

* Sample *



Personnel Profile - American Baptist Churches

Region/National Unit: Philadelphia Baptist Assn		Availability: OPEN TO MOVE	
NAME AND ADDRESS INGALLS-SMITH, H 151 KORMAN STREET APT 3 ADAM CITY, PA 15963-0132 UNITED STATES		ABPS ID#: 215B06K00B Home: 717-168-5162 Work: 717-168-4323 Extension: Preferred Contact: HOME E-mail: diane.ingalls-smith@abc-usa.org	
PROFESSIONAL INFORMATION Status: ABC ORDINATION Year: 2000 Original Denomination: ABC Ordination Year: 2000 Present ABC Memb: EAST BAPTIST CHURCH ADAM CITY, PA Member American Baptist Ministers Council: Y CPE Units: 1.00 Other Professional Organizations: ACPS NAACP ADAM CITY PASTORS FLLWSHIP			

WORK HISTORY						
Start	End	Position	Organization Name & Location	Denomination	Descriptor	
03/01/2010		PASTOR	EAST BAPTIST CHURCH ADAM CITY, PA	ABC	STABLE URB NEIGHBORHOOD	
10/01/2005	03/01/2010	PASTOR	FIRST BAPTIST CHURCH MEDFIELD, IN	ABC	SMALL CITY	
09/01/2000	10/01/2005	ASSOC/ASST PASTOR	CALVARY BAPTIST CHURCH MALDEN, MA	ABC	SMALL CITY	
09/01/1999	05/01/2000	SEMINARY INTERN	ELM ST BAPTIST CHURCH WOODSIDE, MA	ABC	SMALL CITY	
01/01/1995	08/01/1999	SECULAR EMPLOY-CLERICL	OCEAN SIDE BANK & TRUST CO PORTLAND, ME			

MINISTRY SPECIALTIES																					
1. Not Effective 2. Somewhat Effective 3. Effective 4. Quite Effective 5. Exceptionally Effective 6. No Basis for Judgement																					
		** Level Last of Exp. Year											** Level Last of Exp. Year								
Primary Specialties		1	2	3	4	5	6	Secondary Specialties						1	2	3	4	5	6		
MULTICULTURAL SENSITIVITY		4	2015			1	1*	1					4	2015				1*	2		
PASTORAL CARE		4	2015				1	2*					4	2015			1	2*			
PREACHING		4	2015				1	2*					4	2015				1	2*		
YOUTH MINISTRY		4	2015					2*		1			4	2015				3*			

WORK EXPERIENCE				EDUCATION					
* Indicates Special Focus ** Level Last of Exp. Year				* Indicates Accredited School					
		Level of Exp.	Last Year	Degree	School/Location	Verified	Status	Year	
GOVERNING BOARD OF AN ABC REGION		3	2015						
* SUBURBAN		4	2015						
* CHURCH GROWTH CONSULTANT		2	2009						
PASTORAL COUNSELING		4	2015						
COMPUTER OPERATION		2	2015						
BIBLE STUDY LEADER		4	2015						
PERSONAL EVANGELISM		4	2015						
RAISING CAPITAL \$ FOR LOCAL CHURCH		2	2009						
* SPANISH		4	2015						
MENTORING/EQUIPPING LEADERS		2	2009						
GROUP FACILITATOR		4	2015						
INTEGRATING ACTIVITIES		3	2010						
TEAM EXPERIENCE		3	2015						
MINISTRY WITH THE JOBLESS		3	2015						
SUPPORT GRPS FOR PERSONS IN CRISIS		3	2015						
* WORK WITH INTEGRATED GROUPS		4	2015						
BIBLICAL SERMONS		4	2015						
* EVANGELISTIC SERMONS		4	2015						
RADIO/TV PREACHING		2	2009						
CIVIL RIGHTS/LIBERTIES ISSUES		4	2015						
FOLLOWUP ON VISITORS		4	2015						
USE OF INCLUSIVE LANGUAGE IN WORSHIP		4	2015						
				Profile History					
				Last Change:		05/21/2015			
				Full Update:		05/21/2015			
				Generated:		05/21/2015			
				EDUCATION		* Indicates Accredited School			
				DMIN		*PALMER THEOLOGICAL SEMINARY /KING OF PRUSSIA, PA		PR 2016	
				MDIV		*ANDOVER NEWTON THEO SCHL /NEWTON CENTRE, MA		Y CO 2000	
				BA		*JUDSON UNIVERSITY /ELGIN, IL		Y CO 1997	
				CONTINUING EDUCATION					
				Date		Subject		CE Units	Organization
				06/24/2014		MIN IN 21ST CENTURY		0.5	MINISTERS COUNCIL - ABC/USA
				01/04/2010		TOGETHER IN THE LORD		1.8	MINISTERS COUNCIL - ABC/USA
				05/15/2008		LEADERSHIP DEV		2.0	ALBAN INSTITUTE
				04/17/2006		WAIT ON LORD		1.5	MINISTERS COUNCIL
				01/26/2004		STRONG IN LORD		2.2	ABC/USA
				BENEFITS					
				<i>All Figures are Considered Negotiable.</i>					
				Housing Needed for: 4		M&M Retirement: Y			
				Housing Preference: PARSONAGE OR CASH		Medical Insurance: Y			
				Vacation Wk: 4		Social Security Offset: Y			
				Cont. Educ Wk: 3					

Writing Your Narrative

The information found in the ABPS Manual on pages 14 and 15 gives some suggestions for writing your narrative. You might want to read them over again. Keep in mind who your target audience is...The Search Committee. Remember, you are introducing yourself to create interest in you and to invite questions for further information.

Consider the following as suggestions only as you write a narrative to best reflect you and your ministry. Try to avoid duplicating information already on the Profile elsewhere.

- † My Faith Journey and Call to Ministry
- † What is unique about me
- † Gifts/skills I bring to ministry
- † My style of leadership
- † My vision/hope for the church
- † My vision/hope for my ministry
- † Family, hobbies, special interests
- † FAX # and/or Web site (use last line of your narrative for this information)

The space provides for a maximum of 3000 characters including spaces and punctuation. The Narrative will be typed into the computer as it is written. If the text goes beyond these dimensions, parts of your Narrative will be missing. Use upper and lower case letters. Do NOT justify the right-hand margin. You may use italics, underlining and bold where appropriate. Consider spacing between paragraphs for easy reading, but remember each space counts as a line.

The Narrative must be computer-generated or typewritten. You may:
 (1) attach a separate sheet of paper including your name and birth date; (2) send a CD or computer disk in Rich Text format; (3) upload your computer generated narrative to our Narrative Update web page at www.abhms.org/abps; or (4) email, including name and birth date.

Consider using action words that convey energy and excitement about your ministry. Avoid theological jargon.

Invite two people (one who knows you well and the other, an acquaintance) to read what you have written. The responses may indicate how a Search Committee will respond to your narrative.

WORK STYLE RATINGS

◆ Tends VERY Strongly ■ Definitely Tends ● Somewhat Tends

	◆	■	●	●	■	◆	
1. In most situations is quiet and reserved					2*	1	1. In most situations is outgoing
2. Helps people to figure out things themselves		2*	1				2. Advises people what to do
3. Shares opinions with others		2*	1				3. Usually withholds personal opinions
4. In conflict situations likely to take one side			1	1	1*		4. In conflict situation likely to be impartial
5. Does own organizing	*	2			1		5. Gets others to organize
6. Prefers to work alone				*	2	1	6. Prefers to work with others
7. Generates ideas		2	1*				7. Adapts ideas
8. Relies on others for sense of direction			1		2*		8. Relies on self for sense of direction
9. Makes use of conflict and confrontation		2	*	1			9. Seeks to avoid conflict and confrontation
10. Encourages others to take initiative		2*	1				10. Gives strong direction to others
11. Takes innovative approaches			3	*			11. Prefers traditional approaches
12. Places much emphasis on ABC national and world mission	1	2*					12. Places little emphasis on ABC national and world mission
13. Prefers to plan ahead	1	2		*			13. Meets each situation as it arises
14. Works best with groups		2*		1			14. Works best with individuals
15. Resists criticism and adverse opinions				*	3		15. Listens to criticism and adverse opinions
16. Drives hard to achieve objectives				2	1*		16. Places feelings of others ahead of goals
17. Is often involved in community affairs		1*	2				17. Is seldom involved in community affairs
18. Emphasizes ABC relationship	2	1*					18. Minimizes ABC relationship
19. Speaks out on controversial issues		1*	2				19. Is silent on controversial issues
20. Feels ethical decisions should be based on absolute standards			1		2*		20. Feels ethical decisions should be made in the light of circumstances

Asterisk (*) ratings represent how the ABPS registrant sees himself/herself in relation to each category. Numbers indicate the responses of the persons asked to evaluate the registrant.

Reference 1 - ABC Reg/Nat Staff

Rev Dr James E McJunkin Jr
 Philadelphia Baptist Assn
 8711 Ridge Avenue
 Philadelphia, PA 19128-2023
 215-482-8222
jemcjunkin@philadelphiabaptist.org

REFERENCES

Reference 2

REV ROBERT GRAHAM
 2106 VALLEY RD
 MILLER, PA
 15831
 610-678-2429

Reference 3

REV FRANK FRISCHKORN
 ABC OF PA & DELAWARE
 106 REVERE LANE
 COATESVILLE, PA
 19320-1036
 717-791-9158

PERSONAL INFORMATION

Full Name: H DIANE INGALLS-SMITH
 Birth Date: 02/25/1975 Gender: F Marital Status: MARRIED
 Spouse's Name: MATTHEW
 Spouse's Occupation: INFORMATION SPECIALIST/BI-VOC PASTOR

Preferred Title: REV

Total # of Children: 2
 Birth Year of oldest: 1999
 Birth Year of youngest: 2003

CLERGY COUPLE: SPOUSE'S PROFILE AVAILABLE FROM AREA MINISTER

ID #: 215B06K00B