

# 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.