

Putting Together A Church Information Packet

Make assignments to committee members to put together a packet of information on the church and community. Have several copies of the packet available to send to each viable candidate about the time you schedule your first interview visit. It should include items such as:

Copy of church budget, church constitution and by laws, personnel policies, any policy and procedure manuals, etc.

Chart of organizational responsibilities.

Copies of past newsletters and / or bulletins that give an indication of the types of activities in which your church participates.

Copy of your latest church calendar.

Copies of the last few monthly financial statements.

Any church brochure you may have.

Information about the parsonage, if the church owns one (size, age, features, location, picture, floor plan, color scheme, drapes, carpet, etc.)

A simple drawing of your present facilities with a list of statistics about the building.

Any future plans voted on by the church that would affect the future of the church (you may want to include copies of your last few business meetings.

Various church statistics that would give the candidate information about your church (can be taken from the ACP- Annual Church Profile).

List of organizations in the church.

Information about your town (can be gotten form the chamber of commerce).