

Dear Friends,

This Ministry Site Profile (MSP) is a document template created by our ELCA synod and bishop. The Prince of Peace Call Committee has completed this document using the findings that surfaced during the various focus group discussions held the past couple of months; these focus group discussions were held with staff, board, call committee and various lay/congregational leaders and were devoted to discussing what roles are most important for our next lead pastor to play. There was remarkable consistency in what surfaced from these discussions.

Other parts of the MSP describe our church community (the congregation itself, trends, demographics, etc.) and the community outside the church walls. These sections of the MSP were completed with the assistance of Prince of Peace staff who could speak capably and persuasively to those various areas. Keep in mind that the MSP is not designed to speak to every area of the church, ministry, etc. Rather, it is designed to provide a good overview of Prince of Peace and speak to those elements that are especially important for lead pastor candidates to understand.

Our synod bishop, Patricia Lull, will use this MSP, as well as a lead pastor job description (to be completed by the Prince of Peace Board of Directors) as she helps us determine prospective candidates for the position.

You are welcome to provide feedback on any/all areas of the MSP. Please submit your feedback in writing to CallCommittee@popmn.org (or submit your comments in writing to the info desk) by Monday, January 30. At that time, the Call Committee will meet and review the feedback and determine what edits/modifications to the MSP may be necessary. Feel free to reach out with any questions or concerns you may have along the way; the call committee is committed to transparency in this process. Please continue to keep the Call Committee and process in your prayers as well.

Thank you!

The Prince of Peace Lead Pastor Call Committee

MINISTRY SITE PROFILE

Prince of Peace Lutheran Church

Burnsville, MN Completed:

| 4 | |
|-------|--|
| 02 20 | Evangelical Lutheran Church in America |
| 1 | God's work. Our hands |

The Ministry Site Profile (MSP) is ________ intended for use by congregations and church-related organizations that are seeking to call a rostered minister of the Evangelical Lutheran Church in America, or a First Call candidate for rostered ministry. Congregations must complete the entire MSP. Church- related organizations may, with the concurrence of the synod bishop, complete only the required sections (Part I, III and IV). Once complete, this form is submitted electronically to your synod bishop for review and posting to the "Current Openings" listing on the ELCA website (www.ELCA.org/call).

Summary

more to come

PART I: WHO WE ARE Name and Location **CONGREGATION Prince of Peace Lutheran Church** 11721 CONGREGATION/MULTIPLE POINT PARISH/ ORGANIZATION NAME CONG ID US Burnsville, MN, 55337 CITY, STATE, ZIP COUNTRY Saint Paul Area Synod (3H) Congregation - Organized 1963 TYPE OF MINISTRY SITE SYNOD YEAR ORGANIZED Suburb within 10 miles of a large city SIZE OF COMMUNITY

Demographics

Language Spoken

In the congregation/ organization **English**

> PRIMARY LANGUAGE SECOND LANGUAGE THIRD LANGUAGE

English In the surrounding community Spanish

> PRIMARY LANGUAGE SECOND LANGUAGE THIRD LANGUAGE

Race/Ethnicity (In the Congregation)

African American/Black Latino/Hispanic (5% or less) Caucasian (95%) Asian/Pacific Islander (5%

(5% or less) or less)

LARGEST SECOND FOURTH **THIRD**

COMMENTS OR EXPLANATION

Information provided as required in our 2021 ELCA Trend Report:

Active Participants: 6,629

African American/Black: 20

African National/African Caribbean: 8 American Indian/Alaska Native: 4

Arab/Middle Eastern: 0 Asian/Pacific Islander: 58 Latino/Hispanic: 30 Multiracial: 16

White: 6,493 (98%)

Race/Ethnicity (Surrounding Community)

African American/Black Latino/Hispanic (10%) Asian/Pacific Islander Caucasian (70%) (15%)

(5% or less)

LARGEST SECOND THIRD **FOURTH**

COMMENTS OR EXPLANATION

Gender comparison Age distribution

46% 54% 25% 20% 15% 15% 25% MALE FEMALE 19 YEARS OR 20 - 34 35 - 49 50 - 65 OVER 65 YOUNGER

Number of Paid Staff

| 4 | 0 | 30 | | | 2 | 4 | | 5 |
|---|--|--------------|-----------|--|-----------------------------|-----------------------|-----------|-------|
| Ministers of Word and Sacrament (PASTORS) | Ministers of Word and Service (DEACON | OTHER LAY | | | SECRETA | RIAL | CUSTODIAL | OTHER |
| Congregation | al Information | 1 | | | | | | |
| 401 - 700 | | 101+ | | | Single site | | | |
| AVE WEEKLY WO | RSHIP ATTENDA | ANCE AV | E ATTENDA | ANCE IN | PARISH | | | |
| Distance mem facilities: | bers live fron | n church | | 10% | 70% | | | |
| <u>Berdgetröfytl</u> | Te Congreg | ation/ Orga | anizatio | <u>1</u> 2022 - | MORE THA | AN 3 | | |
| X Suburba | an | LAST FISCAL | YEAR | e or University | | Farming | | |
| \$4,111,810 Cit | ty | | | \$3,226,738 | | Ranching | | |
| TOTAL BUDGET F Industria | OR THE LAST F | ISCAL YEAR | | TOTAL DEBT OF TORGANIZATION AFISCAL YEAR | THE CONGREC T THE END OF | GATION/ Retirement | | |
| \$112,800 | | | _ | \$3,380,718 | | | | |
| MISSION SUPPOR | | SYNOD FOR TI | | TOTAL SAVINGS, THE END OF THE | | | | |

PART II: OUR VISION FOR MISSION

Trends in the Community Context of the Congregation or Organization

Characteristics:

Write a description of your community in terms of socio-economic status, demographics, primary areas of employment and lifestyle. The Demographic ZIP Code report for your primary ZIP codes may be helpful.

Prince of Peace draws from several south suburban communities that range from middle to upper-middle class. Burnsville has a sizable Somali, El Salvadoran and broader Hispanic population and a significant amount of economic diversity; this demographic and economic diversity is well represented among those we serve in our Mission Outpost. Primary areas of employment in the Burnsville area include health care, education and engineering. Residents of the south metro enjoy many excellent restaurants, outstanding public parks, endless shopping options and quick access to the airport. Local residents are less than 30 minutes from all that the Minneapolis and St. Paul metropolitan areas and University of Minnesota offer including theater, music venues, museums, collegiate and professional sports and incredible dining.

Trends:

List three changes or trends within the congregation or organization which have occurred in the last three to five years.

As challenging as COVID-19 was, it opened the door to numerous opportunities including online worship which allows the homebound, those who travel south for the winter and north to the cabin in the summer to remain connected. It also reaches spiritual seekers from around the globe. In addition, COVID-19 accentuated the need for congregations to work collaboratively. Prince of Peace has spearheaded a ministry called Vine which aggregates the

adult formation opportunities from multiple Lutheran church in our area and makes them available to everyone. For many years we did ministry out of two separate buildings on our campus. Not only did this divide generations, it also burdened us with a lot of aging infrastructure. And so, we developed and executed a plan to bring all ministry under one roof. We designed and built new space to enhance hospitality, flexibility and connectivity. Doing so has tightened the relational fabric of the congregation in powerful ways. Finally, the expansion of our Mission Outpost facility and service offerings has been exciting and a blessing to the community. Opening the Dental Clinic, launching the Medical Clinic and expanding our partnership with Dakota Country Services has enhanced our desire to be the hands and feet of Christ in our community.

Context:

List three ways the community in which you are located has been challenged by change and transition in the last three to five years.

COVID-19 negatively impacted both the economic and mental health of the Burnsville area. Local businesses, including the hospital and schools, continue to struggle to staff adequately. That is also true for our police and fire departments. The increase in mental health challenges, coupled with the lack of local services, continues to be a significant issue for Burnsville and the south suburbs in general. Burnsville ISD 191 has experienced a decline in enrollment over the last decade due in part to families opting for other schools through the open enrollment option. In 2021 the district closed three schools due to declining enrollment and loss of funding.

Programs:

Describe your congregation's or organization's current programs for mission and ministry.

Prince of Peace organizes its life around three core directions: Up with God, In through Community and Out for the World. Our rich worship life, along with our community bible study (Engage) are our primary ministries to enrich disciples' relationship with God. Small groups are our primary means of connecting and deepening relationships within the body, and the Mission Outpost (food, clothing, community resources, dental and medical clinics onsite) are our primary means of serving the needs of the broader community. Family Ministry, which primarily serves infants through young adults serves those needs for younger generations. We also have a vibrant support group ministry.

Goals: What are the primary goals of your ministry site (please refer to any Strategic Plan that has been adopted)

Rather than being goal-driven, Prince of Peace has leaned toward being Spirit-led, seeking to remain open to opportunities and callings as they arise among the staff and congregation. For instance, we didn't set a goal to launch a free dental clinic on our campus, but the opportunity presented itself and we felt called to respond to a community need for dental care, and so we pursued it and God blessed it. In everything we do we seek to hit the intersection of excellence, effectiveness, and faithfulness.

Prince of Peace will be known as the connecting church, working collaboratively with schools, churches, local government, campus partners, other organizations and the business community, and providing hope and wholeness to all people, with specific focus on children, seniors and people in poverty in the south metro area.

Energy:

What is your congregation or organization really excited about right now?

Disciples at Prince of Peace are excited about the ways in which our Mission Outpost positively impacts people's lives for the sake of Gospel. The Engage Bible Study continues to generate lots of interest and energy, as does weekend worship and young adult ministry. There is also a lot of "buzz" about the Vine initiative (see above under "Trends"). We are also excited to host the Feed My Starving Children South Metro meal packing event again. Together with thousands of volunteers from other churches, schools and the broader community, we hope to pack 2 million meals over the course of five days. We are excited about an increase in the number of new faces in worship, in particular, young couples.

Partnership:

How does this congregation or organization see itself as a member and active participant in the Evangelical Lutheran Church in America and the synod?

Prince of Peace actively financially supports Lutheran Social Services, Lutheran World Relief, Lutheran Campus Ministry as well as the Saint Paul Area Synod. Our current lead pastor served as the co-chair of the synod's capital campaign and Prince of Peace provided one of the lead gifts. The Vine initiative is funded both by the ELCA and the Saint Paul Area Synod and is being viewed as a prototype to be used by the larger Church. We've hosted Synod Assembly numerous times, as well as other synod events. Congregations from around the country regularly contact Prince of Peace as a source of learning, mentoring and innovation. We enjoy a strong partnership with the Iringa Diocese in Tanzania, Africa and a school in the Dominican Republic (non-ELCA). Finally, we have a healthy track record of sending members as well as staff to seminary to be leaders in the larger Church.

Ministry Site Characteristics

| AS A COMMUNITY | | | | | |
|--|------------------|---------------------|---------------------|---------------------|--|
| | A LOT LIKE US | A LITTLE LIKE US | A LITTLE LIKE US | A LOT LIKE US | |
| We tend to be formal and programmatic. | • | | Х | | We tend to be informal and spontaneous. |
| We have clearly defined goals and plans for of future. | our | Х | | | We have no stated goals or plans. |
| We are racially and economically diverse. | | | Χ | | We are demographically homogeneous. |
| | OUR | LEADERS | HIP STY | LE | |
| We welcome ideas that are provoking and challenging. | Χ | | | | We prefer ideas that are tried and true. |
| We rely on our leaders for direction. | | Χ | | | We rely on group decision-making. |
| We have learned how to use conflict constructively. | | Х | | | We tend to perceive conflict as something destructive. |
| | OU | R PROGR | AMMING | i | |
| Our facilities are often used by community | Χ | | | | Our facilities are only used for our activities. |
| groups. | | | | | |
| We train people to minister outside our walls. | | Х | | | We train people to minister inside our walls. |
| We focus on ideas and beliefs. | | | X | | We focus on skills and action. |
| | | R THEOL | | | |
| We are obviously Lutheran in identify and practice. | | | Х | | We are less obvious about our Lutheran heritage. |
| We participate in synod and ELCA activities. | | X | | | We are not very active in the synod and ELCA. |
| We focus on Biblical studies and doctrine. | | | X | | We focus on contemporary issues and topics. |

Purpose, Giftedness and Mission

Purpose

How does this congregation or organization understand its reason for being in the light of God's call to mission and

service?

Who are you? Why are you here?

We could give you lots more words to read, but these brief videos say it all:

https://www.youtube.com/watch?v=gzVxfDF8IHk https://www.youtube.com/watch?v=PdRIOpiKugw&t=17s

Our online worship service:

https://www.voutube.com/watch?v=-nga2v4GTVo

Giftedness What are your gifts and resources for fulfilling this purpose? What are the congregation's or organization's top three assets and how are they being used? Are there obstacles that must be overcome to be able to use these gifts and accomplish the mission?

> We are a congregation that believes that where God guides, God provides. And we've experienced that provision repeatedly throughout our history. God has richly gifted Prince of Peace. Here are some of those gifts that fuel our ministry:

- •Gifted Disciples. From selfless servants to world-class leaders, Prince of Peace is blessed with so many people who willingly and faithfully share their gifts of generosity, artistry, prayer, compassion and so much more.
- Gifted Staff. We are blessed with a gifted, dedicated and collaborative team of staff who enjoy laughing and serving together.
- · A Beautiful and Functional Campus. Our renovated campus is an incredible gift for our ministry and the broader community. There are still a couple of phases in the master plan yet to be undertaken.
- Healthy Finances. Prince of Peace is in a strong and healthy financial position, with the needed resources to do ministry, a manageable debt, adequate reserves, wise management and clear accountability.
- Healthy Culture. Prince of Peace's culture is built on transparency and trust with a bent toward excellence in all we do. We believe that we have been blessed to be a blessing to others.

Mission

In light of the way you have described your ministry context in this Ministry Site Profile, what are the top three mission priorities which, if accomplished, hold the most promise for the continued development of this ministry?

Priority One: Continue to innovate inspiriting worship both on campus and online to deepen the faith of disciples in our community and around the world.

Priority Two: Missional outreach to young adults, feeding the spiritual hunger of those who see themselves as "spiritual but not religious".

Priority Three: Widening and deepening our stewardship. We still have a significant number of members who are deeply engaged at Prince of Peace but are not consistent financial partners in this ministry.

PART III: LEADERSHIP NEEDS

The Leader we Seek

Roster Type:

X Minister of Word and Sacrament

Minister of Word and Service

In Candidacy/First

Call

Senior Pastor / Head of Staff

Master's Degree (seminary or graduate school)

Full time call

POSITION TYPE: MINIMUM DEGREE REQUIRED:

FULL TIME/PART TIME:

Language Proficiencies

English/Fluent

PRIMARY LANGUAGE (PROFICIENCY) SECOND LANGUAGE (PROFICIENCY)

THIRD LANGUAGE (PROFICIENCY)

Experience:

0-3 years 4-9 years **X** 10 -15 years 16- 20 years 21 + years

Top Five Ministry Tasks

The five most critical tasks required in this position.

Administration Building a Sense of Campus / Young Adult

Chaplaincy Community Children's Ministry

Christian Education Ministry

Communications/ Media

Community Organizing

Conflict Management

Counseling/ Social Work Early Childhood Ecumenical Work

Counseling/ Social Work Early Childhood Ecumenical Work
Administration

Evangelism/ Mission Financial Management Global Service

Innovation / Creativity Interim Ministry Interpret Theology

Inter-personal Climate Ministry in Crisis Ministry in Daily Life

Ministry with Seniors Multicultural Ministry Music / Worship / Arts

Outdoor/ Camping Ministry Parish Nurse / Health Participant in the Larger

Church

Pastoral Care and Visitation X Preaching / Worship Public Policy / Advocacy

X Recruit and Equip Leaders Self Care / Family Life Small Group Ministry

Social Ministry X Spiritual Formation / Direction Stewardship

X Strategic Mission Planning X Teaching Volunteer Coordination Youth and Family Ministry

Gifts for Ministry

The five gifts essential in this position, and the five that are very helpful in this position.

Very Helpful

Top Priority

| | Help people develop their spiritual life. | Yes |
|-----|---|-----|
| | Help people understand and act upon issues of social justice. | |
| | Provide care and nurture. | |
| | Be active in visitation of members and non-members. | |
| | Be effective in working with children. | |
| Yes | Build a sense of community among the people with whom he/she works. | |
| Yes | Help others develop their leadership abilities and skills for ministry. | |
| | Be an effective administrator. | Yes |
| Yes | Be an effective communicator. | |
| Yes | Be an effective teacher. | |
| | Encourage support of the Church's wider mission. | |
| | Work regularly in the development of stewardship growth. | |

| | Be active in ecumenical relationships. | |
|-----|---|-----|
| | Be effective in working with youth. | |
| | Organize people for community action. | |
| | Be skilled in planning and leading programs. | |
| | Have a strong commitment and loyalty to the ELCA. | |
| | Understand and interpret the mission of the Church from a global perspective. | |
| | Deal effectively with conflict. | Yes |
| | Bring joy and good humor to relationships. | Yes |
| Yes | Be able to share leadership and work in a team. | |
| | Be creative and innovative about his or her tasks. | |
| | Be able to use technology and media. | |
| | Appreciate cultural diversity in language and customs. | Yes |
| | Have talents in the areas of music, arts and writing. | |

Mutual Expectations

Please list the five primary areas of activity or focus that you wish your newly-called rostered minister to give special attention to during the first year of his or her ministry at this congregation or organization:

- A. Relationship-Building: Getting to know staff, lay leaders, congregants, and community leaders.beginning the process of building trust.
- B. Hiring: Provide recommendations and vision for Spiritual Care (the position of Pastor of Spiritual Care opened in December of 2022, and we desire the new lead pastor to speak into this).
- C. Preaching/Teaching: In collaboration with the Minister of Worship Arts, planning the preaching and teaching series, and preaching a majority of the services over the course of a year. Active participation in the sermon review/worship planning meeting each week. Our worship planning unfolds over the course of 6 weeks; sermon outlines are prepared by the preachers 6 weeks in advance to allow time for all other worship service elements to be formed and produced around the sermon (multi-media, music, dramatic elements, etc.).
- D. Future Visioning: Discerning where/how God may be leading this church community into the next decade.
- E. Development of Others: Encouraging and empowering staff, lay leaders, and congregation to develop their call, gifts, and ministry areas to serve the church and greater community.

Please list the five ways that this congregation / organization will support and encourage the rostered minister during the first year in order to help her or him accomplish these responsibilities:

- A. Surround you with dedicated/talented staff and lay leaders who are at heart, servant-leaders
- B. Surround you and the church in prayer
- C. Provide you with a financially healthy church where time/energy can be focused elsewhere
- D. Providing a healthy congregation and staff who have been coached/prepped for a successful, healthy transition in leadership
- E. Providing a "well-oiled machine" where staff roles and expectations are clearly defined and things "get done" with excellence

Other Supporting Resources

Are you able to supply the following items, if requested?

| Mission and Vision statement of the congregation or organization | Yes |
|---|-----|
| Printed history of the congregation or organization | Yes |
| Strategic Plan: Goals and Objectives | No |
| Budget | Yes |
| Annual | Yes |
| Report | Yes |
| Position description: Duties and Responsibilities PART IV: COMMENTARY | 153 |

You are encouraged to offer information or commentary that will help the reader appreciate the vision, opportunities, challenges and nature of your ministry site. Use this opportunity to creatively promote and commend your ministry possibilities.

Narrative to help clarify the "Site Characteristics Survey" found on p 5 of the MSP:

As a community: We have little racial diversity in our congregation--but a fairly wide spread of economic diversity (though the vast majority would be considered middle class). We have clearly articulated goals across a multitude of ministries and programs, though we value flexibility and being able to adapt to changing circumstances and the needs in the moment.

Our leadership style:

Though we do not seek conflict, our congregation has not shied away from tackling challenging issues and having respectful conversation (sexual orientation, racial inequity, etc). We have looked to our lead pastor for direction and vision, but we deeply value collaboration, and decision-making is broadly distributed among staff and lay leaders.

Our programming:

Though we explore Christian doctrine and emphasize growth/learning in our "belief", our congregation has a bent to action-- we perceive a call for us to be the hands and feet of Jesus out in the community, bringing hope and wholeness to a world that desperately needs.

Our theological perspective:

Though we will occasionally follow the lectionary cycle, most often we craft preaching series (and bible studies) based around a perceived need--gearing our series to the exploration of how our congregation can better lean into our calling as God's people and produce fruits of the spirit. Some theologians/authors/thinkers that resonate broadly among staff and have informed our preaching and teaching include Richard Rohr, Brian McClaren, Marcus Borg, NT Wright, David Lose, Rob Bell, and Rachel Held Evans (among others). WorkingPreacher.org (resources and commentary from the professors at Luther Seminary in St Paul, MN) has provided helpful insight and guidance, as well.

Focus Group Narrative Feedback

Note: There was remarkable consistency in the responses/feedback provided among the various focus groups; staff, board, call committee, and lay leaders across all demographics surfaced remarkable agreement in their hopes, dreams, and visions for the future of our church and the next lead pastor. The four primary roles we envision the next Lead Pastor to play at Prince of Peace:

Lead Teaching/Preaching Pastor - In collaboration with the Minister of Worship Arts, our next lead pastor will plan the worship preaching series and preach a majority of the worship services. The lead pastor will also plan the Engage Bible Study series throughout the year.

A leader that also encourages and empowers other Leaders to lead. Our next lead pastor will boldly lead in vision and direction, but will also share significant decision-making with core staff and the board of

Developer of Others - Our next lead pastor will serve as the chief enabler and developer of other leaders-encouraging and empowering them to develop their call, gifts, and ministry areas to serve the church and greater community.

Chief Explorer and Future Thinker

Our next lead pastor won't rest of their laurels, but will be intentional about future thinking--and will encourage the congregation and core leaders to explore new methods, perspectives, programs and ways of "being the church" as we seek to better serve each other and the greater community.

The images we hold in our head about our future and next lead pastor:

Builder who brings people together - We are still under construction (both literally and figuratively) and desire a leader who helps us work together toward a bold future with unlimited potential.

Conductor/orchestra leader - helps everyone to play to their strength, but in the service of a unifying narrative/composition/vision.

People with hands held together - across multiple generations and diversity of various kinds, we are "in it together", supporting each other and sharing the ups and downs of life.

Table -"Buffet" - we are coming together to serve, each bringing our own gifts to offer each other and the wider

community. These are the core identifiers of Prince of Peace that we want to continue:

- Welcoming and Affirming Inclusive of all. Our theology and ministries communicate this consistently.
- Community Serving/Community Outreach Our Mission Outpost and related service ministries are core to who we are.
- · Uplifting music and worship a variety of music and worship elements integrated in the services
- · Dynamic, relevant preaching to life

As we think about the next chapter of our ministry, this is where we desire to be led:

Quotes that are included were written by focus group participants and resonated with multiple people.these are the quotes that rang true again and again:

- Theme: Congregational Unity and Energy
- "Trust is deep and wide. The new leader and the staff believe in each other and care about each other and the congregation. As a result, everyone feels empowered to lean into the new direction together."
- Theme: Pastor and Preaching
- "We haven't skipped a beat. You can tell that the new leader loves this faith community, has a compelling vision and continues to capitalize on the strengths of the staff and the congregation to impact the community."
- "Our new preacher relates well with their congregants in sermons and real-life concerns."
- Theme: Mission Outpost /Community Involvement
- "Mission Outpost is meeting people's needs while equipping them for future sustainability."
- Theme: Reconciling, Affirming, Welcoming to all
- "We are welcoming and affirming, meeting people where they're at."

Additional Worship Information: We average 540 on site per weekend and 452 online per weekend.

PART V: COMPLETION OF PROFILE

Discernment Process and Adoption

Please describe the process used to gather information, formulate responses, and officially adopt this Ministry Site Profile. (Approximately 100 words maximum).

Discernment: Focus group discussions were held over the course of several weeks, in which staff, the Prince of Peace Board of Directors, the Call Committee, and numerous lay leaders of the church engaged in thoughtful conversation about the primary roles and characteristics they envision for our next lead pastor. These responses are integrated throughout this MSP, and addendums included for further explanation.

Demographic and "church detail" information throughout this MSP was compiled by our Finance Director and Executive Assistant, in conversation with representatives from the Call Committee and staff.

When complete, the Call Committee and Board of Directors voted to approve this Mission Site Profile.

Enter the date on which this Ministry Site Profile was adopted by vote of the Congregation Council or organization's board:

CALL PROCESS ADMINISTRATOR

The name of the person on the synod staff that the bishop has designated as the Call Process Administrator for this call process.

| | Patricia Lull | Bishop | | | |
|-----|-------------------------------|-----------------------------|----------|--------|---------------|
| | | | NAME | TITLE | |
| | 651-224-4313 | patricia.lull@spas-elca.org | _ | | |
| | | | OFFICE P | HONE | E-MAIL |
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| Doi | forence's Decemberdation | | | | |
| Ke | ference's Recommendation TBD | | | | |
| | | | NAME | E-MAIL | |
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| | | | DAY PHO | NE | EVENING PHONE |
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| | | | CELL | FAX | |