



Making disciples of Jesus Christ for the transformation of the world.

INSTRUCTIONS FOR: CHURCH AND COMMUNITY PROFILES

Staff/Pastor Parish Relations Committee Chair/Member (S/PPRC): please make sure that your Church and Community profiles are updated on the EVC system **by January 15** even if you are not anticipating a move. The Equipping Vital Congregations (EVC) is located at <http://www.evc.vaumc.org/>. A login and password is required. If you have never accessed the EVC on-line program before, your pastor and or your church's EVC administrator can help you with this. 1) They can set you up in the system and e-mail you a login and password so that you can access the website or 2) they can print off the profile information from last year and have you review it and send revisions to the pastor/EVC administrator for them to post in the system.

If you choose option 1, you will receive an e-mail from EVCassistance@vaumc.org that looks like this:

You have been setup in the Equipping Vital Congregations system.

EVC System Credentials:

User Login = (your e-mail address)

Password = (password assigned to you)

WebSite = www.evc.vaumc.org (click on this link to get started)

Using the link provided, click on "Enter Data". After you have logged on, you will see a link to "Profiles"; choose the current "Church Profile" to update your information. **Below are the questions** that you will need to update by selecting from the "Church Profile Menu" at the top of the screen:

- What are the major demographic realities that shape your church and community? What are the projected community changes for the next 10 years?
- What are the possibilities and needs of mission outreach/growth?
- What are the pastoral leadership needs of the congregation?
- What are the laity leadership strengths?
- What are the spiritual disciplines practiced in the congregation?
- What is the theological stance of the church?
- What churches can you partnership with to do ministry in your community?
- Parsonage / Housing Allowance Information
- Do you provide a parsonage or a housing allowance?
- If housing allowance, how much?
- Parsonage Description: If a parsonage, describe your parsonage, including number of bedrooms, bathrooms, floor levels, accessibility, furnishings and its condition.
- Include a list of pastors that have served this church/charge, including the names & years served since 1980.
- List other staff positions in the church that are paid and unpaid?

After you have finished a question be sure to click on "Save My Profile" (Note: answer the questions and save the document before you begin entering the information in the EVC system. Profile answers should be affirmed by the S/PPRC members.)