

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 pjamieso@dbq.edu, jmulcahe@dbq.edu, or 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 COMs, interested churches and to be placed on the UDTS 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 as you will most likely be relocating after graduation.

Home Church:

Presbytery of Care:

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

GEOPGRAPHICAL LIMTATIONS: (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:

PHILIP JAMIESON

2000 University Ave.
Dubuque, IA 52001

Ph. (563) 589-3116
Email: pjamieso@dbq.edu

Home Congregation:
Presbytery of Care:

POSITION DESIRED: Pastor/ Associate Pastor/ Co- Pastor

GEOGRAPHICAL LIMITATIONS: None/ Preference for

EDUCATION: Ph.D., Boston College, May 2004
M. Div., Asbury Seminary, May 2004
B.A., Taylor University, IA May 2001
Major:

SPECIAL INTERESTS: list personal interests and/or ministerial interests

AWARDS & HONORS:

List awards one per line.

PROFESSIONAL TRAINING AND EXPERIENCE:

Sept. 2000 – Present	UDTS Seminary Field Education Dubuque, IA	Director
Aug. 1999 – Aug. 2000	First Presbyterian Church Dubuque, IA	SPM

REFERENCES ON CAMPUS:

Rev. Dr. Gary Hansen	Rev. Dr. Bradley Longfield
Rev. Dr. Katherine Achtemeier	Mrs. Donna Warhover

REFERENCES OFF CAMPUS:

Rev. Cheyanna Losey, Pastor, First Presbyterian Church
123 W. Main Ave., Dubuque, IA 52001, (563) 589-3105
Rev. Julie Mulcahey, Pastor, United Church of Oneida
P.O. Box 00, Galena, IL 00000 (563) 589-3115
Rev. Nicky Story, Pastor, First Presbyterian Church
P.O. Box 00, Dubuque, IA 52001, (563) 589-3647

Move to second page to begin introductory statement.

INTRODUCTORY STATEMENT – Philip Jamieson