

CONFIRMATION OF PLACEMENT

(Please type or print)

TO: Field Education Office
University of Dubuque Theological Seminary
2000 University Ave.
Dubuque, Iowa 52001

Name: _____

Telephone: Church () _____ Home () _____

Church Address: _____
(Name of Church)

_____ Street Apt.

_____ City State Zip

Home Address: _____
Street Apt.

_____ City State Zip

Email: _____

Starting date: _____ Position: _____

Name of Presbytery or Conference: _____

Date to be received: _____

Ordination Information:

Date: _____

Place: _____

Time: _____

PLEASE RETURN THIS FORM TO THE FIELD EDUCATION OFFICE AS SOON AS YOUR PLACEMENT HAS BEEN FINALIZED. THANK YOU.

RESOURCES AVAILABLE COURTESY OF THE FIELD EDUCATION OFFICE

JOB POSTINGS

The Field Education Office receives advertisements from numerous congregations seeking various ministerial positions. Please check the bulletin board outside of Severance 230 for a general list of open positions. For more detailed information come to the Field Education Office, Severance 230, to peruse the listings.

GRADUATE RESIDENCY PROGRAMS

There are several agencies that offer residency programs for those graduates who desire more experience before seeking a full-time call in a parish setting. Please stop by the Field Education Office for more information regarding those programs.

ADDITIONAL RESOURCES

Please stop by if you have questions concerning how to access the PCUSA website to search for openings. Appointments can be set up to teach you how to use this on-line service.

GUIDELINES FOR FILLING OUT YOUR PERSONAL INFORMATION FORM

General

1. Be sure to read the instructions carefully.
2. Set aside plenty of time to complete this form.
3. Be certain that your PIF is uniquely you.
4. Read a few Church Information Forms to see how churches describe what/whom they are seeking.
5. Be certain to think carefully about the people you will choose as your references. Remember that these forms will be read by local church committees. Try to use references who will best communicate with these committees. You should include one or two laypersons among your references, as well as someone on the faculty at UDTS. In all instances, ask your references for permission to include them on your PIF.
6. List the name of your home congregation and city/state on the church membership line.
7. Be as broadminded as possible when you consider geographical areas, town sizes, etc.
8. After you have completed the form set it aside for several days. Then reread it carefully to make sure that you have answered completely and honestly.
9. Consider having a close friend read your completed PIF to make sure you have accurately represented yourself.
10. You may also have a lay person read your PIF, especially the narrative, to make sure it is easily understandable.
11. You will need to make copies for yourself, the Field Education Office, your committee and your references.

Narratives

1. Read some sample PIF narratives.
2. Remember that each page of the narrative needs your name, date and page number.
3. Do your best to say something in your narrative to communicate “You need to talk with me.” It is imperative that you be honest with what you have to offer.
4. As you write your narrative, by all means:
 - Remember the importance of the first paragraph. Make it work for you. You will not have an opportunity to make another first impression.
 - Use language which is intelligible to a wide range of readers.
 - Emphasize the positive and avoid developmental language.
 - Aim for clarity of thought and a minimum of words.
 - Highlight your accomplishments.
 - Use action verbs and descriptive adjectives.
 - Show your enthusiasm for ministry.
 - Avoid excessive reference to our personal goals and life.