

Personal Data Form  
For  
Career Development and Life Planning  
For Clergy and Church Professionals

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Ministry Development Services

Revised 2014  
Early/Mid-Career

**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

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: \_\_\_\_\_

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

5. Do you feel that you are getting enough solitude?

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## **Part VII – Vocation**

The next few pages are going to ask you to write about your call/appointments. There are a number of questions, so it may seem daunting to complete. Please consider each question carefully as you respond. Please use as many sheets of paper or as much space as you need. If you want to use extra pages, please feel free to do so.

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

Describe your most recent call/appointment including:

- a. Size and description of congregation or placement
  
- b. Duties and Responsibilities
  
- c. How did you come to accept the call/appointment or placement
  
- d. What was attractive to you about the congregation/placement as you were beginning

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1. How have you asked for support from the congregation/placement for the ministry you feel that you have been called to provide?

m. If you have left, what were the reasons for leaving this call/appointment?

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If you have had a 2<sup>nd</sup> call/appointment/church-related position please answer these questions?

- a. How did you make the decision to accept this call/appointment/position?
  
- b. What did you hope would be different with this call/appointment/position?
  
- c. How did you discover the congregation's way of relating to their spiritual leaders?
  
- d. What did you hope to accomplish in this call/appointment/position?
  
- e. What did you learn about yourself during this call/appointment/position?
  
- f. How did you address nurturing your spiritual core?
  
- g. How did you incorporate what you learned about yourself in your first call/appointment into the way that you ministered in this position?

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### Career Planning

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

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

2. Describe your leadership style

3. When you encounter conflict with another person or within the congregation, how are you likely to respond?

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## **Part VIII – 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 experience in your **early 20's** if applicable. Please include your experiences in college (include family, peer and school relationship and other events or activities of particular meaning to you)

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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)

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)

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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**

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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 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)

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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.

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