Parish Profile and Materials

Just to clarify language, there are at least three sorts of "profiles" we will be using.

1. OTM ...Office of Transitional Ministry. This is the profile housed in the great computer in the sky located at the national offices of TEC in New York. All clergy in your search should have one of these.

2. OTM Portfolio....This is the "partner" at the parish level to the personal profile noted above. Usually in a search, all clergy who are interested are directed to the portfolio on line and all clergy who are looking for a new call should be checking all the postings on a routine basis.

If a parish chooses, we can ask the GCS (great computer in the sky) to generate a list of clergy who have profiles matching the parish portfolio. However, these matches are strictly "cold calls".

3. A parish information packet. This can also be a website format in addition to a hard copy. Years ago there seemed to be a competition among parishes to create "coffee table" books .

This can be as simple or as sophisticated as the parish decides. As a priest on the receiving end of such, I was much more interested in the content and kind of information than the appearance.

You contact a priest or a priest contacts the parish about the call. They ask for more information than is found in the OTM Portfolio. You send them this coffee table book or whatever.

At a minimum, I recommend the following: ( some or all of the below may already be available within other formats...the form is not as important as the content....e.g.. your minutes from the Annual Parish Meeting could possibly cover 2/3 of the below)

1. A brief descriptive history of the parish.
2. The kinds of ministries that are important in the life of the parish and the various groups therein.
3. A Chamber of Commerce type piece about life in the area, including schools and housing.
4. A copy of the last three years of the Annual Parochial Report.
5. Same for annual operating budgets ( absent any confidential information). If there are any significant "off the books " financial records that materially affect the life of parish, these should be noted if not revealed.
6. A copy of the minutes of the most recent Annual Parish Meeting, along with controlling documents (Articles, By Laws, etc.)
7. Copy of a "regular "bulletin and one each from Christmas and Easter.
8. Several copies of your newsletter