# 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 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

Career Development & Life Planning

For Clergy and Church Professionals

Name				
Address				
	City	State	Zip	
Email				

Ministry Development Services 6100 Sardis Rd. Charlotte, NC 28270 mdvs@Ministryds.org www.Ministryds.org

> Revised 2014 Assessment - D

# Part I – Biographical Data

Place of birt	h	1\	Date of b	oirth		
Marital State	c designation (opt	ional)	Marriad	Finat time C	lamoustad	Divorced
Naritai Stati	us: Silly	tional) gle Engaged rce Widowe	d Partner	arst times	separated	Divorced
KCII	iarrica from Divo	rcc widowc		Zu		
If presently	married, date of n	narriage arried, please give d	Spo	ouse's first name _		
ii widowed,	divorced, or rema	arried, piease give di	ate(s) when previo	ous marriage(s) be	gan and ended.	
If you have	e children, list tl	nem by first name,	date of birth, an	nd gender.		
Na	me	Date of Birth	Gender	Where living,	any grandchildre	en, etc.
		of origin, (F) father,				
time of deatl		beginning with the	oldest. If any is c	ieceased, place (D)	) after the age of th	at person at the
unie or dead						
F, M, S, B,	Sf Age (	Occupation 1	Education Level	Co	omments	
<u>1,141,0,D,</u>	<u> </u>	<u>recupation</u>	<u> Laucution Level</u>		<u> </u>	
			_			
			_			
		Part II –	- Educatio	nal Histor	V	
Year finish	ed high school _					
Please list a	all education sin	ce high school:				
Dates	Instituti	ion: City/State	Major	Degree	GPA base	ed on 4.0
		<u> </u>				
Please list a	all continuing ed	lucation courses th	nat have been me	eaningful and/or	helpful to you:	

Location

**Sponsoring agency** 

Knowledge gained/skills improved

Dates

**Event title** 

Subjects of special	l study or research:			
Foreign languages	spoken:ated in any other career/life plan			
If so, when and wl	here?lpful?			<del></del>
new were they he				
	Part III –	- Employment Hist	cory	
	experiences and/or significant vo		ool, including dates,	employer, and
	experiences and/or significant vor For each, indicate your primary		ool, including dates,	employer, and
			ool, including dates,  Salary	employer, and Primary Duties
type of position. I	For each, indicate your primary	duties.		_ ·
type of position. I	For each, indicate your primary	duties.		_ ·
type of position. I	For each, indicate your primary	duties.		_ ·
type of position. I	For each, indicate your primary	duties.		
type of position. I	For each, indicate your primary	duties.		
type of position. I	For each, indicate your primary	duties.		_ ·
Dates	Employer  Employer	Position Position	Salary	_ ·
Dates Dates	For each, indicate your primary	Position Position	Salary	_ ·

Beginning with the first, list 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:	

# **Part VI - Spiritual Matters**

1.	Describe your earliest memory of a religious/spiritual experience or belief
2.	How would you describe your present relationship with God? In what way does your relationship with God influence your daily life?
3.	What personal spiritual disciplines do you practice on a regular basis?

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?
σ.	Do you led une getting enough somule.

#### Part VII - Vocation

The next few pages are going to ask you to write about your call/appointments/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.

want to 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 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

e. What do you most enjoy about your congregation/placement

f.	Which of your skills and interests are/were not being used.
g.	What would like or did you most want to change about this call/appointment/job?
h.	How would you (have) describe(d) your relationship with those co-workers?
i.	What feedback did or have you received about your effectiveness in this call/appointment?
j.	What was/is frustrating about this call/appointment?
k.	What kind of feedback that you did not receive do you wish that you had had?

1.	How have you asked for support from the congregation/placement for the ministry?
m.	If you have left, what were the reasons for leaving this call/appointment?

n.	If this call/appointment was dissolved or if you were asked to take a leave of absence wh your understanding of what led to this decision?

Go bac	ck to your first call/appointment/appointment or first full-time church-related position
a.	How did you come to be in the call/appointment/appointment or position?
b.	What was your expectation for this first call/appointment/appointment or position?
c.	How did this first call/appointment/appointment/position meet this expectation?
d.	How did this first call/appointment/appointment/position different from what you expected?
e.	How did your understanding of yourself as a professional in ministry develop?
f.	What brought you joy in this position?
g.	What was frustrating?
h.	What did you learn about yourself in this first call/appointment/appointment?

i.	How did you make the decision to leave this call/appointment/appointment?
j.	What do you feel were your successes?
k.	What do you feel were your failures?
1.	Were you able to create a sense of balance between your call/appointment/appointment, personal, social and recreational lives?
m.	If you are married or partnered, how did the call/appointment/appointment/position change your relationship?

If you have had a $2^{\rm nd}$ call/appointment/appointment/church-related position please answer these questions?		
a. How	did you make the decision to accept this call/appointment/appointment/position?	
b. What	did you hope would be different with this call/appointment/appointment/position?	
c. How	lid you discover the congregation's way of relating to their spiritual leaders?	
d. What	did you hope to accomplish in this call/appointment/appointment/position?	
e. What	did you learn about yourself during this call/appointment/appointment/position?	
f. How	lid you address nurturing your spiritual core?	
•	did you incorporate what you learned about yourself in your first pointment/appointment into the way that you ministered in this position?	
h. What	was frustrating in this call/appointment/appointment/position?	

i. In yo	what ways did this call/appointment/appointment help you to grow, how did it stretch u?
•	ow do you feel that you related differently to the congregation members in this ll/appointment/appointment?
k. De	escribe would you relationship with your co-workers in this call/appointment/appointment?
l. Ho	ow did you make the decision to leave this call/appointment/appointment/position?
_	you had/had a family how was the decision made to leave the congregation/position effect ur family?
If you hav questions?	re had a 3rd call/appointment/appointment/church-related position please answer these
	you encounter in this call/appointment/appointment/position that you did not expect?

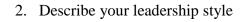
What was the most challenging in this call/appointment/appointment/position?
What brought you joy?
How did you come to make the decision to leave this call/appointment/appointment?

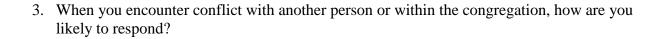
### **Career Planning**

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?





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

5. A	s you consider your care	er, what are you	r long-range goa	ls?	
6. W	That are you hoping for in reviously mentioned wou	n the career develored ald you like to we	lopment program ork on in the exp	n experience? perience?	What issues not

# Part VIII – Autobiographical

Briefly reflect on your experience of <b>childhood</b> (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 <b>high school</b> years (include family, peer and school relationship and other events or activities of particular meaning to you).
Reflect on your experience in your <b>early</b> 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)
Reflect on your college experience if it did not occur after high school

Reflect on your experience in your <b>late</b> 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.).
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.



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.