

Placement Worksheet

Church Name: _____

Position Title: _____

Primary Contact: _____

Phone: _____ E-Mail: _____

Contact History:

Date: _____ Contact Type: _____

Notes: _____

Date: _____ Contact Type: _____

Notes: _____

Date: _____ Contact Type: _____

Notes: _____

Date: _____ Contact Type: _____

Notes: _____

Date: _____ Contact Type: _____

Notes: _____

Files Sent:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Scheduled Events:

Date	Event
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contact History:

Date: _____ Contact Type: _____

Notes: _____

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Notes: _____

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Notes: _____

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How to Use This Document

One of the real difficulties in an active candidacy process is keeping track of when an opportunity has been contacted, what was said, and what information has been exchanged. The purpose of this document is to manage a large portion of that information for one specific opportunity. (I recommend that the you print off a new copy for each opportunity contacted.)

Header Box

Fill out the information in the “header box” (top of page one) when you first make contact with a new opportunity. Besides the church’s name and the position title you’ll be candidating for, be sure to note the primary contact’s name— that is, the Pastor, Elder, Search Team Leader or Committee Chair— and their phone number and e-mail address. It may also be helpful to note how you learned about this opportunity in the “Source of Contact” field; this may be a particular listing of opportunities, a Pastor or professor, or the friend of a friend of a friend.

Files Sent

As you send information about yourself to each opportunity, it will help to keep track of what you have sent and what you haven’t. I assume that you have a collection of documents and other files that you will send to churches: a resume, a brief biography, a statement of your philosophy of ministry, a list of references, recordings of sermons you’ve preached. List each of those in the blank lines in the Files Sent box and check them off when you have sent them.

Scheduled Events

Hopefully you get beyond simple phone calls and document exchanges. When key search committee meetings, telephone interviews, interview weekends, and other key events get scheduled, the Scheduled Events box is a good place to note them.

Contact History

Every time you have contact with the church, it’s a good idea to make a few notes. When was contact made? Did you make contact by phone, e-mail, or in person? Take a moment to make some notes about this contact. Who contacted whom? What did you learn about the church? What did you learn about the position? Are you starting to form an opinion about whether God is calling you to this church? Don’t assume that you’ll remember all of your thoughts about every church over the course of the months (sometimes many months) it can take to go through transition.

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More Resources

For discussion and information about the candidacy and transition process, more resources, and help with your candidacy, visit my website, Placement Reflections, at <http://www.placementreflections.blogspot.com/>.