



Anglican Diocese of Fredericton

Parish Profile Outline

Your parish profile is what is a document that is reviewed by prospective clergy for your parish. It is a document that should give an impression of life, worship and ministry, a vision for the future and a suggested leadership characteristic of your future incumbent.

You'll want to paint a realistic picture of the present realities of the congregation(s) and have done some discernment and consideration of future ministry possibilities (ie: what is God at work doing in your area and what would He want your parish to be part of).

This document may be the first impression for someone considering joining you in ministry. It should be written as a narrative and less of answering questions.

The following is a suggested outline for your Parish Profile. It is recommended to include photos throughout the document to add to your profile – whenever possible, photos of the life of the parish, not strictly posed photos.

Cover Page:

- Name of Parish
- Website, Social Media, etc...
- Basic Contact Information
- Parish Motto

Page 1:

- Executive Summary
 - Summarize the content of the profile (life, vision, mission and desired qualities of candidate). This section should be written at the very end.
- Include addresses of buildings (for parishes with multiple points).

Page 2 and Beyond:

- About the Parish
 - Who are you? What is important to you as a parish?
 - Outline the Worship in the parish.

- Membership and Parish Population – include average attendance as well as number of identifiable givers.
- About Your Next Incumbent
 - What characteristics and gifts is the parish looking for in their next Incumbent. We all have different gifts and passions, you want a pastor who will be a good fit for your parish (ie: if community outreach is a high value for the parish, you want someone who is comfortable and gifted in this area).
 - Stipend, Benefits –
 - Salary is paid based on the diocesan clergy pay scale, including medical, pension, continuing education plan, etc...
Vacation and education is encouraged to plan in consultation with the Wardens, to ensure coverage for the parish during these times. The parish encourages the Incumbent to continue in their education and formation.
 - Rectory or Housing Allowance?
 - If you have a rectory, share a little about it.
- About Your Community(ies)
 - Assume a potential candidate is from outside the diocese, share a brief summary of the community in which your parish is found.
- Other Information
 - Past Incumbents
 - Other parish employees (roles only), paid or volunteers
 - Other relevant information
 - List of PAC Members