

THE NEW MINISTERIAL PROFILE FREQUENTLY ASKED QUESTIONS.

Friends, Over the last few months as we have held workshops and orientations on the New Ministerial Profile and Snapshot we have received a variety of questions. We are including some of the most frequently asked ones here along with answers from our Conference Staff and our National UCC Staff (MESA = Ministerial Excellence, Support and Authorization). We'll continue to update this document as new information and questions arise.

SNAPSHOT

-Can someone do a snapshot without a profile? For example, a MID or someone in the process of working on their first profile.: *Everyone can and is encouraged to do a Snapshot*

-Is it understood that Snapshot information is confidential and would not be shared with a Search Committee without permission from the clergy person? *Any information in the Snapshot will be available to all Conference Staff (who have been through the training) for their use with Search and Call and other Conference needs. The individual can make this information unavailable (hidden), but as long as it is unavailable the profile can not be circulated to Search Committee.*

-Under "Availability" there is a request to define different church sizes (small membership, program, large, etc.) *This is still in process of review*

MINISTERIAL PROFILE Vocational History

-There are many questions about what to include here. Should only called positions be included; only paid positions? What about Interim positions and Field Placement? What about positions outside of the UCC – if someone has POC would they need to put their history from their other denomination? *Employment history is at the option of the minister, except for "ecclesiastical employment" which is necessary and required (the self-disclosure form asks if any ecclesiastical employment has been omitted). This means church positions, or positions on behalf of the church, in the UCC or any other denomination. Meanwhile, secular positions may help a minister convey transferable skills or show a fuller history.*

-Does the experience need to be listed chronologically or could someone list most relevant to least relevant? *The suggestion is Chronological to ensure that it could show consistency of employment.*

MINISTERIAL PROFILE References

-What is the character limit for the written reference? *There is allowance for several paragraphs if needed.*

-Can there be more than 3 references. If so, is there a limit as to how many? *Only 3 are allowed.*

-Can someone writing a reference return to edit their reference within the profile, or are they locked out once it is submitted? *Until the pastor hits "Submit as Complete" references can be edited by the reference.*

MINISTERIAL PROFILE Self-Appraisal

-Under the 2nd question there is some confusion about whether the language is “some areas for growth” or “some areas of growth.” In the literature of MESA the language is consistently “Some areas of growth for my ministry” *The actual wording in the profile can be viewed at <http://uccfiles.com/pdf/SERENE-M-DAVIS-Sample.pdf>*

Can you tell us the security measures in place to prevent folks hacking into private information on the profiles?

Measures are in place throughout the system to prevent one individual impersonating another. No financial or social security number information is in the system at all. Birth dates are made difficult to hack through drop-down rather than typed-in coding.

Do folks have the option of not putting a year onto any of their educational end dates. (Some folks are worried about the possibility of age discrimination)?

In the Education section it is recommended that you do not include high school at all.

A couple folks wondered if there would be an option to put an Available Start Date on the Profile section (it is already on the Snapshot section)

From MESA: Thanks for that suggestion. There did not used to be one, and I can see some scenarios in which it could be mis-used. I'm glad to add it to the list though of future considerations.