

# PROFILE BOOK GUIDELINES

All Presbyterian seniors graduating in December or May are asked to do a profile to be included in a booklet that will be sent to all COM's and churches requesting information on our graduating seniors. We have found that this has been a very effective tool in the placement process. We ask that all submissions be made electronically. **Please submit either via email to [hmurry@dbq.edu](mailto:hmurry@dbq.edu), [rvanderb@dbq.edu](mailto:rvanderb@dbq.edu), or [placement@dbq.edu](mailto:placement@dbq.edu) or on a disk.** Thank you.

The following are guidelines for the format of your profile. Please stick as closely as possible to this format as we desire to have a uniformed look. Please note that **submission of a profile indicates that you are in agreement to have your profile placed in the Profile Booklet for distribution to all Presbyterian COM's, interested churches and to be placed on the UDS website.**

## DIRECTIONS

### **BASIC PAGE SET-UP:**

Font: Times New Roman

Margins – set at one inch all around

Right Tab – click on Format, Tab, set a right tab at 6.5, click on the dot by Right, click set, click okay (To be used with your phone number and email address.)

Set tab - to .25, at 2 inches and at 5 inches. This can be done in Format, or from the document if the ruler is at the top of the page.

## PROFILE PAGE ONE

**Name:** caps, bold and Times New Roman 14 pt.

**Phone:** right tab, bold off, Times New Roman 14 pt.

**Address:** Times New Roman 12 pt. Tab (3 characters in from left margin) Street, hard return to next line, tab, City, State, Zip.

**Email Address:** Right tab, after you type in your street address.

Add an alternate address and phone number of a relative if you live in campus housing. You will in all probability be moving off campus after you graduate.

### **HOME CHURCH:**

### **PRESBYTERY OF CARE:**

**POSITION DESIRED:** (tab) Solo / Associate / Co-pastor

**GEOGRAPHICAL LIMITATIONS:** (tab) List areas that you prefer, or None.

**EDUCATION:** (tab) M.Div., UDTs, complete May 20\_\_  
(tab in to match line up) List other degrees earned, 1 per line, and year.

**SPECIAL INTERESTS:** (tab) List hobbies, specific ministries, etc.

**AWARDS AND SCHOLARSHIPS:** (Tab) List any scholarships and awards while in seminary, then college, then secular.

**PROFESSIONAL TRAINING & EXPERIENCE:** (new line)

M/Y – Present (tab) Name of Organization/Church (tab) position

(tab) (space bar 3 times) City, State

M/Y– M/Y (tab) as above

\* **ALWAYS** list most recent back to earliest position. The last 10 years is usually sufficient.

\* Inclusion of SPM and CPE experience is recommended.

**REFERENCES ON CAMPUS:** List professor's names only, there will be a list of faculty and phone numbers in the booklet.

**REFERENCES OFF CAMPUS:** Title, first name, last name, church/organization, street address, city, state, zip, phone number.

\*\*\*\*\**This information should all fit on one page*\*\*\*\*\*

## **PAGE TWO**

(CAPS, BOLD) **INTRODUCTORY STATEMENT** (space) – (space) (bold off) Name

Two hard returns between heading and your introductory statement.

This statement should be an introduction to who you are. You may want to discuss your goals for ministry. Discussion of your interests and theology is also helpful. If you have any questions please be sure to ask.

## EXAMPLE OF A PROFILE

### JANE DOE

2000 University Ave.  
Dubuque, IA 52001

Phone 563.589.3115  
Email: [xxxxxxx@dbq.edu](mailto:xxxxxxx@dbq.edu)

**Home Congregation:**  
**Presbytery of Care:**

**POSITIONS DESIRED:** Pastor/Associate Pastor/Co-Pastor

**GEOGRAPHICAL LIMITATIONS:** Non/Preference for

**EDUCATION:** M.Div., University of Dubuque Theological Seminary, May 2009  
B.A., University of Dubuque, May 2005

**SPECIAL INTERESTS:** List personal interests and/or ministerial interests.

**AWARDS & HONORS:** List wards one per line.

### PROFESSIONAL TRAINING AND EXPERIENCE:

Sept. 2008 – May 2009	First Presbyterian Church Dubuque, IA	SPM
Sept. 2007 – May 2008	University of Dubuque, Student Chaplain Dubuque, IA	SPM

### REFERENCES ON CAMPUS:

Rev. Dr. Gary Hansen	Rev. Dr. Lyle Vander Broek
Rev. Hal Murry	Rev. Dr. Beth McCaw

### REFERENCES OFF CAMPUS:

Rev. Katherine Achtemeier, Pastor, First Presbyterian Church  
1684 Iowa Street, Dubuque, IA 52001, 563.584.0370  
Rev. Marsha Wilfong, Pastor, First Presbyterian Church  
305 Market Street, Bellevue, IA 52031, 563.872.4853  
Rev. Tom Young, Pastor, Westminster Presbyterian Church  
2155 University Ave., Dubuque, IA 52001, 563.583.1729

*Move to second page to begin introductory statement.*

**INTRODUCTORY STATEMENT – (NAME)**