

## Committee Charter – Profile Committee

**Mission Statement:** -the purpose of the Profile Committee is to create a Parish Profile of the St. Michael and All Angels community. The Profile should provide a complete and thorough description of the St. Michael's parish, the community in which we live, and a job description for the new priest. This will be a special purpose committee which will end after the Profile has been accepted by the Vestry and Bishop.

**Members:** the committee will consist of at least one Vestry member and 5 - 7 members of the Parish. Committee members from the Parish will be chosen based on interest and submission of a letter of interest to the vestry. Members will be chosen by the Vestry, with a view to developing an effective team whose members have the necessary skills and perspective to develop and produce an inclusive and comprehensive profile of the parish. The chairperson of the committee will be selected by the members of the committee. The Vestry member(s) of the committee will serve in an advisory, non-voting role.

**Activities and Duties:** the committee will meet at least every other week to evaluate the existing Parish Profile and organize the gathering of current information to revise the 2008 profile. The committee will create, deliver and summarize a parish survey to identify the gifts and skills of the new Rector and the ministry goals and focus of the parish. The Profile Committee will determine what materials candidates must submit such as a CV, recording of a sermon, etc. The Profile Committee will use the 2008 Parish Profile to create and update the final Parish Profile.

The committee will be responsible for communicating to the Communication Committee regarding their plan, progress and issues in creating the parish profile. The creation of the Parish Profile is anticipated to take 3-4 months.

### **Desirable skills and experience:**

- Knowledge of St. Michael's people, programs and ministries
- Availability for regular bi-weekly meetings and additional meetings as needed
- Knowledge of data gathering and survey methods
- Document design and layout
- Copywriting and editing skills