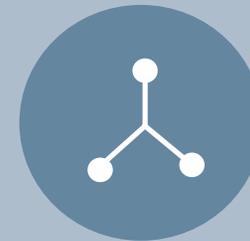


Tips for Ministry Resumes



OTHER EMPLOYMENT

Guest Information Assistant

2003 – 2006 The Southern Baptist Theological Seminary Louisville, KY

- Answered and routed phone calls to Seminary offices and residents.
- Greeted and provided information to campus visitors.

EDUCATION

Master of Church Music

May 2006 The Southern Baptist Theological Seminary Louisville, KY

- Concentration – Church Music and Worship.

Bachelor of Music Education

June 2003 University of Tennessee Knoxville, TN

- Major – Music Education.
- Minor – Voice.

PERSONAL STATEMENT

Although I did not have the opportunity to experience the blessings of a Christian home early in my life, through acquaintance with Christian friends in high school I came to know of God's love and the salvation available to me through Jesus Christ. I accepted Him as my Savior and Lord at the age of fifteen. During my senior year in high school I committed my life and the musical skills He had given me to vocational service through the church. I have sought to prepare myself for such service through my college and seminary education. Through worship ministry and a commitment to servant leadership I strive to proclaim the Good News of God's love, to help others encounter Him, to lead them in praise and worship of Him, and to nurture their spiritual development and ministry involvement.

REFERENCES

Dr. Alton Singer
2825 Lexington Road
Louisville, KY 40280
Office phone: 502.897.4000
E-mail: asinger@goodvoice.com
• Seminary Professor

Rev. Garry Speakes
Higher Heights Baptist Church
4712 Summit Avenue
Knoxville, TN 37777
Office phone: 423.555.1212
E-mail: gspeakes@hearne.net
• Former Pastor

Mr. Randy Chron
Box 7721
University Station
Knoxville, TN 37773
Office phone: 423.210.1212
E-mail: randychron@timenet.org
• Campus Minister

Mrs. Grace Lotts
Route 1, Box 7
Mill Run, KY 40004
Home phone: 502.555.1212
E-mail: gracel@loa.net
• Layperson



Ministry Connections

sbts.experience.com

Hours: M-F, 8 a.m. - 4:30 p.m. (Norton 154)

Phone: (502) 897-4680

Email: ministryconnections@sbts.edu

Twitter: @HireSBTS

What is a Ministry Resume?

A resume introduces you and your unique qualifications for a particular job. It is not the only step to finding a job in ministry, but it is a very important first step. The goal is to communicate enough about yourself to get you to the next phase of the hiring process. Therefore, you want to demonstrate your strengths and distinctive qualifications through the following information. What to include on your resume:

Personal Information

- Include information about you and your family (if applicable);
- Include relevant information related to your licensing and ordination;
- Provide updated contact information;
- Consider creating a professional email rather than using a student account; and
- Consider including a photo of you and your family, but keep it professional and make sure to use a high-quality photo that will look good when printed.

Ministerial Experience

- Provide your title, the name of the church or ministry and dates of service (list most recent experience first);
- Quantify your skills and experience where possible;
- Include noteworthy achievements and responsibilities;
- Use effective action words and short, punchy phrases for simplicity;
- Make it easy on your reader to skim the information and get the highlights; and
- Include both paid ministry experience and volunteer service.

Other Employment

- Follow the same format as Ministerial Experience but with less detail; and
- Only list jobs that demonstrate your work ethic and fill in any gaps in your personal timeline.

Education

- List your most recent degree first;
- Include the school, location and degree;
- As a student, provide your anticipated graduate date and your program; and
- Do not include your high school or GPA.

Personal Statement

- Brief explanation of your conversion and call to ministry; and
- Communicate your vision for the ministry that you are applying for or your general ministry objective.

References

- Provide three to four references from various backgrounds (school, ministry, etc.);
- Include their relationship to you and updated contact information; and
- Obtain their permission before including them on your resume.

Basic Resume Format (continued on back of guide)

John R. Seminarian	
1949 Ashland Road Louisville, KY 40207 (502) 897-1646 E-mail: jseminarian@sbts.edu	Photo Here
<hr/> PERSONAL <hr/>	
<i>Born:</i> March 15, 1980, Mt. Hurley, NC <i>Family:</i> Wife — Eve Adams Seminarian, born Rock Hill, TN <ul style="list-style-type: none">• Married June 2, 2002.• Bachelor of Science in Nursing, University of Tennessee, 2003.• Nurse, Baptist Hospital East, Louisville, KY, 2003 – present.• Interests — art, gardening, tennis.• Active in youth ministry leadership. Children — Faith Hope, born December 31, 2004. Jonathan David, born April 1, 2005. <i>Interests:</i> Golf, softball, tennis, photography.	
<hr/> MINISTERIAL EXPERIENCE <hr/>	
<i>Minister of Music and Students</i> January 2004 – Present	Mill Run Baptist Church Mill Run, KY
<ul style="list-style-type: none">• Direct adult and youth choirs and instrumental ensemble.• Initiated contemporary worship band.• Teach youth Bible study, lead youth retreats and activities.• Assist pastor in worship planning, visitation, and preaching in pastor's absence.	
<i>Interim Minister of Worship</i> February – August 2003	Third Baptist Church Knoxville, TN
<ul style="list-style-type: none">• Directed adult and youth choirs and handbell choirs.• Served as resource person for fully graded choir program.• Led choir to twenty percent increase in summer participation.	
<i>Ensemble Director</i> September 2001 – June 2002	"Living Song" Knoxville, TN
(Vocal ensemble sponsored by the Baptist Campus Ministry, University of Tennessee) <ul style="list-style-type: none">• Performed in more than 65 churches in four states.• Featured vocal ensemble for the Tennessee Baptist Convention's 2001 Youth Evangelism Conference and Baptist Campus Ministry Convention.	
<i>Summer Youth Minister</i> June – August 2000	Second Baptist Church Eufala, AL
<ul style="list-style-type: none">• Organized and implemented ministries to youth in grades 7-12, including Bible studies, fellowships, and recreational activities.	