



## Tips for MinisterConnection Candidates

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## Candidate Login Instructions

In order to log onto Ministerconnection.net, you must register and create a profile. **DO NOT** use nicknames or initials. The name you enter here is the name that you must use and will appear every time you log into MinisterConnection. It is also the name your Gatekeeper and any matching church will see.

When choosing a password, choose a word that is unique to you. Do not use personal information, such as a date, address, or phone number. Rather, your password should be at least 10-12 characters long, and should include at least one number with mixed upper-case and lower-case characters. (Ex. Test123test)

### EXAMPLE:

#### Candidate Log-in: New users:

First Name:

CORRECT

Last Name:

\*NOTE: First Name and Last Name are used without nicknames. Make sure your name is written correctly before you save! Passwords are case and space sensitive, so make sure they are typed correctly otherwise you will not be able to access you information.

Please contact the National Office if there is a duplicate name already in the database. They will help you choose a login name so it will be acceptable for MinisterConnection.

#### Candidate Log-in: New users:

First Name:

INCORRECT

Last Name:

MinisterConnection.net is used by churches of Evangelical Free Church of America and the Evangelical Free Church of Canada. Candidate profiles will not be seen by or forwarded to other denominations.

## Doctrinal Positions

For some churches and some candidates, there is no need to pursue a match if certain doctrinal positions are not held by both the candidate and church. At the present time, we have identified five such issues. You should choose the position for each issue which best describes your conviction, even if it is the option of "Undecided." If a candidate or a church chooses the "Must match exactly" option for that issue, then irrespective of how well the candidate and church match up elsewhere, the candidate will not be matched to the church unless both have indicated the same position. If you do not want your position used as a "kick-out" criteria, then do not use the "Must match exactly" option.

### EXAMPLE:

#### Doctrinal Issue Position

When matching this position only, how similar should a church's answer be?

##### Miraculous Gifts:

Open but cautious	▼	Match closely	▼
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##### Tribulation:

Pre-tribulation rapture	▼	Doesn't matter	▼
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##### Church Polity:

Congregational (e.g. Baptist)	▼	Must match exactly	▼
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##### Eternal security of the believer:

Yes	▼	Match roughly	▼
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##### Role of women in the church:

Undecided	▼	Doesn't matter	▼
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Make sure your answers represent your doctrinal positions accurately. The level of openness you select should represent yourself accurately as well. Remember, the "must match exactly" answer will stop the matching process irrespective of all other issues.

Directly below the doctrinal issues positions, there is a text box that is designed for you to explain any other doctrinal issues that are important to you. For example, open or closed communication is such an issue for some. While this will be not used in matching, they will be reported to all matching churches.

## Ministry History

MinisterConnection includes a profile which enables you to list and describe your current and past ministry experience. Use this template as a guideline when inputting information.

Be as specific as possible. This profile is a representation of you and your ministry experience, so be honest and accurate, enter data clearly and understandably for those who read.

One of the most important columns is the explanatory notes column on the far right-hand side. This column is numbered to correspond to the notes you write below to explain your ministry history in greater detail. Summarize your ministry experience in each location. Generally, these statements should be 2-10 sentences in length.

### EXAMPLE:

Title	Location	Dates	Beginning Size	Ending Size	Explanatory Notes
(Title of Position Held)	(Name of Church/Ministry, include city/state)	(Beginning-ending date of ministry, month/year)	(Beginning size of entire church)	(Ending size of entire church)	(Explain/reference your activity/ministry, additional info)
Student Ministries Pastor	First Church, Anywhere, USA 55435	4/98-2/03	280	450	1
Worship Ministry	Second Church, Anywhere USA 97445	8/95-4/98	96	154	2

### Notes To Remember:

- List and explain ALL experience in church-related ministry, starting with the most current experience. Other forms of employment are important, but not a necessity to add to MinisterConnection.
- List the month and year for the date you started and ended a ministry experience. It is important for churches to view how much time you spent at each ministry.
- List the beginning and ending sizes for the church at which the ministry was held.

### Ministry Match Profiling Tool

Ministry Match is a profiling tool used by the EFCA, and is one of the most comprehensive evaluation tools available to match individuals with specific ministries. Within a few days of creating a MinisterConnection account an email is sent to you, complete with instructions on how to complete the Ministry Match profile and a Serial Number is assigned to you so you can access this assessment tool online.

#### Ministry Match Checklist:

- ☑ Confirm that you have received the Ministry Match serial number sent via email
- ☑ Take the Ministry Match
- ☑ Print results
- ☑ Go back into your MinisterConnection account and fill in section 7, using your Ministry Match results
- ☑ Save your work
- ☑ Download the Ministry Match Definitions booklet, located at <http://www.efca.org/church-health/pastoral-care-staff-benefits/ministerconnection-placement-service/ministry-match-defin>

**REMINDER:** You are billed for Ministry Match in conjunction with your MinisterConnection account. An invoice will be sent out to you via postal mail. Do **NOT** enter credit card information on the Center for Church Effectiveness website. Rather, use the serial number which will be emailed to you to complete Ministry Match.

### Ministry Match Profiling Tool (continued)

You can always go back and print off your completed profiles from the Ministry Match website, [www.go-cce.com](http://www.go-cce.com). If you took Ministry Match prior to the origination of the online database, your Ministry Matches are stored on diskettes at the EFCA National Office. If you need access your previous Ministry Match, contact [placement@efca.org](mailto:placement@efca.org) to get a copy of your Ministry Match assessment results.

It is recommended that all candidates retake the Ministry Match profile tool every four years, in order to accurately match up what a candidate's strengths are at their present moment in time. If you have questions regarding a re-take of Ministry Match, contact [placement@efca.org](mailto:placement@efca.org) for more information.

#### Helpful Tips:

After completing and printing your Ministry Match profile, you must go back to your MinisterConnection profile and fill out Ministry Match-Section 7 in your profile. When filling out the boxes, make sure that you are typing in the corresponding boxes for each one.

**Raw Scores:** tabulated by what the colored column reads, using the number key at the bottom of the graph.

**Percentage:** the corresponding number at the end of the graph on the right-hand side

Use the given numbers for Ministry Gifts and Ministry Values to fill in the rest of section 7.

Trinity Evangelical Divinity School (TEDS) students please refer all questions to Dr. Eugene Swanstrom at [gswanstr@tiu.edu](mailto:gswanstr@tiu.edu). He is the supervisor of placement at TEDS, and has separate instructions for students of the university regarding Ministry Match.

If you have any trouble accessing or taking the Ministry Match, email [placement@efca.org](mailto:placement@efca.org).


## How to Understand Ministry Match

It is important to know how a Ministry Match is understood. There are a few resources to help you. One resource is the Ministry Match Definitions Booklet, which can be found at <http://www.efca.org/church-health/pastoral-care-staff-benefits/ministerconnection-placement-service/ministry-match-defin>.

Additionally, there is a Power Point presentation on “Understanding Your Ministry Match” available at <http://www.efca.org/church-health/pastoral-care-staff-benefits/ministerconnection-placement-service/understanding-your-m>.

## Availability Options

### Availability:

Actively seeking placement 

OK Cancel changes

**In order to be in MinisterConnection, a candidate must choose their availability. The differences are listed below:**

- **Actively Seeking Placement:** *all positions can match to you.*  
**Candidate initiates a search for matching church positions**
  - Whenever desired, you can ask your Gatekeeper to match your profile to all available church positions. All information on matched positions can be made available to you. No information is made available to a church whose position was matched to you without your permission, including the knowledge that a match was run.

**Church's Gatekeeper or a Position Gatekeeper initiates a search for matching candidates**

  - All information on matched candidates who have selected this candidate status is made available to the church.
- **Open to Considering Placement:** *all positions can match to you but your identification is blocked*  
**Candidate initiates a search for matching church positions**
  - Same as for Actively Seeking

**Church's Gatekeeper or a Position Gatekeeper initiates a search for matching candidates**

  - No information on matched candidates is made available to the church except for the matching percentage and an identification code, which is substituted for your name. A church's Gatekeeper or a Position Gatekeeper can contact a matched candidate with this status only through a blind e-mail request. That request is sent to your Gatekeeper who then will contact you. A candidate who has selected this status must contact the church for any interaction to begin. This option permits you to be matched by all churches searching for a candidate but keeps your identity hidden. The benefit of this option is the reduction of the risk of, in effect, announcing your resignation before you have a place to go.

## Availability Options (continued)

- **Not Seeking Placement:** *matching by candidate initiative only*

**Candidate initiates a search for matching church positions**

- Same as for Actively Seeking

This option is intended for use by a candidate who is ready to move to a new position and who is seeking a more selective placement. For example, a pastor of a 150 member congregation who is ready to take a senior pastor role in a multiple staff church and who is under no pressure to move, a youth pastor who is ready to move to the role of pastor of assimilation and small groups, an associate pastor who is ready to become a senior pastor, a candidate who desires to return to a certain region and has no pressure to do so immediately, and so forth. **Church's Gatekeeper or a Position Gatekeeper initiates a search for matching candidates**

- A church's Gatekeeper or a Position Gatekeeper is not able to match to you, nor view your profile.

- **Unavailable for Placement:** *blocked for any matching*

**Candidate initiates a search for matching church positions**

- Your Gatekeeper can review your profile, but not match it to positions.

**Church's Gatekeeper or a Position Gatekeeper initiates a search for matching candidates**

- Same as for Not Seeking Placement.

If you are having difficulty switching your availability, or need help with which option to choose, email [placement@efca.org](mailto:placement@efca.org).