

Congregational Profile

Getting Started with the Online Tool

Logging into the Congregational Profile Tool

Go to the Region's web site at www.ccinky.net. In the menu bar, hover over *Resources*, then over *Search Committees*, and then choose *Congregational Profile*. That page contains the link to log into the Congregational Profile Tool.

Congregational Profile



Congregations engaged in search and call complete a Congregational Profile. A paper version of the profile is available (MS-Word format). The profile can also be completed and shared with candidates using a web-based version.

[Log into the web-based Congregational Profile](#)

Click *Log into the web-based Congregational Profile* to access the tool.

Congregational Profile

Log In or Create New User

	<input type="text" value="username"/>
	<input type="password" value="password"/>

[Forgot Password](#)

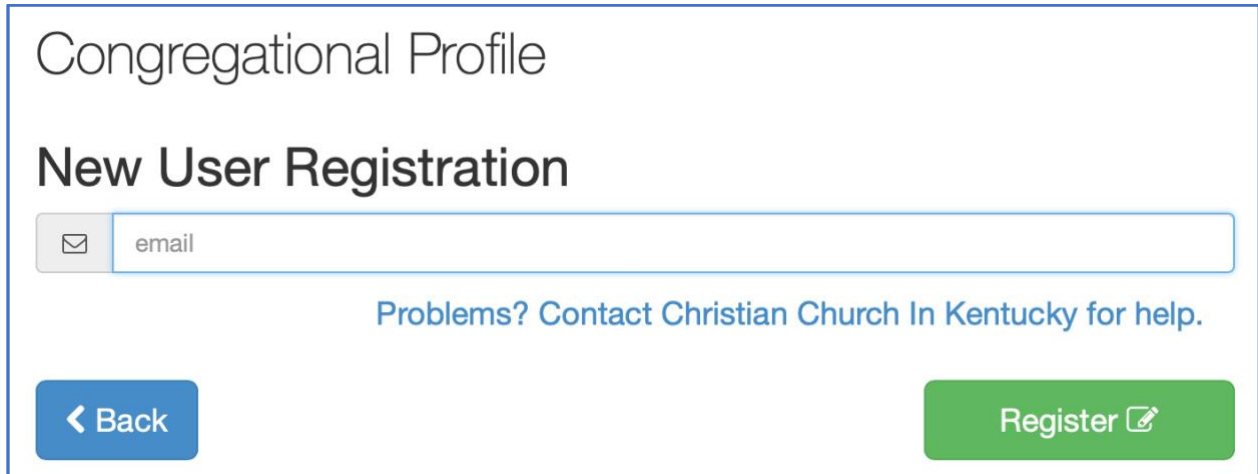
[Login →](#)

Create Your User Name and Password

The first time you log into the Congregational Profile Tool, you will need to create a user name and password.

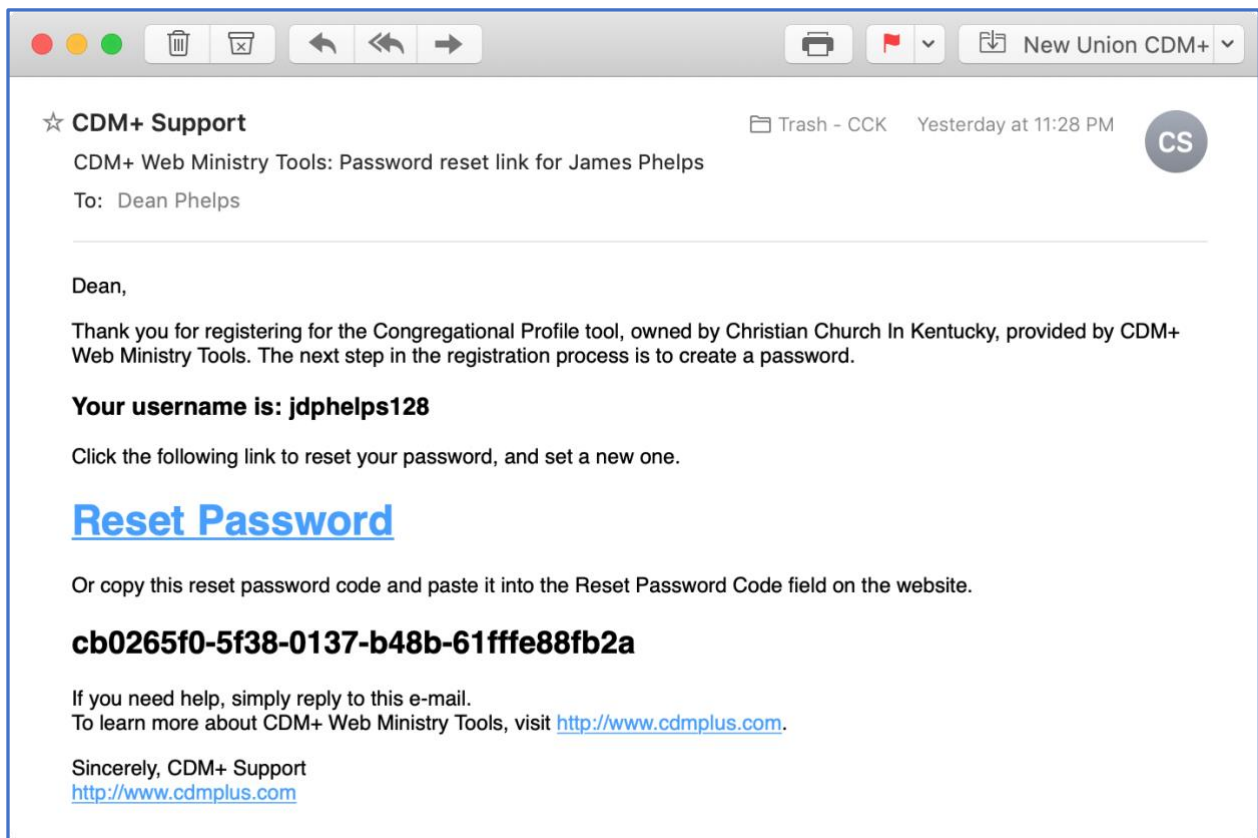
When your regional minister met with you for the first orientation, they asked for your email address. You will use this address to set up your user name and password. Click on *Create New User* to get started.

The next window asks for your email address. Enter the same address that you gave to the regional minister at orientation. Then click *Register*.



The screenshot shows a web form titled "Congregational Profile" with a sub-heading "New User Registration". There is a text input field with a placeholder "email" and an envelope icon. Below the field is a blue link that says "Problems? Contact Christian Church In Kentucky for help." At the bottom left is a blue button with a left arrow and the text "Back". At the bottom right is a green button with the text "Register" and a pencil icon.

You will be prompted to create a user name. After entering the user name, you will receive an email containing a link to *Reset Password*.



The email also contains the user name that you created. Click the *Reset Password* link, and your web browser will prompt you to enter and confirm your password. You can also copy and paste the reset password code into that field in your browser.

Once your password is in place, you can log into the Congregational Profile Tool using the user name and password you just created.

Building Your Congregational Profile

When you log into the Congregational Profile Tool, you will see a list of all the profiles you can access. In the vast majority of cases, there will only be one listed.

Open Congregational Profiles

Hodgenville, Hodgenville Christian Church (P)

Click on the search to access and edit the profile. You will see *Section I. Basic Information*. This section must be completed first. The fields on this section are the only required fields in the entire program, but these must be completed before you can move to any other section of the profile.

Congregational Profile Navigation ▾

Hodgenville, Hodgenville Christian Church P I. Basic Information

Position Being Filled

Name of Congregation

Street Address

Phone

City

State

Zip

Search Committee Chair

Logged in as James Phelps [Logout](#)

[Back](#)[Next](#)

Logged in as James Phelps [Logout](#)

You can use the *Navigation* menu in the top-right corner to jump to the various sections of the profile. You can also scroll to the bottom of any page and use the *Back* and *Next* buttons to move to the previous or next section in the profile.

The information on a section of the profile is saved whenever you log out or when you move to a different section of the profile.

Using Multiple Logins

Any member of the search committee can create a login and access the Congregational Profile Tool. This allows for an easy division of labor, as individual committee members can be responsible for completing a particular section or sections. Each member's work is saved in the profile. There is no need for one person to compile and enter all the information.

The sections of the Congregational Profile Tool match exactly the sections of the paper-based congregational profile:

- I. Basic Information
- II. Membership Profile
- III. Organizational Information
- IV. Staff
- V. Property
- VI. Community
- VII. Financial Information
- VIII. Congregational Outreach Ministries
- IX. Previous Pastoral Leadership
- X. Congregational Dynamics
- XI. Congregational Discernment
- XII. Goals of the Congregation
- XIII. Personal and Professional Qualifications
- XIV. Compensation and Benefits
- XV. Areas of Greatest Need
- XVI. Congregational Conduct
- XVII. Additional Information

Your regional minister can review the profile while it is in progress and offer advice and counsel. Please do not hesitate to contact them for assistance.