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Autobiographical Questionnaire

For candidates for church occupations

Name _____
Address _____
City State Zip
Email _____

If possible, please use a computer or typewriter to answer the questions, particularly beginning on p. 5 to the end of the questionnaire. If you hand-write your answers, WRITE LEGIBLY in ink, not pencil. If you need additional space, attach additional sheets.

ILLEGIBLE HANDWRITING WILL NOT BE ACCEPTED

A word about Career Development,

Confidential

All information in this Questionnaire will be treated with professional confidentiality.

Your program, and this questionnaire

Career Development is a life-long process involving a continuous search for ways of acting on our understanding of what each of us has to offer. It is a process which is best when it is dynamic – responsive to growth, to deepening values, to changing perspectives on life and to ever-changing life circumstances.

A career development program for candidates for ordination or those seeking a church occupation is not different from a career development program at any other point in life. It is an opportunity to take a current and comprehensive look at who you are, uniquely – your interests, competencies, indications of potential, values, needs and wishes. Further, it is an opportunity to plan how you will act on that understanding of yourself in the context of the needs and other realities of the church and the world it serves. Our candidate programs, both individual and group tracks, are designed specifically to help you do this.

In another respect, a career development program at the point of candidacy may indeed be different. An important reality is that you, as a candidate, are being evaluated through the program. In most instances a report will be written summarizing your career outlook. It will include indications of your strengths, promising directions, priorities, and limitations. With your permission, the report will be shared with the appropriate person or committee from your denomination.

Since evaluation involves a certain amount of anxiety, it will be helpful for you to know that the most helpful and strongest evaluations occur when the candidate genuinely and openly engages in self-exploration with the psychologist and career counselor. In other words, this is an invitation to be yourself and to make use of the opportunity to its fullest.

This questionnaire has two basic purposes: one, to help your counselor get to know you, and the other, to stimulate your own reflection and self-understanding. There are, of course, no wrong or right answers or particular responses we are looking for.

Part I - Biographical Data

1. Name _____ Age _____ Gender _____

2. Place of Birth _____ Date of birth _____

3. Current address _____

Email address: _____

4. Relational status: single _____ engaged _____ married, first time _____ divorced _____ separated _____ widowed _____ remarried _____ partnered _____. If married, date of marriage _____ Spouse/partner's name _____ If widowed, divorced, or remarried, dates of previous marriage(s): _____ to _____, _____ to _____.

5. If you have children, list them by first name, date of birth, age, and gender:

Name	Date of birth	Age	Gender
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. List members of your primary family -- father (F), mother (M), brother (B), sister (S) – chronologically, beginning with the oldest, including yourself (Sf). If any are deceased, place (D) after their age at the time of death and the date of their death.

F, M, B, S, Sf	Age	Occupation	Educational Level

7. With what denomination are you affiliated/affiliating? _____

8. Geographic Region or judicatory: _____

9. Judicatory contact person: _____

Address: _____

10. Your current designated ecclesiastical status: _____

Ordained: (y)___ (n)___ Where:_____ Date:_____

By whom: _____ Denomination: _____

Local: _____

11. Church membership: _____

Type of parish: rural___ urban___ inner city___ suburban___

Member for how long? _____

12. Earnings:

Cash	\$	_____
Housing Allowance	\$	_____
Spouse/Partner earnings	\$	_____
Other income	\$	_____
TOTAL income	\$	_____

Indebtedness:

Mortgage	\$	_____
Credit cards	\$	_____
Loans	\$	_____
Other	\$	_____
TOTAL indebtedness	\$	_____

13. Describe your present life situation (commenting for example, on schooling you are now engaged in, living accommodations, full or part-time work, financial circumstances, family and/or health concerns, etc.)

Part II - Education History

14. Year finished high school _____ List all formal education since high school to present:

Dates	Institution (City/State)	Major	Degree	Grade Pt.

Subjects of special study or research: _____

Foreign languages spoken: _____

15. Continuing Education events that have been meaningful and/or helpful:

Dates	Length of Event	Event Title, Sponsoring Institution or Agency (City/State)	Learning and/or Skills Improved

Part III - Employment History

16. List all full-time job experiences and/or volunteer services from high school to the present. In the last column indicate your degree of satisfaction on a scale of 1 (low) to 6 (high).

Dates Mo/Yr	Employer	Highest Monthly Wage	Type of Work	Degree of Satisfaction

17. Have you previously received career or vocational counseling? Yes ___ No ___

If yes, give dates and name of agency: _____

18. Previous or current counseling or psychotherapy (indicate which and dates):

Personal _____ Date/s: _____

Marriage/Family _____ Date/s: _____

Group _____; Date/s: _____

Reasons for entering counseling:

19. Describe current or past work or training experiences related to ministry (e.g., a ministry position, CPE, parish internship, community service or social advocacy):

A. Duties and responsibilities:

B. How do you **feel** about the experience and your effectiveness in it; what growth areas in yourself did you discover? What weaknesses were you made aware of? What feedback did you receive from supervisors or employers regarding your effectiveness?

C. Your relationship to peer or group members

D. Your relationship to supervisor or employer

20. Describe your decision to enter your occupation, including such data as age, circumstance, influential people or experiences, etc.

21. As you consider yourself as a person, what are five abilities, attributes or characteristics **you** feel are your best assets?

1. _____

2. _____

3. _____

4. _____

5. _____

22. What other personal abilities, attributes or characteristics would you like to develop or change?

23. What is the most important lesson in life that you have learned to date?

24. What significant issues in the church and/or the world do you see that you would particularly like to address in your life work?

Part IV – Relationships

25. Describe your relationship to your **Father** and your feelings about that relationship during:

A. Childhood (approximately ages birth to 12)

B. Adolescence (approximately ages 13-20)

C. Adulthood (approximately age 21 to present)

26. Describe your relationship to your **Mother** and your feelings about that relationship during:

A. Childhood (approximately ages birth through 12)

B. Adolescence (approximately ages 13-20)

C. Adulthood (approximately ages 21 to present)

27. Describe your relationship with significant others during childhood, adolescence and adulthood, including the present:

A. Brother(s) and sister(s)

B. Other adults living in the home

C. Friends

D. Significant Relationships

28. How do they – your friends, children (if any), family, spouse/partner – feel about your work and vocational plans?

29. If you are engaged, married, or partnered, what is the level of their education and what career plans does s/he have?

30. Describe further your family of origin from the standpoint of your reflections on any of the following: economic statue, frequency of moves, emotional climate, significant illnesses, and relationship to neighborhood and community, religious style.

31. Describe your religious development and/or spiritual development noting particularly any which have influenced your occupational choice during:
A. Childhood (approximately birth to 12)

B. Adolescence (approximately ages 13-20)

C. Adulthood (approximately age 21 to present)

32. How do you embody in activities your philosophy of leadership in ministry?

33. What are your short- and long-range goals for ministry?

34. What emotional and spiritual rewards do you hope for in ministry?

Part V: Behavioral Questions

Ministry is stressful. Your usual style of dealing with stress and conflict will influence your ministry. The following questions will aid your reflection about your particular style of dealing with stress and/or conflict. (If needed, you may use additional paper.)

35. Describe a situation from a work or professional training experience that challenged or created stress for you. How did you deal with it?

36. Describe a personal crisis and the process you used to find your way through it.

37. How do you act/ behave when you are “worried,” feeling “blue, or are “moody?”

38. What is your usual way of dealing with conflict? Describe a situation that involved you in conflict and your actions in dealing with it?

39. What have you learned about your resiliency, your strengths and weaknesses, through such events?

40. What do you hope to accomplish as a result of your visit to the Center? Your answer to this question will be an important part of our preparation for your program. Please give it serious thought and include such things as: specific issues you are dealing with, unique situational aspects not covered in the questionnaire, and other thoughts and feelings regarding your coming to the Center.

41. Having completed this questionnaire, what stands out as most significant for you?

Additional comments:

Please estimate the time you spent on this questionnaire _____