

Your Name

Address, City, State Zip

Phone | e-mail address

PERSONAL INFORMATION (optional section)

Family: Wife – Name (married – month, day, year)

Children – Name (born – month, day, year), Name (born – month, day, year)

Ordination: MM/DD/YYYY (or expected date) , church name, city, state

Church Membership: church name, city, state

MINISTRY OBJECTIVE (optional section)

Connect this to the position for which you are applying. Here is an example: To encourage believers toward maturity in Christ by providing a cohesive Christian Education program in a church setting.

EDUCATION

Master of Divinity

Expected May 2015

Palm Beach Atlantic University, West Palm Beach, Florida

GPA: 3.8/4.0

Bachelor of Arts in Ministry Leadership Studies

May 2009

Concentration in Student Ministries

Palm Beach Atlantic University, West Palm Beach, Florida

GPA: 3.2/4.0

MINISTRY EXPERIENCE

Position, Church, City, State

YYYY – Present

- List accomplishment statements not just a list of job descriptions.
- Planned and directed all youth programming for 75 students, grades 7-12.
- Taught weekly Sunday School and Wednesday Bible study.
- Established and developed a Youth Leadership team, mentoring 20 students one-on-one.
- Launched a Youth Missions Initiative, providing monthly opportunities for youth to serve in cross-cultural contexts.

Position, Church, City, State,

YYYY – YYYY

- List accomplishment statements not just a list of job descriptions.
- Show not tell.
- Be specific like the example below.
- Taught Sunday School for 10-20 middle school boys, using assigned curriculum and curriculum I created under the guidance of the Youth Pastor.

Your Name, P.2

OTHER WORK EXPERIENCE

Resident Assistant, Palm Beach Atlantic University, West Palm Beach, Florida, 2006 – 2007
Front Counter Server, Okeechobee Chick-fil-A, West Palm Beach, Florida, 2003 – 2006

PERSONAL STATEMENT OF SALVATION

This is a brief statement indicating your spiritual journey. Include things like how you came to faith in Christ and when. Here is an example. 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. I was baptized at Second Baptist Church, City, State on Sunday, April 22, 2002.

CALL TO MINISTRY

Another brief statement including when you sensed the call and more specifically what you are called to (youth, hospice, denomination, etc.) During my senior year in high school I committed my life and talents He had given me to vocational service through the church. I have sought to prepare myself for such service through my college education. My ministry supervisors and many of the my faculty have affirmed by calling through their words and actions.

DOCTRINAL BELIEF (optional)

This is an optional section. If applying to a denominational church, mention and affirm their statement of faith. I agree with doctrine stated in the *Baptist Faith and Message*. A more detailed doctrinal belief statement is available upon request.

HONORS AND ACTIVITIES (optional)

- Activity, Organization, MM/YYYY
- Honor/Award—brief description, Awarding Organization, MM/YYY
- Don Warren Scholarship—awarded to one graduate out of 500 for outstanding leadership and service, PBA, May, 2009
- Brazil Mission Team Leader, Palm Beach Atlantic University, May 2007
- Who's Who in American Colleges and Universities, PBA, November 2006
- Impact Leadership Team Member, Palm Beach Atlantic University, 2005 – 2006

HOBBIES AND PERSONAL INTERESTS (optional)

Keep this section brief. Golf, coffee, racquetball, photography, music, woodworking, and travel.

Your Name, P.3

REFERENCES

Name	Dr. John Doe, Pastor
Relationship—What it is	Relationship—Professor, Advisor
Address	Palm Beach Atlantic University
Email	1234 Main Street
Tele	City, State Zip
	234-567-8989
Dr. John Doe, Pastor	
Relationship—Pastor	Mr. Joe MacDonald
First Baptist Church	Relationship—Friend
1234 Main Street	PO Box 123
City, State Zip	City, State Zip
234-567-8989	123-123-1234
Mr. Fred Smith	
Relationship—Mentor	
PO Box 123	
City, State Zip	
123-123-1234	