

## Search and Call Ministerial Profile for Intentional Interim Ministers

As an intentional interim minister, your ministerial profile and length of time documents are valid work differently than a minister who is searching for a “settled” position.

First, I encourage you to contact the [Search and Call office](#) as quickly as possible upon accepting a new call to determine what areas of your ministerial profile need to be update as they could include:

1. Profile:
  - a. Contact Information: address, phone number, email address.
  - b. Service History: end date of previous position, name and begin date of new position.
  - c. Availability Date: available to relocate for next position.
  - d. Standing: if you moved regions you will need to contact new region for transfer of Standing.
2. References:
  - a. Regional Staff Reference Form: if you moved regions you will be required to update your regional staff reference form.
  - b. Other three reference forms: you welcome to keep those the same unless they are at/close to the three year mark – you will need to update at the three year mark. You are encouraged to consider updating one or more of these references to a member of the last congregation you served but that is NOT required.
3. Disclosure Form:
  - a. Your Disclosure Form is valid for 3 years if your form is older than 2.5 years please update.
4. Criminal Background Check (CBC):
  - a. Your CBC is valid for 3 years if you form is older than 2.5 years, and you want to remain in circulation please update.

If you don't update your profile it will be removed from circulation as “no longer current.”

If your current interim position will be your last (i.e. retirement) you should withdraw your profile from circulation by logging into the Web MinPro System and clicking on the “orange” withdraw profile button.

If at anytime you have questions or concerns please contact the Search and Call Office at [amoyars@dhm.disciples.org](mailto:amoyars@dhm.disciples.org) or 317.713.2664.