

Church Deployment Office
 The Episcopal Church Center
 815 Second Avenue, New York, NY 10017-4594
 212/922-5250 • 800/334-7626 Ext. 5250 • Fax 212/682-5594
www.episcopalchurch.org/cdo • cdo@episcopalchurch.org



PARISH / INSTITUTION SEARCH REQUEST

(Revised Nov. 2002)

Date _____ Authorized by: _____
 Diocese _____ Check One: Bishop ☐ Deployment Officer ☐

GENERAL INFORMATION

Position Title _____ Date Position Is Open _____

Parish/Institution: _____ Street Address _____

City _____ State _____ Zip _____ Country _____ Tel.: _____ / _____

Contact Name: _____ Street Address _____

City _____ State _____ Zip _____ Country _____ Tel.: _____ / _____

Type of Institution _____ Website: _____
 (parish, hospital, etc.)

Type of Community: ☐ Rural ☐ Town ☐ Suburban ☐ Urban

Type of Parish: ☐ Single Congregation ☐ Yoked ☐ Cluster ☐ Ecumenical (e.g. ELCA)

Style of Parish: ☐ Family ☐ Pastoral ☐ Program ☐ Corporate / Resource

Communicants # _____ Sunday Services # _____ Avg. Total Sun. Attendance # _____

Type of Position: ☐ Full Time ☐ Part Time ☐ Interim/Transitional ☐ Non-Stipendiary ☐ Bi-Vocational

Ecclesiastical Status Required: ☐ Priest Only ☐ Deacon Only ☐ Bishop Only
☐ Bishop/Priest ☐ Priest/Deacon ☐ Seminarian
☐ Any ☐ Ordained ☐ Lay Only ☐ Retired

Education Degree/Certificate (only if required) _____ Subject _____

Position may be listed in the Positions Open Bulletin: ☐ YES ☐ NO Profile Available? ☐ YES ☐ NO

CDO POLICY ON EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

The policy established by the Board for Church Deployment is to search the CDO files without regard to race, marital status, age or sex, except to further by positive action the deployment of women and minorities. To that end, the CDO will ensure that search results include representative numbers of women and minorities.

We also urge you to let us know if applications from women and/or minorities are especially welcome. If you would like this opening to be so identified in the Positions Open Bulletin, please check the following:

☐ Applications from Women and Minorities Especially Welcome

(For Yoked or Cluster positions the following information must be provided for each parish or mission separately)

FINANCIAL DATA

Total Budget \$ _____ Total Debt \$ _____ Total Paid to Diocese \$ _____/year
Diocesan Aid Received \$ _____ Total Pledges # _____ \$ _____

COMPENSATION

Compensation Starting (Total of Housing + Utilities + Social Security Allowance + Cash Stipend)

Minimum \$ _____/year

Maximum \$ _____/year

Housing: ☐ Supplied ☐ Cash Allowance ☐ Either ☐ None Housing Supplied For: _____ Persons

BENEFITS / PROFESSIONAL EXPENSES

Health Insurance \$ _____ CPF or Pension Plan _____

Equity Allowance \$ _____/year Car/Travel Allowance \$ _____/year

Continuing Ed. Allowance \$ _____/year #weeks/year _____ Vacation _____ weeks/year

Other Expenses \$ _____/year

DESCRIPTION OF PARISH / INSTITUTION

(Approx. 330 characters including spaces. May abbreviate)

GOALS OF PARISH / INSTITUTION

(Approx. 45 characters including spaces per goal. May abbreviate)

1st Goal: _____

2nd Goal: _____

3rd Goal: _____

4th Goal: _____

SCHOOLS

Church School Teachers # _____
Day School Teachers # _____

Church School Pupils # _____
Day School Pupils # _____

PREVIOUS INCUMBENTS OF THIS POSITION

Name of Last Incumbent _____ From _____ To _____
Next to Last Incumbent _____ From _____ To _____

POSITION RESPONSIBILITIES WITH RELATED SKILLS

(See List in Ministry Skills / Experience Manual)

1st Responsibility (Approx. 60 Characters): _____

Related Skills (From Ministry Skill / Experience Manual):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

2nd Responsibility (Approx. 60 Characters): _____

Related Skills (From Ministry Skill / Experience Manual):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

3rd Responsibility (Approx. 60 Characters): _____

Related Skills (From Ministry Skill / Experience Manual):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

4th Responsibility (Approx. 60 Characters): _____

Related Skills (From Ministry Skill / Experience Manual):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ADDITIONAL REQUIREMENTS

(Languages, specialized training, licenses/certificates, previous position, years of experience, continuing education subjects, etc.)

GEOGRAPHICAL RANGE OF SEARCH

☐ Anywhere ☐ Specific dioceses to be searched _____ Other _____

(circle states for regional searches)

PR MA RI NH ME VT CT NJ NY PA DE DC MD VA WV NC SC
GA FL AL TN MS KY OH IN MI IA WI MN SD ND MT IL MO KS
NE LA AR TX OK CO WY ID UT AZ NM NV CA HI GU OR WA AK

PARISH LIFE ORIENTATION

SECOND EDITION



CHURCH DEPLOYMENT OFFICE EPISCOPAL CHURCH CENTER

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The statements on the following form will help you, and clergy in whom you are interested, to understand how your parish approaches its mission.

DIRECTIONS

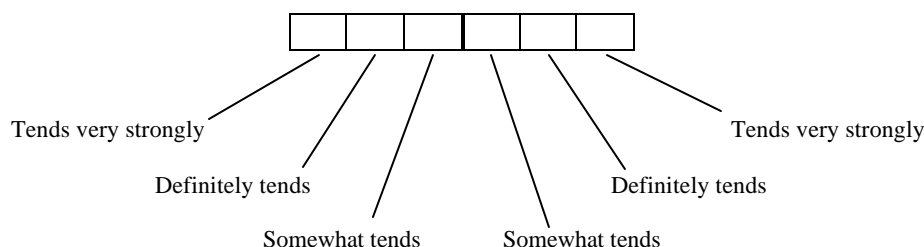
Place the appropriate symbol(s) WITHIN the square(s) that most nearly represent(s) your parish.

The symbols used are:

P where parish is Presently

F where parish hopes to be in the Future

S present and future are the Same



EXAMPLES:

These are the ONLY combinations available.

1. Our education is mostly for children

| | | | | | |
|--|---|--|--|--|---|
| | F | | | | P |
|--|---|--|--|--|---|

 Our education is for people of all ages

Parish sees itself as Presently having strong parish involvement in education for people of all ages, BUT would like to emphasize education for children in the Future.

2. Our education is mostly for children

| | | | | | |
|--|--|--|--|---|--|
| | | | | P | |
|--|--|--|--|---|--|

 Our education is for people of all ages

Parish sees itself as Presently leaning more toward involvement in education for people of all ages. The future is undetermined.

3. Our education is mostly for children

| | | | | | |
|---|--|--|--|--|--|
| S | | | | | |
|---|--|--|--|--|--|

 Our education is for people of all ages

Parish sees itself as having strong involvement in education for children AND would like the future to be the Same.

4. Our education is mostly for children

| | | | | | |
|---|--|--|--|--|--|
| F | | | | | |
|---|--|--|--|--|--|

 Our education is for people of all ages

Parish did not previously provide any education, but in the Future would like to provide education mostly for children.

PARISH LIFE ORIENTATION



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Parish Name _____ City _____ State _____ Zip _____
Diocese _____ Date _____ Consultant _____

I. MINISTRY OF LAITY

| | | | | | | | |
|--|--|--|--|--|--|--|---|
| 1. Our parish generates opportunities for lay ministry expressions. | | | | | | | Our lay ministry is expressed through established structures and groups. |
| 2. We provide training for lay ministry in the parish, community, and world. | | | | | | | We provide training for lay ministry within the parish. |
| 3. Our small groups are mostly interested in Bible Study, prayer, & pastoral care. | | | | | | | Our small groups are mostly interested in socials, fellowship, & fund raising. |
| 4. Our leadership is focused around vestry and clergy. | | | | | | | Our leadership is focused around influential special interest groups or strong individuals. |

II. LITURGICAL / SPIRITUAL LIFE

| | | | | | | | |
|---|--|--|--|--|--|--|---|
| 5. Our services are conservative and traditional. | | | | | | | Our services are innovative and contemporary. |
| 6. Our congregation participates largely through the leadership of the clergy. | | | | | | | Our congregation participates actively at all levels of the service. |
| 7. Our worship is more focused on the Eucharist. | | | | | | | Our worship is more focused on Morning Prayer. |
| 8. Our parish encourages and offers regular training in prayer and spiritual life to all members. | | | | | | | In our parish prayer and spiritual life are considered as an individual responsibility. |

III. EDUCATIONAL LIFE

| | | | | | | | |
|---|--|--|--|--|--|--|---|
| 9. Our education is mostly for children. | | | | | | | Our education is for people of all ages. |
| 10. Our education takes place on Sunday morning. | | | | | | | Our education takes place on Sunday and weekdays. |
| 11. We emphasize biblical studies. | | | | | | | We emphasize contemporary topics and issues. |
| 12. Our education is mostly centered on being well informed about the traditions of the Episcopal Church. | | | | | | | Our education centers on commitment to God. God's people and the world. |

IV. EVANGELISM & RENEWAL

| | | | | | | | |
|--|--|--|--|--|--|--|---|
| 13. Our parish has an active program for seeking, adding, and incorporating new members. | | | | | | | Our parish ministers to its membership and welcomes others. |
| 14. Our parish has not been involved in the renewal movement. | | | | | | | The renewal movements have had a significant impact on our church. |
| 15. Our parishioners reach out by calling, praying, and offering help to others. | | | | | | | Our parishioners look chiefly to the clergy to reach out to others. |

V. OUTREACH

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| 16. Our parish is actively involved with life and activities of the diocese. | | | | | | | Our parish is self-sufficient and is related to the diocese in formal ways. |
| 17. Our parish sponsors community services and offers use of buildings. | | | | | | | Our parish uses buildings for our private use, & is not involved in the community. |
| 18. Our parish knows about & supports the mission of the Church beyond itself. | | | | | | | Our parish attends to own needs and supports itself. |
| 19. We work comfortably with other denominations. | | | | | | | We work comfortably with other Episcopalians. |

VI. STEWARDSHIP

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| 20. Our parish leaders make a serious effort to teach and practice stewardship including tithing. | | | | | | | Our parish leaders rely on individuals to develop and practice their own forms of stewardship. |
| 21. Our parish is supported by many pledges of all sizes. | | | | | | | Our parish is principally supported by a few large pledges. |
| 22. Our parish relies on endowments. | | | | | | | Our parish relies on pledge income. |
| 23. Our parish call out and uses gifts (talents) of many laity. | | | | | | | Our parish relies on a few highly talented individuals. |
| 24. The budget/pledges have been increasing over the past five years. | | | | | | | The budget/pledges have been declining over the past five years. |

VII. PEOPLE

| | | | | | | | |
|--|--|--|--|--|--|--|---|
| 25. Our parish is a mixture of many kinds and classes of people. | | | | | | | Our parish is made up of one kind and class of people. |
| 26. Our parish is largely make up of young couples with children. | | | | | | | Our parish is largely made up of elderly retired. |
| 27. Our parish draws largely from neighborhood. | | | | | | | Our parish draws largely from very wide area. |
| 28. Our parish is a cross section of the community. | | | | | | | Our parish is not typical of the community. |
| 29. Our community has been changing demographically during the past decade. | | | | | | | Our community has remained relatively stable during the past decade. |
| 30. We are deeply committed to our goals and objectives and want someone to lead us in that direction. | | | | | | | We believe the person called will lead us and we will revise our goals accordingly. |