

***9. PASTORAL FINANCIAL SUPPORT*** *See The Manual of The Free Methodist Church in Canada, Chapter 8, ¶878.* [*https://www.fmcic.ca/our-ethos/the-manual/*](https://www.fmcic.ca/our-ethos/the-manual/)

Pastoral financial support is set and approved by the Board. After receiving the church profile, potential candidates may inquire about financial support. Be prepared to discuss the “range,” the likely minimum and the likely maximum of a pastor new to this church. A salary comparison of similar FM churches will be sent to the Board chair when the PLTF is formed. (see also resource Appendix “K” for salary grid – this is only a guide and not a denominational policy for setting a pastor’s salary).

***Note: The box below needs to go into the profile under this section. Do not include actual numbers.***

|  |
| --- |
| Salary is base salary (taxable) + Housing allowance (non-taxable) (¶878.1)  *(You must apply to Canada Revenue Agency [CRA] in November of each year for payroll tax reduction at source for the following year, otherwise file for the allowance when you file your income tax return)*  Benefits:  Life/Extended Health/Dental/LTD (¶878.2- 878.5) *(You are required to participate if you are paid for at least 20 hours per week.  You may opt out of extended health and dental coverage provided you document that you have spousal coverage.  You may not opt out of Life or Long Term Disability [LTD])*  Travel Allowance Budget (¶878.7)  Other Benefits: Continuing Education, Entertainment, Allowed days away, Vacation Days, Family Camp, Ministry/Mission Days (Ministry in other churches), Bereavement Days, and Conference/Seminar Days. (¶878.6) |

***10. ADDITIONAL COMMENTS***

Copies of current Annual Reports from the last two years will be attached to this profile. *(The Credentialing Coordinator will have copies available to send with the profile.)*

**SECTION TWO – DEVELOPING THE PROFILE**

**PART C - COMMUNITY INFORMATION**

Be sure to include in the profile:

* information gathered from the Chamber of Commerce, City/Town, School Board websites, etc.
* include website links describing your community
* give information about employment opportunities for the spouse
* tell about the schools and hospitals
* describe the recreation opportunities

Your profile needs to attract not only the candidate but the candidate’s family. Present your community as positively as possible.

**SECTION TWO - DEVELOPING THE PROFILE**

**PART D - COMPLETING & SUBMITTING THE CHURCH PROFILE**

***A completed local church profile should include:***

* a cover page that has all the contact information for both the church and the PLTF Chairperson clearly stated (and perhaps a photo of the church)
* board approved pastoral job description clearly indicating full-time, part-time or three-quarter time (Section 2a)
* local church Vision, Mission and Core Values (Section 2a)
* local church information (Section 2b)
* local community information (Section 2c)
* any other relevant Life Plan data or documents (i.e. NCD results, Ministry Map, perceived congregational health survey results, etc.)

***Forward a copy of the completed church profile and pastoral job description (in Word format preferred) by email attachment to:***

**DAVIKA DOTSON – ADMINISTRATIVE ASSISTANT**

**LEADERSHIP DEVELOPMENT OFFICE**

**The Free Methodist Church in Canada**

**Email: davika.dotson@fmcic.ca**

**Fax: 905-848-2603**

The posting will be advertised typically for four to five weeks in the weekly Bishop’s Notes (which are sent to all pastors in the denomination) and on the FMCiC website at <https://www.fmcic.ca/transition-index/>. During that time, the local church profile will be sent to any prospective candidates who request a copy. Resumes will be received by the Leadership Development Administrative Assistant and will be forwarded to the PLTF chairperson after the posting deadline date.

NOTE: The PLTF chair needs to remind the Board chair that the job is being posted and in about a month the PLTF will be receiving resumes. The Board needs to finalize the financial package to be available for the PLTF during the interviewing stage.

**APPENDIX “E’ – CHURCH TRANSITIONS HANDBOOK**

**VISION, MISSION & CORE VALUES STATEMENTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(NAME OF CHURCH)**

|  |
| --- |
| **VISION**  The **vision** is a preferred future that is concrete and compelling and tells where the church expects to be in the next two to three years. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MISSION**  The **mission** is a statement of the types of activities that God has used to get you to your vision. A mission statement usually states something about outreach (attracting the unchurched), evangelism (winning them), discipling, training and releasing them into ministry. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **CORE VALUES**  **Core values** are Biblical values that guide the work. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPENDIX “F” – CHURCH TRANSITIONS HANDBOOK**

**JOB DESCRIPTION CREATION PROCESS**

The pastor’s Job Description needs to start with large concepts and then be broken down into sections in the same way that a city is mapped out. Here are the parts:

|  |
| --- |
| **I. Major Responsibilities (MR):**  are the large neighbourhood ideas. Keep a big picture.  *Need 4-6 MRs* |
| **II. Key Activities (KA):**  are not the "neighbourhood," but the "block"…defines the blocks in the neighbourhood.  *Need 2 for each MR* |
| **III. Standards of Performance (SP):**  measures the success…"Did you actually get this done or not?  *Need at least 1 for each KA* |
| **IV. Core Competencies (CC):**  describes **the necessary behaviours** it will take to get you to your **God-given preferred future**.  *choose 6-8 core competencies* |
| **V. Experience & Training:**  What training, education and experience are required to do the job?  *ideal and minimum requirements* |
| **VI. Spiritual Gifts:**  What kind of spiritual gifts are required to do the job?  *choose 3 spiritual gifts* |

**JOB DESCRIPTION (JD) GUIDE**

**I. Major Responsibilities (MR):**

Reminder: MRs are the large neighbourhood ideas. Keep a big picture. Need 4-6 MRs.

1. brain-storm and prioritize
   * first look at the MISSION statement. Then ask this key question: "What are the major areas from our mission statement that need to be captured in the MRs of the JD?"
   * start listing them without debate
   * prioritize the list
   * the top 4-6 MRs are enough.
2. Major Responsibilities: Test
   * do the MRs reflect our vision, mission, and core values?
   * do the MRs stay **away from strategies and how tos**, dictating how the incumbent will accomplish the vision? i.e. are we "micro-managing"?
   * did we stay in a large enough "neighbourhood?" ….that is "big picture?"
3. Ranking the MR's
   * we are not trying to account for crises in incumbent's life.
   * we are not trying to account for details of daily work that must be done which do not fit the MRs

**II. Key Activities (KA):**

Reminder: A Key Activity is not the "neighbourhood," but the "block”….not strategies, but defines the blocks in the neighbourhood. Should have at least one or two KAs for each MR, may have more.

1. brain-storm and prioritize again.
   * "look at each of the Major Responsibilities we just discovered."
   * ask this question: "**What are the key activities essential to delivering on this major responsibility**?"
   * again, list them without debate on the flip chart
   * prioritize the list
   * the top 2-4 KAs are enough.
2. Repeat #1 for each MRs.

**III. Standards of Performance (SP):**

Note 1: The term "Measures of Success (MS)" is an alternative way to describe SPs. They mean the same: MS or SP answer the question, **"Did you actually get this done or not?"**

Reminders: Standards of Performance are not strategies, not telling the incumbent "what to do" or "how to do it"

SPs can reflect **quantity of results.** Some examples are**:**

* number of leaders trained, or groups started
* number of new ministries begun
* number of global initiatives

SPs can reflect **quality of results.** Some examples are**:**

* leaders functioning well
* structures established and functioning well
* teams identified, organized and functioning well
* global awareness raised
  1. Brain-storm and prioritize
* use this test question for each SP: **"What would the KA results look like if success were achieved?"**
* there should be at least one SP for each KA, but may likely be more.

2. Repeat #1 for each KA

**IV. Core Competencies (CC)**

Reminders:

* Vision describes your **preferred future two years out**.
* Core Competencies describe the necessary behaviours it will take to get you to your **God-given preferred future.**
* Vision asks: "**Where do we see God** leading us to be in two years?"
* Core Competencies asks: "**What leader competencies will God** need to provide to get us there?"

1. Look at your vision and ask, “What kind of behaviours/competencies will it take to get us there?"
2. Read through the list of 28 competencies in Appendix “H”.
3. From the list choose 13.
4. Now reduce this list to 6-8. You may choose as many as needed, but the top 3-5 competencies will be the crucial ones.

**V. Experience & Training**

1. Draw an axis graph on the flip chart and label as follows.
   1. Training is vertical, e.g. high school, college, university.
   2. Experience is horizontal in years 0 to 10.
2. Read through the options in Appendix “I”.
3. Have the team select the intersection points for ideal requirements and the minimum requirements.
4. Write a description of both sets of requirements into the Job Description

**VI. Spiritual Gifts**

1. Look at your vision and ask, “What kind of spiritual gifts will it take to get us there?"
2. Read through the list of 21 spiritual gifts in Appendix “J”.
3. From the list choose 10.
4. Now reduce this list to 3.

**APPENDIX “G” – CHURCH TRANSITIONS HANDBOOK**

LEAD PASTOR JOB DESCRIPTION TEMPLATE

|  |  |
| --- | --- |
| **Position Description** | **Church/Department** |
|  |  |
| **Name (or Incumbent)** | **Location** |
|  |  |
| **Reports to** | **Team (Ministry Leaders/Staff)** |
| Network Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The Official Board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Free Methodist Church |  |
| **Peers** |
| The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Network led by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **# of Hours** | **Date of last Revision** |
| ❑ Full time (based on at least 40 hrs/week)  ❑ Part time: \_\_\_\_\_\_\_\_\_\_\_ hrs/week |  |

**Position Overview**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Education and Job Related Experience Requirements** (see Appendix I)

As a minimum, the incumbent must possess\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Education and Job Related Experience Achievements** (see Appendix I)

Ideally, the incumbent would possess\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ideal Past Career Experience:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other important information about this position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***RESPONSIBILITIES AND ACTIVITIES***

The prioritized **major responsibilities, percentage of time, key activities** and **standards of performance** for this position are listed below:

**MAJOR RESPONSIBILITIES**

(Suggested percentage of time allocated to each area of responsibility)

**Major Responsibility Overall Percentage of Time**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ %
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ %
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ %
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ %
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ %

**KEY ACTIVITIES**

***[copy and add in as many charts as necessary for each major responsibility listed above]***

1. **Major Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Key Activities** | **Standard of Performance** |
|  |  |
|  |  |
|  |  |
|  |  |

**2. Major Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Key Activities** | **Standard of Performance** |
|  |  |
|  |  |
|  |  |
|  |  |

**3. Major Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Key Activities** | **Standard of Performance** |
|  |  |
|  |  |
|  |  |
|  |  |

**4. Major Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Key Activities** | **Standard of Performance** |
|  |  |
|  |  |
|  |  |
|  |  |

**5. Major Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Key Activities** | **Standard of Performance** |
|  |  |
|  |  |
|  |  |
|  |  |

**CORE COMPETENCIES (a complete list of sample core competencies is attached as Appendix H)**

The operationalized core competencies which the incumbent must demonstrate in order to be effective in this position are listed below:

|  |  |
| --- | --- |
| **Core Competency** | **Operationalized Competency**  **“What does this look like on the job?”** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**OFFICIAL BOARD APPROVAL**

This is to certify that the Official Board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church has approved the Job Description to be included in the Church Profile.

Done by order of the Official Board of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Society of The Free

Methodist Church in Canada at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Pastor*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secretary*

**APPENDIX “H” – CHURCH TRANSITIONS HANDBOOK**

**CORE COMPETENCY DEFINITIONS (rev May 2012)**

| ***#*** | ***CORE COMPETENCY*** | ***OPERATIONALIZED COMPETENCY***  ***What the incumbent would demonstrate if we observed them on the job*** |
| --- | --- | --- |
| **1.** | **Alertness** | Able to be attentive to all aspects of the environment while working; to monitor environment during routine activity. |
| **2.** | **Analytical Problem Solving** | Able to use a systematic approach in solving problems through analysis of problem and evaluation of alternate solutions; use logic, mathematics or other problem solving tools in data analysis or in generating solutions. |
| **3.** | **Assertiveness** | Able to maturely express one’s feelings and opinions in spite of disagreement; accurately communicate to others regardless of their status or position. |
| **4.** | **Big Picture Thinking** | Understanding complexity; viewing situations from a broad perspective. |
| **5.** | **Building Business Partnerships** | Developing mutually beneficial long-term business relationships with customers and suppliers. |
| **6.** | **Commitment to Task** | Able to start and persist with specific courses of action while exhibiting high motivation and a sense of urgency; willing to commit to long hours of work and make personal sacrifice in order to reach goals. |
| **7.** | **Communications – Spoken and Written** | Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well: able to write clearly and effectively present ideas and to document activities; to read and interpret written information |
| **8.** | **Coping** | Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, hazardous conditions, personal rejection, hostility or time demands. |
| **9.** | **Creativity** | Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give birth to new ideas; to present information in an attention-getting and interesting manner. |
| **10.** | **Customer Orientation** | Keeping focused on the customer when making decisions and taking actions. |
| **11.** | **Decision Making and Problem Solving** | Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics. |
| **12.** | **Decisiveness** | Able to make decisions quickly on available information and take action; make commitments and not change decisions when challenged; deal with emergencies as necessary. |
| **13.** | **Developing People** | Coaching people; helping them build capabilities needed now and in the future. |
| **14.** | **Energizing** | Able to create positive energy (motivation) in both individuals and groups. |
| **15.** | **Goal Setting** | Able to define realistic, specific goals and objectives; to prioritize objectives. |
| **16.** | **Interaction** | Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport. |
| **17.** | **Intercultural Capacity** | An orientation that reflects self-awareness of one’s own culture and the acquired ability to recognize, appreciate and engage with patterns of difference (values, perceptions and behaviours) that emerge in interaction with people who are from other cultures. |
| **18.** | **Leadership** | Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives. |
| **19.** | **Organization and Planning** | Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability. |
| **20.** | **Out-of-the-Box Thinking** | Viewing situations in new and creative ways. |
| **21.** | **Perceptivity** | Able to interpret verbal and non-verbal behavior; to develop accurate perception and understanding of others’ feelings, needs, values and opinions; to be sensitive to and aware of personality differences and conflicts. |
| **22.** | **Policy and Procedures** | Able to relate to routine operations in a manner that is consistent with existing solutions to problems; conform to established policies and procedures; log work activities. |
| **23.** | **Process Improvement** | Developing reliable and sustainable processes that add value to our customer. |
| **24.** | **Reading the System** | Able to recognize and use information about organizational climate and key individuals to accomplish legitimate organizational goals; be aware of the importance of timing, politics and group processes in managing change. |
| **25.** | **Team Building** | Able to work with people in such a manner as to build high morale and group commitments to goals and objectives. |
| **26.** | **Tolerance of Ambiguity** | Able to withhold actions or speech in the absence of important information; deal with unresolved situations, frequent change, delays or unexpected events. |
| **27.** | **Versatility** | Able to modify one’s own behavioral style to respond to the needs of others while maintaining one’s own objectives and sense of dignity. |

**APPENDIX “I” – CHURCH TRANSITIONS HANDBOOK**

**Minimum Education and Experiential Standards:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Formal Education** | **Job Related Experience** | | | | | |
| No experience required | < 1 year | 1 -3 years | 4 - 6 years | 7 - 10 years | 10+ years |
| No educational requirement | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Some High School or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| High School Diploma or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| High School Diploma + job related courses or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Community College or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Technical trade | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Bachelor’s degree | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Master’s degree | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Professional Designation (e.g. CA, P. Eng., C.H.R.P., M. Div.) | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Doctoral degree | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |

**Preferred Education and Experiential Standards:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Formal Education** | Job Related Experience | | | | | |
| No experience required | < 1 year | 1 -3 years | 4 - 6 years | 7 - 10 years | 10+ years |
| No educational requirement | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Some High School or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| High School Diploma or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| High School Diploma + job related courses or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Community College or equivalent | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Technical trade | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Bachelor’s degree | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Master’s degree | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Professional Designation (e.g. CA, P. Eng., C.H.R.P., M. Div.) | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| Doctoral degree | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |

**APPENDIX “J” – CHURCH TRANSITIONS HANDBOOK**

**DEFINITIONS OF THE SPIRITUAL GIFTS**

1. ***Administration:*** The special ability to be a leader for the church in directing and planning its life and order. The special ability to plan and execute procedures that increase the church's organizational effectiveness. An example can be found in Acts 15.
2. ***Art/Graphic Artist:*** The special ability to sense what will look good or communicate in an effective way on paper, banners, in sculpture, gardens, and other visual mediums. See Exodus 31:3-11.
3. ***Craftsmanship:*** The special ability to create, troubleshoot, and repair the technical and hardware supports necessary for church ministries. See 2 Chronicles 34:9-13.
4. ***Evangelism:*** The special ability to effectively share one's faith with non-Christians in a way that leads to a new commitment to Christ. An example is Peter in Acts 2:14-29 or Philip in Acts 8:1-7.
5. ***Encouragement:***  The unique ability to comfort, strengthen, and challenge those faced with significant choices or actions. An example can be found in Acts 9:26-30.
6. ***Giving:*** This is the ability to contribute significant material wealth, time, or talents to support ministries of Christ and the church. People with this gift seem to be able to create resources easily and contribute them unselfishly. See 2 Corinthians 8:1-7.
7. ***Helps:*** The special ability to assist others in practical ways that are nonetheless very necessary. Often this gift complements other ministries and makes them more effective. See Romans 16:1-2.
8. ***Hospitality:***  The special ability to open one's home to strangers in a way that makes them feel comfortable and to make visitors to church events feel welcome and appreciated. See Acts 16:15.
9. ***Prayer:*** This is the unique ability to intercede faithfully and constantly before God for the needs of people and ministries. Often these "prayer warriors" see God answering prayer in exceptional ways. Colossians 4:12.
10. ***Knowledge:*** This is the special ability to discover and comprehend truths one gains in Bible study -- the details, the various themes, and the message of the Bible as a whole as it applies to any situation. An example of this gift can be found in 1 Corinthians 2 and 4.
11. ***Leadership:*** The unique ability to motivate, equip, and direct others in the ministry of Christ. This ability is always tempered by a loving concern for the ones being led. See Acts 13:1-3 and Acts 15.
12. ***Mercy:*** The ability to express deep concern and loving compassion towards people who are discouraged, mistreated, or just plain down and out, even if as a result of their own choices. Mercy is the gift that finds a way to minister appropriately to people who suffer. Acts 9:36 or Romans 15:1.
13. ***Shepherding:*** The special ability to guide, nurture, and care for individuals and groups in the church so that they grow in their faith and spiritual maturity. This is the gift of being responsible for the welfare and unity of Christ's disciples. See 1 Peter 5:1-9.
14. ***Musical:*** The ability to use one's voice or an instrument to bring glory to God and communicate effectively with people. An example is found in 1 Chronicles 16:41-42.
15. ***Serving:*** This is the ability to meet the physical and practical needs of people in or out of the church. The gift of service meets those needs with humility and takes joy in being helpful to others. Acts 6:1-6.
16. ***Teaching:*** The ability to teach, train, and encourage Christians in the way of Christ with clarity and faithfulness to the Bible. John 21:15-17 or 1 Timothy 4:6,11 and 5:17.
17. ***Prophecy:*** The special ability to proclaim and stand for God's truth in the face of confusion or disobedience and in a way that leads to correction, repentance or encouragement. Acts 11:27-30, 21:7-12.
18. ***Discernment:*** The special ability to see through to the spiritual motives in people, events and actions and to determine whether or not they are of God. See 1 John 2 and 3.
19. ***Vision or Faith:*** It is an exceptional ability to see what isn't and to believe and act as though it will be because God will do it, especially in terms of the advance of the Kingdom or the increase in the church. Acts 16:9,10,18, 18:9-11, 27:21-26.
20. ***Tongues:*** The special ability to communicate effectively with God or others in a language not learned in conventional ways. Tongues may be a gift for personal encouragement or it may be a gift for the building up of the whole church (when interpreted). See Acts 2:1-13; 1 Corinthians 14:1-19.
21. ***Healing:*** The ability to be a channel of God's power to restore human brokenness and relieve suffering. See Acts 3:1-10; 1 Corinthians 12:27-30.

APPENDIX “K”- CHURCH TRANSITIONS HANDBOOK

