



UPDATING YOUR CDO PERSONAL PROFILE

The best way to update is online. Or, you can enter updates directly onto your Personal Profile and mail that back to CDO. Or, you can use this form as a worksheet for updating.

In completing this form we hope that you will come to see CDO as supporting your stewardship of the gifts God has given you for ministry. Through this system your gifts are offered and received within the Church. Please update information about yourself prayerfully and carefully to best express the ministry God is calling you to. Please enter only the information that you wish to update.

The information you provide will update your Personal Profile, which will be used only for deployment purposes. Your Personal Profile is released to you, to your bishop, and to those authorized to receive profiles as a result of searches or specific requests. The copy you receive should be checked for accuracy.

CDO POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The policy established by the Board for Church Deployment is to search the CDO records without regard to race, marital status, age or sex, except to further by positive action the deployment of women and minorities. To that end, the CDO will ensure that search results include representative numbers of women and minorities.

General Instructions

1. Use in conjunction with the latest *Ministry Maintenance Manual* (which includes the *Ministry Skill/Experience Manual*).
2. Please use a pencil. Print clearly. Use the spaces provided.
3. Please print your name on this cover sheet.
4. When complete, mail to: Church Deployment Office
815 Second Avenue
New York, NY 10017-4594

If requested, CDO will mail you a copy of your Personal Profile. Or you can download it online. If you require Priority Service in the updating of your Personal Profile and/or Express Mail Delivery of your updated Profile, for an additional charge, please indicate on your completed form.

NAME _____



CDO UPDATE INSTRUCTIONS

YOU CAN NOW UPDATE YOUR PROFILE ON LINE!

Go to: <http://cdo.dfms.org> However, if you do not have any access to the internet or e-mail, you may update your Profile on paper. If you have only a few changes to make, you can enter them directly on your Profile and mail that to CDO. If, however, you are more comfortable using the longer Update Form, you need only enter information where changes and updates apply. (You do not need to fill out the entire form). Please return the form to us; we will enter the updates and mail your updated Profile.

A PRAYER BEFORE BEGINNING

Almighty and everliving God, you have called me to minister in the name of Jesus Christ, our Savior. Fill me now, I pray, with such a measure of your Holy Spirit that I may faithfully offer to your Church the gifts you have given me for this ministry. Save me alike from false pride and false modesty that your name alone may be glorified before your Holy People. This I ask for the sake of the same Jesus Christ, our Lord.

THE PURPOSE OF UPDATING

Your CDO Profile is offered to the Church as a reflection of the ministry God has given you. Your CDO Personal Profile should therefore be a theological document, a credal statement of what you believe about yourself as God has made, called, and equipped you to minister in his name.

FIVE QUESTIONS TO ASK YOURSELF

1. What kind of ministry is God calling me to now? Condense your answer and enter it in the **Personal Ministry Statement**.
2. Which **Ministry Specialties**, skills and experiences from the *Ministry Skills/Experience Manual* do I have to offer; which will support my **Personal Ministry Statement**?
3. What **Continuing Education** have I pursued to support the ministry I want to offer?
4. What **Minimum Compensation** (sum of cash stipend, Social Security allowance, housing and utilities) do I need in order to do my ministry? Enter this pension-based amount in the: "**Minimum Compensation Required for New Position**" field. **This figure is essential.**
5. Have I changed my style of ministry? Review the **Leadership Description** questions and enter any changes.

WHEN TO UPDATE

1. Update after any major change.
2. Update at least bi-annually. (Profiles over two years old are treated as inactive for searching purposes.)

A SUGGESTED EXERCISE BEFORE UPDATING

GENERAL DISCRIPTION OF PARISH OR INSTITUTION I WANT TO SERVE

OVERALL GOALS I HOPE TO ACCOMPLISH

1. _____
2. _____
3. _____
4. _____

I CAN OFFER THESE CDO DEFINED SKILLS

(Maximum of 44 skills listed in the Ministry Skill/Experience Manual)

FIRST MINISTRY SPECIALTY: _____

- a) _____
- b) _____
- c) _____
- d) _____

FOURTH MINISTRY SPECIALTY: _____

- a) _____
- b) _____
- c) _____
- d) _____

SECOND MINISTRY SPECIALTY: _____

- a) _____
- b) _____
- c) _____
- d) _____

FIFTH MINISTRY SPECIALTY: _____

- a) _____
- b) _____
- c) _____
- d) _____

THIRD MINISTRY SPECIALTY: _____

- a) _____
- b) _____
- c) _____
- d) _____

SIXTH MINISTRY SPECIALTY: _____

- a) _____
- b) _____
- c) _____
- d) _____

OTHER IMPORTANT CONSIDERATIONS

(e.g. ministry environment, geographic location, etc. related to the above general description)

- a) _____
- b) _____
- c) _____
- d) _____

MY SIX MINISTRY SPECIALTIES (Ranked from 1-6):

- | | | |
|--|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Evangelism | <input type="checkbox"/> Preaching |
| <input type="checkbox"/> Christian Formation/Education | <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Spiritual Guidance |
| <input type="checkbox"/> Church Growth/Development | <input type="checkbox"/> Liturgy | <input type="checkbox"/> Stewardship |
| <input type="checkbox"/> Communications Ministry | <input type="checkbox"/> Multi/Cross-Cultural Ministry | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Consulting//Transition Ministry | <input type="checkbox"/> Music Ministry | <input type="checkbox"/> Theology |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Outreach/Social Justice Advocacy | <input type="checkbox"/> Ministry with Youth |
| <input type="checkbox"/> Ecumenical/Interfaith | <input type="checkbox"/> Pastoral Care | |

PREFERENCES/AVAILABILITY

Preference/Position Type: (Rector/Vicar, Interim, Chaplain, etc.) **Availability:** (Full Time, Part Time, Foreign, Anywhere; etc.)

1st _____
2nd _____
3rd _____

1st _____
2nd _____
3rd _____

Assuming that the skills identified above are the ones you want in your Profile, check to see which are already there and update them. Add the others to your Profile, deleting any that are no longer important. For best use of the Profile, a combined total of 6 Ministry Specialties and Skill/Experience definitions should be entered. An "Other" category is also available.



UPDATE FORM

For clergy, lay professionals, and seminarians of the Episcopal Church

Please enter only the information that you wish to update.

Date: _____

PERSONAL INFORMATION

Title: _____

Last Name: _____

First Name: _____

Middle Name: _____

*Country of Citizenship: _____

Marital Status (*circle one*): Married Single

*Present Denominational Membership: The Episcopal Church
 Other: _____

Active Status: Active Retired Retired Early Inactive

*FAMILY

*Spouse's Full Name (or enter "deceased"): _____ *Ordained? YES NO

*Total Number of Children _____ Housing Required for # _____ Persons

*This Information is not printed on Profile

Please only enter the information that you wish to update
ORDINATION STATUS

- Lay
- Seminarian (preparing for ordination only)
- Ordained under Canon III.9 (1994), "Local" Deacon
- Ordained under Canon III.9 (1994), "Local" Priest
- Transitional Deacon
- Vocational or Permanent Deacon
- Priest
- Bishop
- Ordained Other Denomination (*Indicate*): _____

Year you entered current status (*above*): _____

Canonical Residence: _____

*Denomination of Original Ordination: The Episcopal Church
 Other: _____

Ordination History:

1. Ordination Status: _____ Date: _____

Ordaining Diocese: _____

2. Ordination Status: _____ Date: _____

Ordaining Diocese: _____

3. Ordination Status: _____ Date: _____

Ordaining Diocese: _____

*This Information is not printed on Profile

REFERENCES

Bishop _____

Clergy _____

Lay _____

Lay Contact Info _____

Please enter only the information that you wish to update
ADDRESSES

(Check two boxes for addresses you want printed on your Profile)

Work Address: _____

City _____ State _____ Zip _____

Country (if USA, leave blank) _____

Work Tel: () _____

Work Fax: () _____

Work E-Mail: _____

Pager: () _____

Cell: () _____

Web Site: _____

Home Address: _____

City _____ State _____ Zip _____

Country (if USA, leave blank) _____

Home Tel: () _____

Home Fax: () _____

Home E-Mail: _____

Pager: () _____

Cell: () _____

Web Site: _____

Other Address: _____

City _____ State _____ Zip _____

Country (if USA, leave blank) _____

Other Tel: () _____

Other Fax: () _____

Other E-Mail: _____

Pager: () _____

Cell: () _____

Web Site: _____

Preferred Address (*circle one*): **WORK** **HOME** **OTHER**

PERSONAL MINISTRY STATEMENT

(254 Characters)

**Please enter only the information that you wish to update
EDUCATION**

PROFESSIONAL DEGREE (MDiv or equivalent; MBA; MSW, etc.) **** required**

Degree _____ **Year**** _____ **Subject**** _____

School Name & Location _____

Education Level _____

BACHELOR'S DEGREE (College level)

Degree _____ **Year**** _____ **Subject**** _____

School Name & Location _____

Education Level _____

OTHER EDUCATION (any degree or education not recorded above)

Degree _____ **Year**** _____ **Subject**** _____

School Name & Location _____

Education Level _____

MISCELLANEOUS DEGREE (e.g. another degree, a degree in progress, or an honorary degree. If more than one of these categories applies, record information about the one you feel is most significant.)

Degree _____ **Year**** _____ **Subject**** _____

School Name & Location _____

Education Level _____

CONTINUING EDUCATION

Last year _____ **#Days** _____ **Cost** _____

Prior year _____ **#Days** _____ **Cost** _____

Prior year _____ **#Days** _____ **Cost** _____

Areas of Study: _____

INDIVIDUAL STUDY **Hours per month** _____ **Areas of Study:**

Please enter only the information that you wish to update
WORK HISTORY

1. **CURRENT POSITION:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

2. **Concurrent or Previous Position:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

3. **Previous Position:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

4. **Previous Position:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

5. **Previous Position:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

6. **Previous Position:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

7. **Previous Position:** _____ **Church/Organization:** _____

Diocese: _____ **City:** _____ **State:** _____

Start Date: _____ **End Date:** _____

- EMPLOYMENT STATUS:** Employed in Episcopal Church
 Seminarian or to be employed in Episcopal Church
 Retired
 Employed outside the Church

AVAILABILITY / PREFERENCES

Circle 1 to 5 of each:

Availability:

Open to Consider New Position	New England
Available For New Position, Not Relocation	Middle Atlantic
Available For Work Full Time	Midwest
Available For Work Part Time	South
Available For Non-Stipendiary Ministry	Southwest
Available For Interim	Great Plains
Limited Duty- Will Relocate	Rocky Mountain Region
Available For Supply	West Coast
Not Available For New Position	Foreign, Anywhere
Anywhere USA	

Preferences:

Rector/Vicar	Bishop Diocesan
Dean of Cathedral	Bishop (Other)
Area Missioner	Diocesan/Regional Staff
Church Planter	Area Archdeacon/Regional Executive
Priest in Charge	National Staff
Interim	Ecumenical Staff
Deacon in Charge	Camp/Conference Center Director
Supply	Spiritual Director/Retreat Center Director
Associate, Assistant, Curate	Executive Director
Christian Education Assistant/DRE	Head of School
Music Assistant	Teacher (Religious Institution)
Pastoral Calling/Counseling Assistant	Teacher (Non-Religious Institution)
Parish Administrator	Professor
Youth Assistant	Seminary Dean
Special Assistant, Other	Seminarian
Cathedral Staff	Graduate Study/Sabbatical
Team Ministry Member	Member of Religious Order
Organist/Director of Music	Overseas Ministry
Parish Officer (e.g. Treasurer)	Consultant
Hospital Chaplain	Counselor
Military Chaplain	Lay Professional, Other
University Chaplain	Ordained Person, Other
School Chaplain	Specialized Ministry, Other
VA Chaplain	Homemaker
Prison/Correctional Chaplain	Secular Employment
Institutional or other Chaplaincies	Retired
Parish Staff (e.g. Business Mgr, Secretary, Verger, etc)	

Please only enter the information that you wish to update

MINISTRY SKILL/EXPERIENCE TABLE

(Refer to the Ministry Skill/Experience Manual)

EXPLANATORY NOTE

The skills you select are presented in a three-level hierarchy:

- **General Skills**
 - *Specific Skills*
 - Skill Details

One may select a General Skill only, e.g.:

- **Administration**

Or a General Skill linked with a Specific Skill, e.g.:

- **Administration**
 - *Budget and Finance*

Or a General Skill with both a Specific Skill and a Skill Detail, e.g.:

- **Administration**
 - *Budget and Finance*
 - Program & Budget Development

Note that in the manual **General Skills are presented in Bold Type**, *Specific Skills in Italics*, and Skill Details in Standard Type.

CDO recommends that one be as specific as possible in the selection of skills and experiences. You must link your General Skills (with specifics and details) to one of six (6) Ministry Specialties or a seventh "Other" category. Be sure to include the number of years' experience and the last year you exercised a particular skill.

You have 44 lines to use in expressing your gifts for ministry. Turn to the next page.....

LEADERSHIP DESCRIPTION

**Indicate your self-perception with respect to the statements below. Check on either end of the graph to indicate strong tendencies. Check towards the center to indicate less strong.
Please enter only the information that you wish to update.**

When Dealing with People:					
1. In social functions, is quiet and reserved.					In social functions, sparks the occasion and gets everyone to participate.
2. Helps people to figure out things themselves.					Advises people what to do.
3. Usually lets people know where one stands.					Usually keeps one's opinions to oneself.
4. In a conflict situations usually advocates one side.					In a conflict situation usually seeks consensus.
In Terms of Leadership Style:					
5. Does own organizing.					Gets others to organize.
6. Generates ideas.					Adapts ideas.
7. Relies on direction from superiors.					Relies on strong personal sense of direction.
8. In bringing about change, makes use of conflict and confrontation.					In bringing about change, avoids conflict and confrontation.
9. Encourages subordinates to take initiative.					Gives strong directions to subordinates.
10. Willingly tries untraditional approaches.					Prefers improving traditional ways.
11. Places little emphasis on national and world mission.					Places much emphasis on national and world mission.
12. Is skilled in many things.					Does a few things really well.
When Planning, Programming and Evaluating:					
13. Has plans for situations that may arise.					Meets each situation as it arises.
14. Focuses on working with groups.					Focuses on working with individuals.
15. Welcomes criticism and adverse opinions.					Defends self against criticism and adverse opinions.
16. Drives hard to achieve objectives.					Places feelings of others ahead of goal achievement.
17. Tends to accept denominational programming.					Tends to reject denominational programming.
In Relation to the Community:					
18. Is often a leader in community affairs.					Is seldom a leader in community affairs.
19. Speaks out on controversial issues affecting the community.					Feels it is not the role of the pastor to speak out on controversial issues.
20. Engages in community action mainly through congregation.					Engages in community action mainly through non-church channels in addition to own congregation.
Regarding Theological Views					
21. Theological views are fairly stabilized.					Theological views are significantly changing.
22. Regards the Bible literally.					Regards the Bible as an interpretation of God's dealings with humanity.
23. Feels that ethical decisions must be based on absolute standards.					Feels that ethical decisions must be made in the light of circumstances.
When Preaching, Teaching or Leading Worship:					
24. Usually emphasizes a biblical text.					Usually emphasizes a social context.
25. Has an informal, conversational delivery.					Has a formal, authoritative delivery.
26. Tends to be provoking and challenging.					Tends to be comforting and assuring.
27. Usually refers to contemporary writers as a source of ideas.					Rarely refers to contemporary writers as a source of ideas.
28. Strictly adheres to order of service.					Freely adapts order of service.
Regarding Visiting:					
29. Visits among members and prospects primarily to give pastoral care.					Visits among members and prospects primarily to build a stronger church.
30. Visits only when the need arises.					Plans regular family visits.