

## INSTRUCTIONS FOR COMPLETING THE MINISTER'S PROFILE FORM

The Covenant Minister's Profile Form is the standard resume that all pastors with Covenant credentials complete. This form functions in two basic ways. First, the Profile Form provides the superintendent, conference offices, ministerial committees, the Department, and the Board of the Ordered Ministry, a way to "get to know you" as a candidate for credentialing. Second, the form is used as part of the ministerial call process.

The Profile Form is completely web-based and must be completed online through CovConnect, a password-protected web portal for Covenant ministers and churches. In order to be eligible to log in to CovConnect, candidates must complete the Disclosure Form, Criminal Record Screening Forms, and Covenant Orientation application. These items are included in this license packet and must be sent to your regional conference office, which will then forward them to the Department of the Ordered Ministry. **Once these items are received and processed by the Department, you will receive an email with your login credentials.**

There are several sections to the Profile Form, including sections on your education, ministry and work experience, theological and pastoral ministry perspectives, and a "style of ministry" inventory. The Minister's Profile Form presents a first impression of you as a minister. You should complete it with honesty and care.

Because the form is web-based, you do not have to complete it in one sitting. You may save your work and come back to it later. Once you are finished entering data, you will submit your Profile to your conference superintendent, who will review it. Once approved, your Profile will become part of a larger database of pastors and open church positions.

If you select that you are open to new placement, CovConnect will compare your Style of Ministry inventory information with the Style of Ministry of Covenant churches seeking a minister. Conference superintendents may run a report which compares open pastors and open churches. The report highlights the areas where there is matching information and provides a percentage figure that reflects the strength of that matching information. CovConnect does not presume to make actual matches or predict compatibility. The reports it generates are merely conversation starters for those in the process of discerning God's direction.

It is important that you fill out each section of the Profile Form completely, even if you are not looking to make a change. The information you provide helps the Covenant understand the needs of its ministers, and helps ministerial standing committee members to gain a clearer understanding of who you are as a minister.

If you need guidance or coaching through the process, contact your conference superintendent. If you have technological questions, please send them to [covconnect@covchurch.org](mailto:covconnect@covchurch.org).