

In Introduction to the Career Development/Life Planning Process

Attached is a questionnaire you are asked to complete before coming to the Center. It is 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, 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.

We hope this experience will give you the 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.

Personal Data Form
For Clergy / Professional Church Workers
engaging in
Career Development and Life Planning

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

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Ministry Development Services

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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 _____

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.

<u>Name</u>	<u>Date of Birth</u>	<u>Gender</u>	<u>Where living, any grandchildren, etc.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

<u>F, M, S, B, SF</u>	<u>Age</u>	<u>Occupation</u>	<u>Education Level</u>	<u>Comments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Please list all continuing education courses that have been meaningful and/or helpful to you:

Dates	Event title	Sponsoring agency	Location	Knowledge gained/skills improved

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.

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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

Part V – 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? _____

Judicatory contact person: _____

Address: _____

Your current designated ecclesiastical status: _____

Ordained: (y)___ (n)___ Where:_____ Date:_____ By whom: _____

Denomination: _____ Local:_____

Church membership: _____

Type of parish (rural, urban, inner city, suburban). Member for how long? _____

12. Earnings:

Cash	\$ _____
Housing allowance	\$ _____
Spouse/partner earnings	\$ _____
Other income	\$ _____
TOTAL income	\$ _____

Do you live in a manse/parsonage/rectory? _____

If yes, are utilities provided? _____

If you do not live in a manse/parsonage/rectory, are you renting? _____ Buying? _____

Continuing Education: Financial support: \$ _____ annually; Time allowed: _____ annually

Describe your present job, including:

A. Duties and responsibilities

B. How do you **feel** about your job and your effectiveness in it?

C. What you most enjoy about your job?

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D. Which of your skills and interests are not being used?

E. What would you most like to change about your job? (sources of displeasure, stress and boredom)

F. Your relationship to co-workers

G. Your relationship with supervisor or employer, church leadership, denomination?

H. Feedback you have received regarding your effectiveness

- I. 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?

- J. 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?

- K. Conflict Management
When you encounter conflict with another person, how are you likely to respond?

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

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L. Describe your decision to enter your occupation, including such data as age, circumstance, influential people or experiences, etc.

M. What were your expectations as to role, reward, and opportunities??

N. How have your expectations been fulfilled and/or frustrated?

O. Do you get enough solitude? How do you occupy your solitary hours?

Part VI – 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).

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

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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)

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)

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

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

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If you are married 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)?

In what ways will your spouse or significant other participate with you in this career counseling program (if applicable)

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

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.

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?

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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?

How do you handle personal crisis situations (family, friendship, employment, financial, etc)?

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

What other occupations did you consider?

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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Indicate the most important issues you wish to discuss during your time at the center. Mark no more than five (5), placing a "1" by the most important, a "2" by the second most important, etc.

- Career exploration for other vocational options
- Current work difficulties
- Emotional strain
- Evaluation of professional competencies and effectiveness
- Exploration of continuing education options
- Family relationships
- Feedback regarding perception of self-image
- Financial stress
- Human sexuality (female-male identity, roles, relationships)
- Marital relationship
- Personal needs, traits, values, goals, interests
- Professional goals, needs
- Reaffirmation of vocational decision
- Requirement of congregation or judicatory
- Spiritual enrichment
- Theological formation-faith exploration
- Vocational role agreement or conflict
- Other _____

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?