

Research Template: Center/Organizational Profile

Name of Center or Organization

Religious Affiliation(s)

Address

Phone

Email

Website

Social Media

Contact

Center representative's name, title, contact information *for internal use*; also confirm best public contact information.

Mission

Include a brief quote from the center's own website stating the mission of the organization (if any).

Date Founded

History

The who, what, when, where, why, and how of the center/organization's founding, including growth, challenges, and notable accomplishments.

Description of Center's Physical Space

Take descriptive notes on the interior and exterior spaces, with close attention to detail. Is the structure purpose-built? If not, what was the building used for before it became a religious center? What do you see, smell, and hear? What is posted on the bulletin boards? Where is the center located? How would you describe the neighborhood?

Community

What is the size of this community? (And how is it measured?) What languages are spoken? What are the primary ethnic groups? How much internal diversity is evident?

Leadership

Who are the relevant lay, religious, and administrative leaders?

Current Activities

What are some of the annual programs, special events, classes, and meetings?

Special Programs

Are there special programs that are youth-focused, women-only, service-focused, advocacy-based, or any other notable activities?

Affiliations & Partnerships

What are some of the interfaith, faith, civic, and other affiliations and partnerships of this community?

Distinctive Aspects

What makes this center/organization unique?

Future

What are some of the range of hopes, plans, and concerns of this community?

Notes for Visitors

What is the visitor experience like? Are guests asked to cover their heads, remove shoes, or similar? When do community leaders suggest that visitors come to the center?

Other

PP NOTES (follow-ups needed, info for other researchers/staff, photo notes, etc. for internal use)

Researcher Name & Date Submitted _____