

# \* 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:** 171-168-5162  
**Work:** 717-168-4323  
 Extension:  
**Preferred Contact:** HOME  
**E-mail:** diane.ingalls-smith@abc-usa.org

**PROFESSIONAL INFORMATION**  
**Status:** ABC ORDINATION Year: 1995  
**Original Denomination:** ABC Ordination Year: 1995  
**Present ABC Memb:** EAST BAPTIST CHURCH ADAM CITY, PA  
**Member American Baptist Ministers Council:** Y CPE Units: 2.00  
**Other Professional Organizations:**  
 ACPS NAACP ADAM CITY PASTORS FLLWSHIP

### WORK HISTORY

Start	End	Position	Organization Name & Location	Denomination	Descriptor
03/01/2003		PASTOR	EAST BAPTIST CHURCH ADAM CITY, PA	ABC	STABLE URB NEIGHBORHOOD
10/01/2000	03/01/2003	PASTOR	FIRST BAPTIST CHURCH MEDFIELD, IN	ABC	SMALL CITY
09/01/1995	10/01/2000	ASSOC/ASST PASTOR	CALVARY BAPTIST CHURCH MALDEN, MA	ABC	SMALL CITY
09/01/1994	05/01/1995	SEMINARY INTERN	ELM ST BAPTIST CHURCH WOODSIDE, MA	ABC	SMALL CITY
01/01/1990	08/01/1994	SECULAR EMPLOY-CLERICAL	OCEAN SIDE BANK & TRUST CO PORTLAND, ME		

### MINISTRY SPECIALTIES

Primary Specialties	** Level Last of Exp. Year						Secondary Specialties
	1	2	3	4	5	6	
MULTICULTURAL SENSITIVITY	4	2007					CHURCH PLANTING
PASTORAL CARE	4	2007		1	2*		LEADERSHIP DEVELOPMENT
PREACHING	4	2007		1	2*		NURTURING FELLOWSHIP
YOUTH MINISTRY	4	2007			2*	1	WORSHIP PREPARATION & LEADING

1. Not Effective 2. Somewhat Effective 3. Effective 4. Quite Effective 5. Exceptionally Effective 6. No Basis for Judgement

\*\* Level Last of Exp. Year

### WORK EXPERIENCE

Special Focus	** Level Last of Exp. Year	Year	Verified	Status	Year
GOVERNING BOARD OF AN ABC REGION	3	2007			
* SUBURBAN	4	2007		PR	2007
* CHURCH GROWTH CONSULTANT	2	2003			
PASTORAL COUNSELING	4	2007		Y	CO 1995
COMPUTER OPERATION	2	2007			
BIBLE STUDY LEADER	4	2007		Y	CO 1992
PERSONAL EVANGELISM	4	2003			
RAISING CAPITAL \$ FOR LOCAL CHURCH	4	2007			
* SPANISH	4	2007			
MENTORING/EQUIPPING LEADERS	2	2003			
GROUP FACILITATOR	4	2007			
INTEGRATING ACTIVITIES	3	2004			
TEAM EXPERIENCE	3	2007			
MINISTRY WITH THE JOBLESS	3	2007			
SUPPORT GRPS FOR PERSONS IN CRISIS	3	2007			
* WORK WITH INTEGRATED GROUPS	4	2004			
BIBLICAL SERMONS	4	2007			
* EVANGELISTIC SERMONS	4	2007			
RADIO/TV PREACHING	2	2003			
CIVIL RIGHTS/LIBERTIES ISSUES	4	2007			
FOLLOWUP ON VISITORS	4	2007			
USE OF INCLUSIVE LANGUAGE IN WORSHIP	4	2007			

\* Indicates Special Focus

\* Indicates Accredited School

### CONTINUING EDUCATION

Date	Subject	CE Units	Organization
04/17/2006	WAIT ON LORD	1.5	MINISTERS COUNCIL
01/26/2004	STRONG IN LORD	2.2	ABC/USA
07/01/2000	SPIRITUAL LIFE	0.7	YOKEFELLOW INSTITUTE
05/01/1997	ALCOHOL/DRUG	0.5	EASTERN BAPT THEO SEM
01/01/1995	MISSIONS	2.6	PITTSBURGH BAPTIST ASSN

### BENEFITS

*All Figures are Considered Negotiable.*  
 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.nationalministries.org/abps](http://www.nationalministries.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. Helps people to figure out things themselves
- 3. Shares opinions with others
- 4. In conflict situations likely to take one side
- 5. Does own organizing
- 6. Prefers to work alone
- 7. Generates ideas
- 8. Relies on others for sense of direction
- 9. Makes use of conflict and confirmation
- 10. Encourages others to take initiative
- 11. Takes innovative approaches
- 12. Places much emphasis on ABC national and world mission
- 13. Prefers to plan ahead
- 14. Works best with groups
- 15. Resists criticism and adverse opinions
- 16. Drives hard to achieve objectives
- 17. Is often involved in community affairs
- 18. Emphasizes ABC relationship
- 19. Speaks out on controversial issues
- 20. Feels ethical decisions should be based on absolute standards


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.

<p><b>Reference 1 - ABC Reg/Nat Staff</b></p> <p>Dr. James E McJunkin Jr Philadelphia Baptist Assn 100 N 17th St, 11th Floor Philadelphia, PA 19103-2736 215-563-7393 jemcjunkin@philadelphibaptist.org</p>	<p><b>Reference 2</b></p> <p>REV ROBERT GRAHAM 2106 VALLEY RD MILLER, PA 15831 610-678-2429</p>
<p><b>Reference 3</b></p> <p>REV RICHARD G HARRIS NATIONAL MINISTRIES PO BOX 851 VALLEY FORGE, PA 19482-0851 800-222-3872 2414</p>	<p><b>REFERENCES</b></p>
<p><b>Preferred Title:</b> REV</p> <p><b>Total # of Children:</b> 2</p> <p><b>Birth Year of oldest:</b> 1994</p> <p><b>Birth Year of youngest:</b> 1997</p> <p><b>ID #:</b> 215B06K00B</p>	<p><b>PERSONAL INFORMATION</b></p> <p><b>Full Name:</b> H/DIANE INGALLS-SMITH</p> <p><b>Gender:</b> F      <b>Marital Status:</b> MARRIED</p> <p><b>Birth Date:</b> 02/25/1970</p> <p><b>Spouse's Name:</b> MATTHEW</p> <p><b>Spouse's Occupation:</b> INFORMATION SPECIALIST</p> <p><b>CLERGY COUPLE: SPOUSE'S PROFILE AVAILABLE FROM AREA MINISTER</b></p>