

## PERSONAL INFORMATION FORM

**Name:**

**Date:**

The EPC Ministerial Vocation Committee and Office of the Stated Clerk provide resources and advice to both pastors and congregational search committees. To that end, we ask congregations and ministers to complete information forms as an introduction to each other, and as a first step in the process of calling a minister for a congregation. For both the individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

Ministers and Candidates are welcome to send completed Personal Information Forms to Search Committees for positions in which they have interest. No prior denominational approval is necessary. Completed forms also should be sent to the Office of the General Assembly at the address below, in care of the Stated Clerk. Candidates Under Care of presbyteries are required to submit a completed Personal Information Form before written ordination examinations are issued.

For those seeking to transfer ordination credentials to the EPC, see the information on the EPC website at [www.epconnect.org/transferringtotheepc](http://www.epconnect.org/transferringtotheepc) before filling out this form.

If you need additional space to answer any questions, attach a separate sheet (ensure that the question number is included).

### Contents:

<b>Part 1</b>	Statement of Consent	<b>Part 5</b>	Ministry Preferences and History
<b>Part 2</b>	Personal Information	<b>Part 6</b>	References
<b>Part 3</b>	Narrative	<b>Part 7</b>	Background Disclosure
<b>Part 4</b>	Denominational Alignment		

**EPC Office of the General Assembly**  
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(407) 930-4247 (fax)  
[info@epc.org](mailto:info@epc.org)  
[www.epc.org](http://www.epc.org)

### Part 1: Statement of Consent\*

We are called to honesty and a commitment to open communication as we seek to build the body of Christ. In that spirit, we ask that you confirm your agreement to the following statements by your signature below:

I attest that the information contained in my Personal Information Form is true and complete to the best of my knowledge.

I authorize the persons and entities, such as members of search committees of a prospective calling body or appropriate staff persons, to make inquiries regarding all statements contained in my Personal Information Form. I also authorize all persons referred to as references, members of congregations I have served or personal/professional colleagues, to supply verification of the information provided in the Personal Information Form. I understand that such persons may comment on and state their opinions regarding all matters addressed in the profile including, without limitation, my background and character. To encourage such persons to speak openly and responsibly, I hereby release them from any claims or liabilities arising from their responses and comments if made in good faith and without malice.

I authorize staff of the Office of the Stated Clerk to circulate, distribute, and otherwise share information gathered in connection with my Personal Information Form to representatives of calling bodies. I hereby release the Evangelical Presbyterian Church, its agencies, and all contractors or employees of the Evangelical Presbyterian Church or its agencies from any claims or liabilities in connection with the Personal Information Form or its distribution.

I understand that I may receive copies of all written information which is submitted to the Office of the Stated Clerk in connection with the Personal Information Form, if I make a request in writing. I may submit additions to my file to supplement or reply to any matters included in my file.

\*A copy of this consent form will be available to reference sources.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

I am able to consider a call at this time:

Yes     No     Possibly

It is unlikely I will consider a call before:



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Name:

## Part 2: Personal Information

### 1. Name:

(Last)

(First)

(Middle)

Preferred Address:

Preferred Phone:

Cell  Work  Home

Alternate Phone:

Cell  Work  Home

Email:

### 2. Work History:

Current and Previous Positions (ministry or otherwise)

Dates



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Name:

**3. Volunteer Experience (applicable to a pastoral role)**

Dates

**4. Ordination Status**

Ordained by (church/city/state):

Ordination Date:

If not ordained:

Church Membership (church, city, state):

Candidate Under Care of (denomination and presbytery):

since (date):



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Name:

**5. Educational Background:**

a. Name of Institution

Dates Attended

Degree

b. Continuing Education/Professional Development

Dates

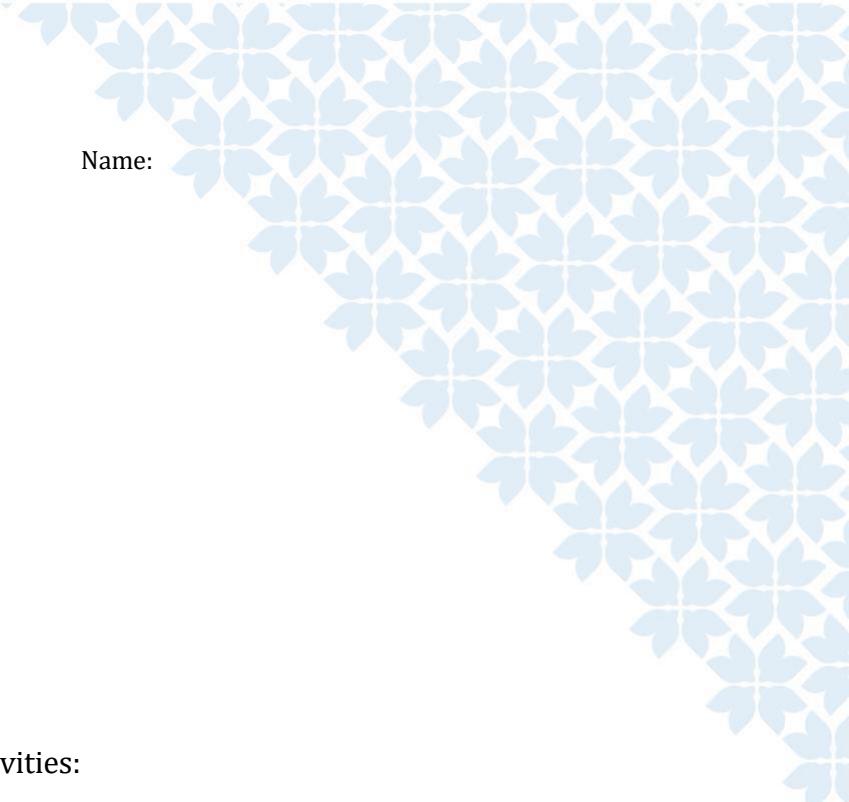
**6. Other Experience:**

a. Types of professional supervision and personal accountability you have found helpful in your life and ministry:



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Name: \_\_\_\_\_



b. Community and Civic Activities:

c. Presbytery and General Assembly Activities:

d. Ecumenical Activities:

e. Special Interests, Hobbies:

f. Languages (other than English) you can speak, and level of proficiency:



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Name: \_\_\_\_\_

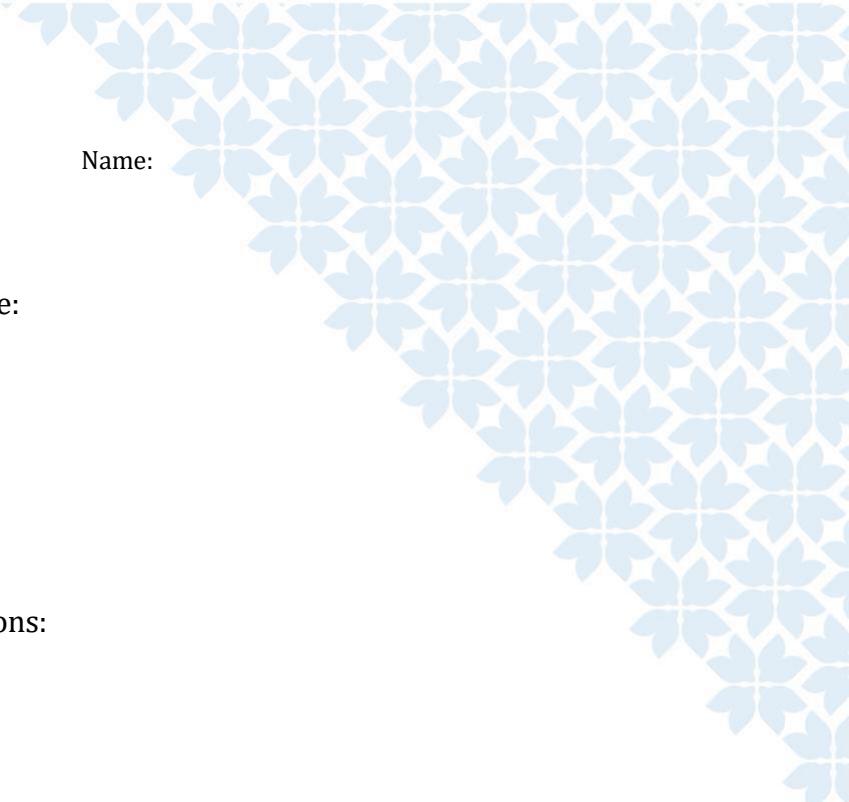
### Part 3: Narrative

- 1. Life Story:** In one page, describe your life's journey. Include key incidents (such as how you came to faith in Christ) that were significant in your formation as a person and your call to ministry.



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Name: \_\_\_\_\_



## 2. Self-Appraisal:

- a. Briefly describe your leadership style:
  - How you go about making decisions:
  - Your administrative style:
- b. Talk about how you handled a recent conflict. What did you do well? What areas of conflict resolution do you need to be more effective at?
- c. What do you enjoy about working as part of a team? What is challenging to you?



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Name: \_\_\_\_\_

d. Briefly describe your worship preferences: (*preaching style, preferred worship style [e.g., liturgical, modern, traditional, blended, etc.]*)

e. Describe your approach to evangelism, both personally and as a pastor in a local church.

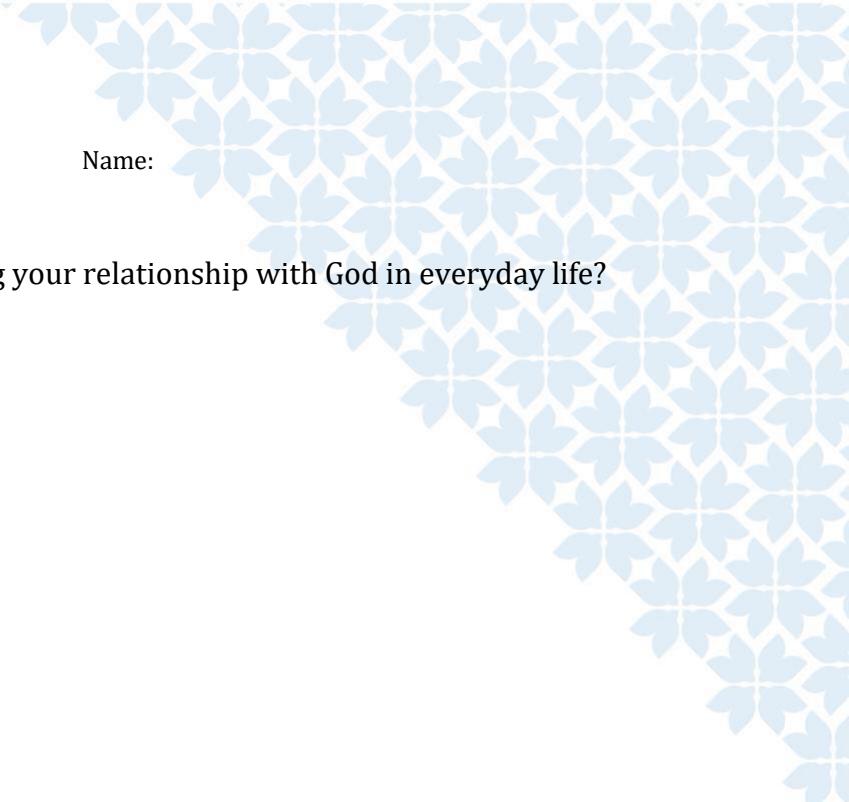
f. Share your sense of your call to ministry:

- What type of ministry role are you called to? And what would effectiveness look like in that role?
- What are your personal ideals and long-term goals?



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g. What are the ways you are nurturing your relationship with God in everyday life?

h. What are your character strengths?

i. What are five key gifts/skills/abilities you would bring to a ministry position?

j. The New Testament teaches us that no one Christian—not even the pastor—possesses every spiritual gift, but we are meant to work together as members of Christ’s one body (Romans 12, 1 Corinthians 12). What are the spiritual gifts you will need other team members to bring in order to complement your leadership and make the church effective in its ministry?

**3. Views:**

- a. What opportunities do you see for the church to reflect the reality of Christ's Kingdom in our present context?
  
  
  
  
- b. What are your views on charismatic expression in worship?
  
  
  
  
- c. What are your views on women in ordained office?
  
  
  
  
- d. What are your views on human sexuality and gender?
  
  
  
  
- e. What are your views on eschatology (last things)?
  
  
  
  
- f. What do you see as the strengths and weaknesses of the Presbyterian form of government?

#### Part 4: Denominational Alignment

**1. Do you affirm the “Essentials of Our Faith” without exception?**  Yes  No

If “No” please briefly explain:

**2. Do you agree with and can you submit to the system of government of the Evangelical Presbyterian Church?**  Yes  No

If “No” please briefly explain:

**3. Do you sincerely receive and adopt the *Westminster Confession of Faith* and *Catechisms* of this Church as containing the system of doctrine taught in the Holy Scriptures?**  Yes  No

If “No” please briefly explain:

(Complete Westminster Subscription Form)

**4. Do you willingly offer the sacrament of infant baptism to Christian parents?**

Yes  No

If “No” please briefly explain:

### Part 5: Ministry Preferences and History (check all that apply)

***Size of Church***

- Up to 149 members
- 150 to 299 members
- 300 to 499 members
- 500 to 999 members
- 1,000 members

***Would Serve***

***Have Served***

***Position Type***

- Pastor (Solo)
- Pastor (Head of Staff)
- Staff Ministry
  - Associate
  - Assistant
  - Congregational Care
  - Education
  - Outreach
  - Youth
  - Other:
- Chaplaincy
- Church Planting
- Tentmaking
- Temporary
  - Occasional Supply
  - Stated Supply
  - Transitional Supply
- World Missions
- Home Missions
- Other:

***Community Type***

- Rural (Country/Farming)
- Suburban
- Town/Village
- Urban (Metropolitan)
- Urban (Inner City)
- College/University
- Multi-Cultural
- Ethnic (Specify):

***Geographic Areas***

- U.S. West
- U.S. Midwest
- U.S. South
- U.S. East
- U.S. Middle Atlantic
- U.S. Southeast
- Other:

## Part 6: References

Choose five individuals to complete the written reference form and who are willing to be contacted by phone by a Search Committee and a Presbytery Ministerial Committee. If possible, one of these references should represent your current/last congregation's Session.

1. Name:

Address:

E-mail:

Preferred phone:

Person's relationship to you:

2. Name:

Address:

E-mail:

Preferred phone:

Person's relationship to you:

3. Name:

Address:

E-mail:

Preferred phone:

Person's relationship to you:

4. Name:

Address:

E-mail:

Preferred phone:

Person's relationship to you:

5. Name:

Address:

E-mail:

Preferred phone:

Person's relationship to you:

## Part 7: Background Disclosure

*To the person completing these statements:*

Congruent with the concern for ethical performance of ministry in the Evangelical Presbyterian Church and openness about issues that are sensitive to functioning in the public role of a pastor in a congregation, you are asked to respond to the following statements. There is opportunity for explanation if you so desire.

*To the Search Committee or Session of a calling church:*

Any practice of routinely rejecting profiles on a perfunctory basis without a complete and thoughtful review of the explanations offered by the candidate is strongly discouraged. The information presented here is meant to provide an occasion for open, honest dialogue.

This disclosure statement will only be shared by the Office of the General Assembly with an interested congregation and the Ministerial Committee as part of the search process.

**1A. Have you ever been the subject of official discipline by a Session or Presbytery of the Evangelical Presbyterian Church?**

Suspended       Yes       No

Deposed       Yes       No

**1B. Is any official disciplinary action currently pending?**

Yes       No

**1C. Have you ever been the subject of official disciplinary proceedings by another denomination that resulted in disciplinary action?**

Yes       No

**1D. Are any official disciplinary proceedings by another denomination currently pending?**

Yes       No

Explanation of 1A–1D:

**2A: Has a civil lawsuit, criminal charge, or official ecclesiastical complaint been sustained against you for sexual discrimination, harassment, exploitation or misconduct, physical abuse, child abuse, or financial misconduct?**

Yes       No

**2B. Have you ever been convicted of a felony?**

Yes  No

Explanation of 2A-2B:

**3A. Has your employment ever been changed because you attempted or actually engaged in:**

A. Sexual Discrimination, Harassment, Exploitation, or Misconduct	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Physical Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Child Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Financial Misconduct	<input type="checkbox"/> Yes <input type="checkbox"/> No

**3B. Has your employment ever been changed in order to avoid facing or to avoid being terminated because of charges of actual or attempted:**

A. Sexual Discrimination, Harassment, Exploitation, or Misconduct	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Physical Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Child Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Financial Misconduct	<input type="checkbox"/> Yes <input type="checkbox"/> No

Explanation of 3A-3B:

I recognize that presbyteries are required to perform a background investigation on all individuals seeking candidacy or membership. I further recognize my responsibility to update this background disclosure in a timely manner should there be a change of status in any of the issues named above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print your name: