



**Dept. of Christian Ministry & Leadership
Placement Office**

Full Time Information Form
(please type or print legibly)

Dr. Mick Boersma, Director of Field Education & Placement
Megan Bergk, Administrative Coordinator
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Date _____

*** DENOTES FIELDS THAT MUST BE ENTERED.**

The Denoted fields must be input into the web database, otherwise it will not post the position.

Church Profile:

* Name of Church or Organization _____

* Address _____
(street) (city) (state) (zip)

* Church Phone ____-____-____ Church Fax ____-____-____

Church E-mail _____ Web Page _____

* Affiliation/Denomination _____

(Non-Denominational churches must attach Church's Doctrinal Statement.)

Total Church Attendance: _____

Year Church Founded: _____

Church Staff Size: Full Time Staff _____ Part Time Staff _____

Position Profile:

* Title of Position to be filled _____

Date Position available _____

* Church Contact Name for Position _____

(If not given, Contact Church will be listed.)

* Contact Telephone Number _____ - _____ - _____

(If not given, Church Telephone Number will be listed.)

Contact Email _____

* Attach or type Job Description (1000 character including spaces or less):

* Attach or type Qualifications for Position (1000 characters including spaces or less): *(Other than Biblical qualifications)*

* Basic Salary _____ (range) OR Check Salary Negotiable _____

Benefits:

Housing allowance _____

Medical Ins _____

Pension _____

Vacation _____

Auto Allowance _____

Conference time _____

Education Expenses _____

Moving Expenses _____

NOTE: So that our records may stay current and you do not continue to receive inquiries and resumes, please notify this office as soon as the position is filled and/or you no longer desire to receive resumes. This office follows up all positions every 4-6 months to discover if they have been filled or if positions are still available.