



**PASTORAL PLACEMENT PACKET
WEST HILLS CHURCH**

7475 Fallbrook Avenue, West Hills, CA 91307
818.887.6227 – Ph ~ 818.887.6228 – Fax ~ heidi@westhillschurch.net

...a place to belong

This "Placement Packet" will allow us to get to know you better. Please fill in the form moving from gray field to the next by your tab key. Save your document. If additional space is needed for further explanation in any area, simply attach an additional document. Where your signature is required we ask that you type your name, signing it when you mail the hard copy to West Hills Church. Should you have any questions, please contact Heidi Hammer at the number or email noted above. Thank you!

Today's Date _____ Present Position: _____ Position Desired: _____

1. Personal Information

Full Name: _____

Title: _____ Phone: _____

Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Birth date: _____ Place of birth: _____ Are you a citizen of the U.S.? Yes No

If no, what country? _____

Marital Status: _____ Spouse name: _____

Children names & ages: _____

2. Educational Background (indicate name and address of educational institutions, degree, year of completion. Please attach copies of your documentation)

Bachelor's Degree:

Master's Degree:

Further education:

Please check your current status: Licensed Ordained Commissioned Missionary Other:

If ordained, date of ordination: _____ Location of ordination: _____

Please check: ABCUSA Recognized Non-ABCUSA but recognized Non-ABC Local church

Your current denominational affiliation: _____ For how long? _____

3. Present Ministry - (If you are not serving in ministry at this time, please explain your situation.)

Church name: _____ Date began: _____

Street Address: _____ State: _____ Zip: _____

Phone: _____ Your position: _____

Reference name: _____ Phone: _____

Email: _____

Reference Address: _____

Beginning average worship attendance: _____ Current attendance: _____

Beginning average Sunday school attendance: _____ Current attendance: _____

Average number of baptisms per year: _____

Beginning annual budget income: _____ Current annual budget income: _____

List other significant ministries, indicating the approximate average number of people who participated in these ministries.

Does your church have a mission, vision or purpose statement? Yes No

If yes, type it here: (Use a separate sheet if necessary)

What has been the most significant ministry initiative in your church in the past two years?

In what ways was this ministry initiative significant?

How open are you to moving to a new ministry?

- | | |
|---|--|
| <input type="checkbox"/> Need to relocate | <input type="checkbox"/> Somewhat open |
| <input type="checkbox"/> Very open | <input type="checkbox"/> Not open at this time |

If open, what are the reasons you are open to moving to a ministry at this time?

4. Previous Ministry

Church name: _____

Date began: _____ Date ended: _____

Street Address: _____

State: _____ Zip: _____

Phone: _____ Your position: _____

Reference name: _____

Phone: _____ Email: _____

Reference Address: _____

Beginning average worship attendance: _____ Ending attendance: _____

Beginning average Sunday school attendance: _____ Ending attendance: _____

Average number of baptisms per year: _____

Beginning annual budget income: _____ Ending annual budget income: _____

List other significant ministries, indicating the approximate average number of people who participated in these ministries.

During your ministry, did this church have a mission, vision or purpose statement? Yes No
If yes, type it here: (Use a separate sheet if necessary)

What has been the most significant ministry initiative in your church during our ministry there?

In what ways was this ministry initiative significant?

What were the reasons you moved to a different ministry?

5. Looking back at all your years in ministry, what do you feel best about?

We often learn the most from challenges and personal mistakes, so briefly describe a significant challenge or situation you handled – include what you learned and how it would be different if it occurred today.

6. What is the most important book you have read or seminar you have attended in the past three years?

What affect did this book or seminar have in your life and ministry?

Please check all that apply:

7. Type of church for which I'm best suited:

- | | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Inner City | <input type="checkbox"/> Small City | <input type="checkbox"/> Open country |
| <input type="checkbox"/> Neighborhood | <input type="checkbox"/> Small town | <input type="checkbox"/> Large regional church |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Rural | <input type="checkbox"/> Other: |

8. Theological Orientation:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Fundamental | <input type="checkbox"/> Holy Spirit
Renewal | <input type="checkbox"/> Liberation theology |
| <input type="checkbox"/> Conservative | <input type="checkbox"/> Moderate | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Evangelical | <input type="checkbox"/> Liberal | |

9. Worship and music style I prefer:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Contemporary |
| <input type="checkbox"/> Blended | <input type="checkbox"/> Other: |

10. Worship and music style(s) of my present church:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Contemporary |
| <input type="checkbox"/> Blended | <input type="checkbox"/> Other: |

11. My philosophy of ministry is best described as:

- | | | |
|---|--|---|
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Cell based | <input type="checkbox"/> Willow Creek Seeker-Driven |
| <input type="checkbox"/> Believer focused | <input type="checkbox"/> Small group | <input type="checkbox"/> Saddleback Purpose-Driven |
| <input type="checkbox"/> Seeker sensitive | <input type="checkbox"/> Social action | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Seeker driven | <input type="checkbox"/> Post-Modern | |

12. Characteristics of churches for which I am least suited:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Conflicted |
| <input type="checkbox"/> Very traditional | <input type="checkbox"/> Declining |
| <input type="checkbox"/> Very contemporary | <input type="checkbox"/> Other: |

13. The generation I have had the most success in reaching for Christ:

- | | |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Builder | <input type="checkbox"/> Millennials |
| <input type="checkbox"/> Boomer | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Gen X | |

14. My four greatest strengths or gifts are:

- 1.
- 2.
- 3.
- 4.

15. Do you speak more than one language? If so, please list:

16. I would best describe my spouse's support and involvement in my ministry as: (check one)

- | | | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Non-Cooperative | | | | Highly |
| Supportive | | | | |
| 1. <input type="checkbox"/> | 2. <input type="checkbox"/> | 3. <input type="checkbox"/> | 4. <input type="checkbox"/> | 5. <input type="checkbox"/> |

17. List three references that can provide information about you and your ministry.

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

18. Please write a brief summary of your theological beliefs:

19. Please write a brief account of how you came to faith in Christ and how you were called into ministry:

20. Please write a brief account of your philosophy of ministry (including the role of the pastor and laity and view of the church government):

21. Pastoral Agreement

I agree to sign and actively follow the Ministerial Code of Ethics (attached)

I declare that the information in this placement form is true and accurate and may be given to interested search committees. Please date and initial here:

Signature _____ Date _____

23. Work Style (Please describe your own work style)

Below are twenty sets of phrases which describe common work styles. Choose **only one** phrase from each set even if both seem to describe the person.

- Place an X in only one box on each horizontal row.
- There are no incorrect answers.
- If you don't know leave that statement blank.

Sample:

	1	2	3	4	5	6	
	Tends Very Strongly	Definitely Tends	Somewhat Tends	Somewhat Tends	Definitely Tends	Tends Very Strongly	
1. In most situations is quiet and reserved	X						1. In most situations is outgoing
2. Helps people to figure out things themselves				X			2. Advises people what to do

	1	2	3	4	5	6	
	Tends Very strongly	Definitely Tends	Somewhat Tends	Somewhat Tends	Definitely Tends	Tends Very strongly	
1. In most situations is quiet and reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. In most cases is outgoing
2. Helps people to figure out things themselves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Advises people what to do
3. Shares opinions with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Usually withholds personal opinions
4. In conflict situations likely to take one side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. In conflict situations likely to be impartial
5. Does own organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Gets others to organize
6. Prefers to work alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Prefers to work with others
7. Generates ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Adapts ideas
8. Relies on others for sense of direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Relies on self for sense of direction
9. Makes use of conflict and confrontation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Seeks to avoid conflict and confrontation
10. Encourages others to take initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Gives strong direction to others
11. Takes innovative approaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Prefers traditional approaches
12. Places much emphasis on denominational national and world mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Places little emphasis on denominational national and world mission
13. Prefers to plan ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Meets each situation as it arises
14. Work best with groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Works best with individuals
15. Resists criticism and adverse opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Listens to criticism and adverse opinions
16. Drives hard to achieve objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Places feelings of others ahead of goal achievement
17. Is often involved in community affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Is seldom involved in community affairs
18. Emphasizes denominational relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Minimizes denominational relationship
19. Speaks out on controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Is silent on controversial issues
20. Feels ethical decisions should be based on absolute standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Feels ethical decisions should be made in light of circumstances

Only one response per line is permitted



*The Covenant and Code of Ethics for Ministerial Leaders of the
American Baptist Churches
of Los Angeles, Southwest & Hawaii*

Having accepted God's call to leadership in Christ's Church, I covenant with God to serve Christ and the Church with, the help of the holy spirit, to deepen my obedience to the Two Great Commandments: to love the Lord our God with all my heart, soul, mind and strength, and to love my neighbor as myself.

In affirmation of this commitment, I will abide by the Code of Ethics of the Ministers Council of the American Baptist Churches and I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all the public actions set forth in our Code of Ethics.

- *I will hold in trust the traditions and practices of our American Baptist Churches; I will not accept a position in the American Baptist family unless I am in accord with those traditions and practices; nor will I use my influence to alienate my congregation/constituents or any part thereof from its relationship and support of the denomination. If my convictions change, I will resign my position.*
- *I will respect and recognize the variety of calls to ministry among my American Baptist colleagues, and other Christians.*
- *I will seek to support all colleagues in ministry by building constructive relationships wherever I serve, both with the staff where I work and with colleagues in neighboring churches.*
- *I will advocate adequate compensation for my profession. I will help lay persons and colleagues to understand that ministerial leaders should not expect or require fees for pastoral services from constituents they serve, when these constituents are helping pay their salaries.*
- *I will not seek personal favors or discounts on the basis of my ministerial status.*
- *I will maintain a disciplined ministry in such ways as keeping hours of prayers and devotion, endeavoring to maintain wholesome family relationships, sexual integrity, financial responsibility, regularly engaging in educational and recreational activities for ministerial and personal development. I will seek to maintain good health habits.*
- *I will recognize my primary obligation to the church or employing group to which I have been called, and will accept added responsibilities only if they do not interfere with the overall effectiveness of my ministry.*
- *I will personally and publicly support my colleagues who experience discrimination on the basis of gender, race, ethnicity, age, marital status, national origin, physical impairment or disability.*
- *I will not proselytize from other Christian churches.*
- *I will, upon my resignation or retirement, sever my ministerial leadership relations with my former constituents, and will not make ministerial contacts in the field of another ministerial leader without his/her request and/or consent.*
- *I will hold in confidence and treat as confidential communication any information provided to me with the expectation of privacy. I will not disclose such information in private or public except when, in my practice of ministry, I am convinced that the sanctity of confidentiality is outweighed by my well-founded belief that life-threatening or substantial harm will be caused.*

- *I will* not use my ministerial status, position or authority knowingly to abuse, misguide, negatively influence, manipulate, or take advantage of anyone, especially children.
- *I will* report all instances of abuse as required by law to the appropriate agency. In any case involving persons working in ABC ministry, I will also report the circumstances to the appropriate regional and/or national denominational representative.
- *I will* show my personal love for God as revealed in Jesus Christ in my life and ministry, as I strive together with my colleagues to preserve the dignity, maintain the discipline and promote the integrity of the vocation to which we have been called.

Signed _____ Date _____

Name: _____

Street Address: _____ State: _____ Zip: _____

Home Phone number: _____ Business phone number: _____

When complete you can send to: 7475 Fallbrook Avenue, West Hills, CA 91307 or email heidi@westhillschurch.net

American Baptist Churches of Los Angeles, Southwest and Hawaii

BACKGROUND VERIFICATION FORM



DISCLOSURE

This is to inform you that the American Baptist Churches of Los Angeles, Southwest and Hawaii, hereafter known as "the Employer", requests a consumer report from Trak-1 Technology, a consumer reporting agency, for the purpose of evaluating you, the applicant/employee, for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice

You have the right under Section 1786.22 of the California Civil Code to contact Trak-1 Technology during their normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at Trak-1's office address at 7131 Riverside Parkway Tulsa, OK 74136. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform said person that they also have to present reasonable identification. If you want Trak-1 to disclose or to discuss your information with this third party, you may be required to provide a written statement granting Trak-1 permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification. Trak-1 Technology's telephone number is (918) 779-7000. Their fax number is (918) 779-6500.

Trak-1 Technology has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my employment or service with the Employer, Trak-1 Technology will act on behalf of the Employer to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from court record repositories, departments of motor vehicles, past or present employers and educational institutions, government occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied.

In particular, the Employer seeks to procure an investigative consumer information report involving all of the following background areas:

- National Criminal File Check
- Sex Offender Registry Search
- Social Security Number Search

By my signature below, I authorize Trak-1 Technology on behalf of the Employer to procure background information in the all of the above mentioned areas.

Church requesting: **West Hills Church for purposes of application for senior pastor position.**

Applicant/Employee Signature _____ Today's Date _____

Print First Name _____ Middle Name (___ None) _____ Last Name _____

Street Address _____

City, State, Zip _____

Drivers License Number _____ Is this a California Number? Yes ___ No___

Date of Birth * / /
 MM DD YYYY

Social Security Number * - -
 xxx xx xxxx

* For identification purposes only

Minnesota (MN) & Oklahoma (OK) Residents please note: In connection with your application for employment/service, you have a right to obtain and review your consumer report by checking the appropriate box below:

___ YES, I am a resident of MN and would like a free copy of my consumer report.

___ YES, I am a resident of OK and would like a free copy of my consumer report.

California (CA) Residents please note: Under CA law, you have a right to receive a free copy of your investigative consumer report by checking the appropriate box below:

___ YES, I am a resident of CA and would like a free copy of my investigative consumer report.

Email: _____