An Introduction to the Career Development/Life Planning Process

There will be several questionnaires that you will be asked to complete before coming to the Center. Some are somewhat lengthy and requires some thought on your part. While we recognize that time is at a premium for all of us, we ask that you prayerful give consideration to the questions and provide as much information as possible. We want to get to know you and help you (and your ministry executive or candidacy committee, if applicable) get to know you as well. This is one of your first steps in the process.

You will not come to us simply "for testing." We seek to engage you in understanding your career development and life planning processes. Career development is a lifelong process involving a continuous search for ways of acting on your understanding of your gifts and what you have to offer. It is a process which is best when it is dynamic—responsive to growth, to deepening values, and to changing life perspectives and circumstances.

In one sense, an assessment program for someone either considering or who is in a church-related vocation is no different from a career development program at any other point in life. It is an opportunity to take a current and comprehensive look at who you uniquely are: your interests, competencies, indications of potential, values, needs, and wishes. Further, it is an opportunity to plan how you will act on that understanding of yourself in the context of the needs and other realities of the church and the world it serves. This program is designed specifically to help you look carefully at yourself. It is an opportunity for you to be yourself and to engage in self-exploration, using the time as one for learning or confirmation of your gifts, strengths, growing edges, dreams and desires.

The information you provide will help the counselor get to know you and to stimulate your own reflection and self- understanding. There are, of course, no wrong or right responses or particular responses we are looking for. In most instances a report will be written summarizing your career outlook. It will include indications of your strengths, promising directions, priorities, and limitations.

Interpret the questions in such a way that your answers are relevant to your present work/life situation. After you have completed this questionnaire, you may choose to make a copy for your own files. This one will be retained in your file here at the Center.

Please write legibly or use a typewriter or word processor if possible. If you need more space, attach additional sheets. If you use a word processor, please maintain the outline of the personal data form and include the questions as you type.

We look forward to our time together.

Ministry Development & Vocational Services
P.O. Box 2634, Indian Trail, NC 28079-2634 * Ph 704.554.9222 * mdvs@ministryds.org
www.MinistryDS.org



Personal Data Form

For

Career Development and Life Planning

Name _____

Address _____

_____

City State Zip

Email _____

www.MinistryDS.org mdvs@ministryds.org

Phone: 704-554-9222

Confidential

All information in this Questionnaire will be treated with professional confidentiality.

Part I – Biographical Data

Name _____ Age _____ Gender _____
Place of birth _____ Date of birth _____
Racial/ethnic designation (optional) _____
Marital Status: Single _____ Engaged _____ Married, first time _____ Separated _____
Divorced _____ Remarried from Divorce_____ Widowed _____ Partnered _____

If presently married, date of marriage _____ Spouse's first name _____
If widowed, divorced, or remarried, please give date(s) when previous marriage(s) began and ended.
_____

If you have children, list them by first name, date of birth, and gender.

Name	Date of Birth	Gender	Where living, any grandchildren, etc.

List members of your family of origin, (F) father, (M) mother, (S) sister, (B) brother, (Sf) self, chronologically, beginning with the oldest. If any is deceased, place (D) after the age of that person at the time of death.

F, M, S, B, Sf	Age	Occupation	Education Level	Comments

Part II – Educational History

Year finished high school _____
Please list all education since high school:

Dates	Institution: City/State	Major	Degree	GPA based on 4.0

Subjects of special study or research: _____
_____
Foreign languages spoken: _____

Have you participated in any other career/life planning experiences? Yes _____ No _____
If so, when and where? _____
How were they helpful? _____

Part III – Employment History

List all major job experiences and/or significant volunteer services since high school, including dates, employer, and type of position. For each, indicate *your primary duties.*

Dates	Employer	Position	Salary	Primary Duties

Note the skills from the above which you believe have been helpful to you in a church vocation.

_____

_____

Part IV – Residential History

List, beginning with the first, the communities in which you have lived from birth to present. Give the years, your ages, the names of the communities including states (and/or countries if other than the U.S.), and religious/denominational affiliations. Under "Comment" you may add an explanation, such as "in college," or you may wish to comment on how you felt about living in each location. (Please add a sheet if additional space is needed.)

Dates	Age(s)	Community/State	Religious Affiliation	Comment

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Part V – Autobiographical

Briefly reflect on your experience of **childhood** (from birth until the beginning of high school, commenting on your relationship with parents and siblings, overall family situation, school, peer relationships, general activities, etc.).

Reflect on your experience during the **high school** years (include family, peer and school relationship and other events or activities of particular meaning to you).

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Reflect on your experience in your **early** 20's (include family, college and/or military experience (if appropriate)peer and school relationship and other events or activities of particular meaning to you)

Reflect on your **college experience if it did not occur after high school**

Reflect on your experience in your **late** 20's if applicable. (include family, peer and school relationship and other events or activities of particular meaning to you)

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Reflect on your experience in your 30's, if applicable (include family, peer and school relationship and other events or activities of particular meaning to you)

Reflect on your experiences in your 40's to the present (include family, peer and school relationship and other events or activities of particular meaning to you)

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Reflect on your relationships with the following: (Include how these persons feel about your plans for your life work)

Your father
During Childhood

In adolescence/high school

College through Current

Your mother
During Childhood

In adolescence/high school

College through Current

Your brothers and sisters

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Other significant persons (other than spouse or partner) who may have impacted or influenced your life (grandparents, scout leader, teacher, pastor, youth leader, etc.).

If you are married, partnered or engaged, describe your relationship. If not, you may use this space to describe another significant relationship or your social life.

How does your spouse or significant other feel about your occupation and your present position (if applicable)?

If you have children, describe your relationship to them, the amount of time you spend with them, special needs, etc.

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How do your children feel about your occupation and your present position (if applicable)?

Which statement best describes your current family/living situation as you now see it?

___Very satisfactory
___Satisfactory
___Neither satisfactory or unsatisfactory
___Unsatisfactory
___Very unsatisfactory

What would you like to change within your current family/living situation to increase your satisfaction level.

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Part VI – Career

- Describe your present life situation, commenting, for example, on schooling in which you are engaged, living accommodations, full or part-time work, financial circumstances, family and/or health concerns, etc.

Affiliation

- With what denomination or religious order are you affiliated/affiliating?
  _____
- What presbytery, synod, conference, geographic region or judicatory?
  _____
- Do you have a current designated ecclesiastical status, and if so, what?
  _____
- Describe your current plans and goals for your life work.

- Describe your decision to consider a church profession, including such data as age, circumstance, influential people or experiences, etc.

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List five traits (5 strengths and 5 weaknesses) that you feel are characteristic of you and illustrate them by briefly summarizing an instance or instances in which you have shown them.

Strengths	Illustration	Weaknesses	Illustration

- What skills or attributes which you believe will be important to you do you think you are lacking and would like to develop?

- As you consider your career, what are your short-range goals?

- As you consider your career, what are your long-range goals?

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Your Call

- What occupation (s) did your parents encourage you to follow?
    -

- What other occupations did you consider?
    -

- What does called to ministry mean to you?
    -

- Describe your call to ministry. How do you know that you are called to ministry as a vocation rather than as a volunteer?
    -

- What is your vision of yourself in ministry? What role in ministry do you believe you are called to and why?
    -

- What skills or attributes which you believe will be important to you do you think you are lacking and would like to develop?

- What feedback have you received from supervisors, employers, and/or peers about your strengths and weaknesses?

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Your Leadership Style

- Describe your leadership style.

- When has this style worked well for you as a leader?

- When has it not worked well for you?

- When you encounter conflict with another person, how are you likely to respond?

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Your Faith Development

- Describe your earliest memory of a religious/spiritual experience or belief.
    -

- How would you describe your present relationship with God? In what way does your relationship with God influence your daily life?
    -

- What personal spiritual disciplines do you practice on a regular basis?
    -

- What religious idea or concept is most important to you now?
    -

- How does your practice of ministry or church involvement fulfill your personal and/or spiritual needs?
    -

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SUMMARY

- What is the most important lesson you have learned to date?

- What are you hoping for in the career development program experience? What issues not previously mentioned would you like to work on in the experience?

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