

# CB Northwest Placement Policy

## Placement Forms:

We recognize that some people have put together their own résumés for churches to use, but the information we request is what search committees have asked for, so we ask that you complete our form also. This will present search committees with the same categories of information on each candidate.

This placement form, when completed, will provide a listing of churches you have served, your education, your ministry style, your basic philosophy of ministry, and a list of references that can be contacted when cleared with you. (It is important that you mark "yes" or "no" on the reference form so that the names are not released without your permission.)

Please check your spelling and grammar. Be realistic in your responses. We suggest you have someone proofread your form. Remember that this will be the first impression you make on a search committee.

Filling out the form online through our website is preferred. The form is broken into multiple sections. The longer sections can be saved and completed later. You may upload your cover letter, conversion experience, and résumé (if desired) through the website. You may also pay your placement fee online.

## If you are unable to fill out the form through our website:

If you are unable to use the online form you may download a placement form to fill out and send, however this will slow down the processing of your form. If you have access to Word 97 or later, please use the fill-in form version. Otherwise you may use the rich-text form version. *We do not accept incomplete or hand-written placement forms.*

The last page of the Placement Form refers to the CB Northwest Identity Document. That document can be downloaded from the CB Northwest website ([www.cbnw.org](http://www.cbnw.org)). A link is provided on the placement page.

Return an electronic copy to: [placement@cbnw.org](mailto:placement@cbnw.org). Also send a signed hard copy of the Certifying Signature page with your placement fee to:

CB Northwest  
Attn: Placement  
PO Box 30029  
Portland, OR 97294

In addition to the placement form we are also asking you to include the following:

- A page describing your conversion experience
- A cover letter written to the Search Committee receiving your placement form

*Please do **not** include sermon tapes. These will not be forwarded to the church or kept on file. Please do **not** include extra copies of your résumé; we will copy your resume along with the placement form.*

## Cost:

Due to the cost of reproducing your résumé/placement form and contacting churches on your  
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behalf, we are placing an annual \$50 charge on the handling of all placement files. This cost helps cover phone calls, correspondence, etc. on your behalf. It also includes forwarding your form to any of the other CB regions you have noted. *Placement forms will not be processed without the placement fee.*

**Procedures:**

When CB Northwest sends your placement form to a Search Committee, you will be notified so you can begin to pray about the possible opportunity. We urge the local church to inform you when you are no longer under consideration.

If there are unusual circumstances that could surface in the study of your placement form, be sure to inform the CB Northwest office of this fact. If you have been in the ministry, stepped out for any reason at all, and now are coming back to apply for placement, please give a brief but detailed explanation for the period of inactivity.

If you or your wife have been divorced and remarried, we need to know the details concerning this issue and be given permission to share it with any Search Committee. Some of our churches are willing to consider such candidates while others are not. We need to keep the Search Committee accurately informed.

If you are out-of-state, be aware that moving costs can sometimes be a strong factor for churches, as well as the cost of travel to candidate, etc. However, that will not keep us from presenting your placement form to churches where it seems appropriate. God, after all, is in charge of placement, and we are all open to His will, regardless of distance.

All materials submitted become the property of CB Northwest and will not be returned. You will be responsible for making additions or corrections to your placement form as needed by updating your form online or sending us a corrected copy. These corrections may include changes in address, email, phone number, or ministry assignment.

*Please let the CB Northwest office know when you have been placed so we can remove your name from our file.*