

EDOT Parish Profile Outline

1. Home page
 - a. Brief mission statement: 25 words.
 - b. Location information
 - i. Address
 - ii. Telephone
 - iii. Email address
 - iv. Website URL
 - v. FaceBook URL
2. Introduction
 - a. About Statement
 - i. 50-75 words that combines mission and values in a statement about 'who' the church is.
 - ii. Brief history: one paragraph
3. Mission, Values & Vision – purpose statement
 - a. Mission Statement
 - b. Core Values
 - c. Vision for Church
4. New Rector Profile: 300-400 words on leadership skills and qualities you are seeking in a future rector
5. History (expanded): 250 words
6. Worship
 - a. List services, note type (Rite 1 or 2, or different styles of music)
 - b. List any special or unique services throughout the year.
 - c. Bulleted list of worship ministries (acolytes, altar guild, etc.)
7. Parish Life
 - a. List of ministries and organizations within the church: ECW, Prayer breakfast, Lenten series, Book discussions, retreats, etc.
 - b. List activities held annually: retreats, mission trips, etc.
8. Outreach
 - a. List of ministries that reach out to the surrounding community and beyond (homeless ministry, school lunches, blood drives, etc.)
 - b. Parish School: if you have a school, include a 150-word description and include a paragraph each on its core values, accreditation and governance (ie: does the rector serve as board chair and what % of students are church members)
9. Formation
 - a. List all formation related ministries in categories
 - i. Children
 - ii. Youth
 - iii. Adults

- b. This is the area to highlight ministries and what they bring to the church. Think about what makes each ministry unique and how that enhances the life of the church.
- 10. Community: general information and demographics of the surrounding community (include what makes it appealing to someone new: art programs, sports, community life, etc.)
 - a. Links to local areas of interest (city website, chamber of commerce)
- 11. Schools & Colleges
 - a. List surrounding institutions of learning with info about each one (paragraph or two for each with links)
 - i. Information about area schools
 - ii. Community colleges
 - iii. Universities
- 12. Outlook
 - a. Parochial Report numbers from the previous year
 - b. Information about how the church's vision is being lived out (this can be a list of ministries and how they affect the community – paragraph for each)
 - c. List challenges that you face, i.e. debt, facility limitations, etc.
 - d. A financial picture of the congregation, showing income, disbursements, number of pledging units, average pledge and indebtedness. If there are any special funds, such as a building or endowment fund, a brief summary is appropriate.
 - e. Include financial summary documents in .pdf format
 - f. Campus maps in pdf format with a description of the property
 - g. Basics numbers and demographics of the church
 - i. Members on roll
 - ii. Active parishioners
 - iii. Number of baptisms, weddings, confirmations
 - iv. Number of new members
 - v. Number of pledges and average pledge amount
- 13. Photos/Graphics
 - a. Church logo in eps or png format if possible and the following photographs:
 - b. Interior and exterior of church with close ups of the altar area
 - c. Vested chalice
 - d. Altar Guild setting up for service
 - e. People greeting worshipers at the door
 - f. Procession/recession
 - g. Close ups of people receiving communion
 - h. Musicians, organ and choir
 - i. Sunday school classes
 - j. Adult formation or education offerings, people in prayer
 - k. People socializing
 - l. Pet blessing, pancake supper, flowering of the cross, other events
 - m. Stained glass, from distance and close up

- n. Outreach ministries you have
- o. If you have a school, please include shots of assembly or students with teachers, sports events (only need a few of these)
- p. Community photos, parks, schools, skylines
- q. Anything else you think might be helpful

Notes: The Diocese is happy to provide your church with a parish profile online in a unique website, which can be shared through a link on your church's website, and through social media, and shared directly by parishioners. However, you are responsible for gathering all the listed assets above and for editing and proofing the text.

You may want to hire a professional photographer to provide graphics. The better the photographs, the better representation of your congregation the profile will provide. Please include activity, not empty spaces, two-three people engaged and not 40 smiling at the camera. We need long range photos, medium range and close ups. All horizontal.

When you have gathered ALL the assets, upload to a dropbox folder and send an email invitation to Carol Barnwell and Kevin Thompson at cbarnwell@epicenter.org and to kthompson@epicenter.org. We will build the site and return a link to you that will contain your parish profile. We will not begin work until the asset list is complete, edited by you and proofed by you.

To see an example: please visit: <http://profile-gracegeorgetown.weebly.com>