
SECTION ONE: PVL SUMMARY

This needs to be completed fully as it will form the basis of your church's entry on the Pastoral Vacancy List. Please see the notes below to help you with this. If you need any further assistance please contact your Regional Minister or email btsp@baptist.org.uk

If you would like us to include your church logo in your PVL entry then please paste this into the 'Name of Church' section below (in addition to the name of the church) or email as a separate file.

Name of Church	
Association	
Address of place where church meets (including postcode)	
Type of location (1)	
Current membership (2)	
Website	
What are you looking for? (3)	
Short summary of the church (max 100 words*)	
Short summary of the sort of ministry you are looking for (max 100 words*)	
Details of where Ministers should send their profiles. (4)	
Closing Date (5)	

(1) For example - 'Small Village', 'Market Town', 'Inner-City'

(2) Please give the church's current membership and the date (e.g.) You may also want to add a comment about congregational size or the number of adults who are part of the church.
For example: 45 members at December 2020 but normal Sunday attendance is around 80 adults.

(3) For example - 'We are looking for a full-time Senior Minister'; 'We are looking for a part-time Minister and can offer half Standard Stipend and a Manse next door to the church.'

(4) Please make it clear whether you want profiles to be sent by post, email or both – and provide the relevant email and/or postal address.

(5) The date by which interested ministers should send their profiles to you. You can amend this later if necessary, by emailing btsp@baptist.org.uk

**You can use more 100 words in one of these sections – but the combined total of the two sections must be less than 200 words*

Please Note that the Baptist Union wholly supports and affirms the ministry of women in our churches. We are aware, however, that there are a small number of member churches who do not. If this is the case for your church, then you MUST indicate this in your profile. You should only do so after a process of listening and discernment and we strongly encourage you to explore this issue with the help of your regional minister or moderator before taking a decision. The Baptist Union desires that no ministry position is closed to our ministers on the basis of their gender alone. There is also guidance to help you think through this matter in appendix 3 of our Churches' Guide to the Baptists Together Settlement Process.

SECTION TWO: CHURCH PROFILE

Your profile needs to be a Word document or in pdf format and should be sent to your Regional Minister along with this form.

How it is laid out is entirely up to you and there is no minimum or maximum length, but you should bear in mind that it is this document which will provide prospective ministers with their first impression of your church. Including relevant and recent photos is helpful.

Please read our Guide to **Creating a Church Profile** as this explains what you should include in your profile

Alongside preparing your profile, you should also ensure your website is up to date as prospective ministers may look at this before looking at your Profile.

SECTION THREE: CONTACT DETAILS

Please provide us with the name and contact details of the person who will be the main contact point between your church and your Association and the Ministries Team. This would normally be the Church Secretary or the Moderator but could be another member of the Search Team.

This person should also be part of your group of three people who can be trusted to handle any confidential information shared with the church (see pages 2 and 10 of the Churches Guide to the Baptists Together Settlement Process)

Name		Role	
Email address		Phone number	

SECTION FOUR: RESPONSIBILITIES

As Trustees of[NAME OF CHURCH] we agree that the church will

- Treat all personal data received from Ministers as confidential and not share it outside our Search Group without the specific consent of the Minister concerned
- Respond promptly* to all ministers who express an interest in our vacancy - either by inviting them to meet with the church / search-group, explaining that we will not be taking things any further (or letting them know when we will be able to inform them of one of these outcomes)
- Check with our Regional Minister prior to issuing an invitation to preach with a view, whether there is any confidential information that the Minister is required to share with us.
- Inform both the Association and the Ministries Team when a call has been accepted. This will include the name of the Minister and the approximate date when we anticipate the ministry commencing.

Name	Signature	Date

*within 2 weeks of your 'closing-date'