

# Writing a Ministry Resume

## What makes a ministry resume different?

A well-written ministry resume reflects your preparation for ministry, your philosophy of ministry, your practice of ministry, and possibly even, your passion for ministry. When it comes into the hands of a search committee, a resume for a ministry role is more likely to be thoroughly read (not just skimmed), studied, pondered over, and discussed by the group than a typical resume. A ministry resume gives the committee an in-depth view of where you have been and what you are like. Thus, it tends to be longer, more personal, and more detailed than a traditional "business-focused" resume.

## How is a ministry resume the same as other resumes?

Like all resumes, a ministry resume should summarize your experiences and qualifications as they relate to the job you seek. To be most effective, your resume must be focused on the position and how you can meet the needs, in this case, of the ministry. It should objectively share your relevant knowledge, skills, and experiences. Combined with the rest of your application, it will help the search committee evaluate how well you align with the job and the mission and vision of the organization.

Because a resume is a reflection of an individual, there is not one way to approach writing one. However, there are some basic guidelines to follow and common mistakes to avoid. If you are pursuing a position in more than one field (perhaps church vs. parachurch ministry), you will probably need more than one version of your resume. You may also want to have a career coach and a professional in your field(s) of interest critique your resume. In the end, you will want to make strategic choices about what to say on your resume and how to say it, so that your resume will be uniquely you.

## Before Starting Your Resume

### Spending some time reflecting on the past.

- How do you know you are called to the ministry?
- What life experiences have prepared you for ministry? What have you learned along the way? Where have you had success? Where have you been challenged, and persisted until you overcame?
- You will need to have a thorough understanding of your experiences and the skills they represent in order to write a quality resume. Jumping to writing too quickly makes it easy to stop thinking about how you will demonstrate that you are ready to serve in professional ministry.
- You'll need to be able to articulate how your experiences have prepared you for the job you seek. You'll have to do this on the resume, and also to a greater extent in interviews.

### Spending some time pondering the future.

- What do you hope to accomplish in ministry in general?
- What is your philosophy of ministry?
- How do you fit with the mission and vision of the ministry you are applying to work with?
- What excites you about ministry in general, and about this position in particular?

**Content:** The reader has to walk away from your resume with a clear picture of how your past experiences have prepared you for the ministry role you seek. Success in the past is an indicator of future performance. The most relevant and recent information should be listed first; more relevant experiences should also have greater detail than less relevant ones. Here are some guidelines:

- Make certain your contact information is complete, accurate, and current. Contact information should be placed at the top of the resume. Use only one address, phone number, and email.
- Most of the time, we would tell you NOT to include any photos, however, Ministry resumes are one type of resume where it is optional to do so (mostly for pastoral ministry).
- You may include a ministry objective (what you hope to accomplish) and/or personal ministry goals on your resume.
- List relevant information about your educational background in reverse chronological order. Generally, you would just include degrees and relevant certifications, not your high school.
- Accentuate qualifications (gifts, skills, experience, accomplishments) relevant to the role for which you wish to be considered.
- Not everything you have done is relevant. Put the most related and significant experiences in their own category, listed from most recent to least recent. Don't spend a lot of time or space on experiences or skills that are less relevant to the ministry context, which might be excluded from the resume or put in an "Other Work Experience", or similar, section.
- Unpaid ministry experiences are often worthy of inclusion on a resume. Any experiences where you had an opportunity to practice a relevant aspect of ministry are worth considering.
- List experiences in a way that demonstrates your fit for the role. Describe what you did, how you did it, who you did it for, and what outcomes occurred as a result.

**Formatting:** Your goal is to organize information so that it is clear and comprehensive, yet concise, orderly, easy to read, visually appealing, grammatically correct, and professional in appearance. Consider these points when making formatting decisions:

- Be consistent in the use of spacing, highlighting, punctuation, and style.
- Emphasize important items using capitalization, underlining, bolding, italicization, or bullets.
- You may find it more effective to communicate in short summary phrases instead of complete sentences.
- Determine how you want to divide information and title each section appropriately. This will make the organization of your resume immediately clear to the reader.
- Use attractive font styles of readable size.
- Allow plenty of space between sections and in margins, to avoid a cluttered look.
- Use action words, active language, and proper verb tense in describing experience.
- Carefully proofread (at least three times) to eliminate any spelling, grammatical, typographical, and punctuation errors. When errors are present it can signal a lack of attention to detail.

## Johann Piper

Roseville, MN (Willing to relocate)      mngrad@gmail.com      651-000-0000

*Creative and passionate youth worker, equipped to positively impact young people's lives as they engage in relationship with Christ and the Church.*

### MINISTRY OBJECTIVE

- To love, serve, engage and support the church's and community's youth and their families
- To develop and implement effective spiritual formation programming
- To contribute and support the church staff, elders and other lay leadership
- To grow in the knowledge of our Lord, Jesus Christ and in the ability to develop others in that growth

**What drives me in ministry?** The opportunity to help youth and their families become engaged in seeking Christ in all aspects of their lives. To help breakdown barriers that keep youth from knowing Christ. Things that bring joy to my heart include: leading and seeing others come to Christ, see others using their gifts in ministry, and watching people become worshipers of God through their personal worship times and through lifestyles of worship. (This is one example of a way to share your personal call and philosophy of ministry.)

### EDUCATION

#### Bachelor of Arts, Youth and Family Studies, Psychology Minor

University of Northwestern - St. Paul, MN

May 2024

#### Certificate in Youth Leadership

Union Gospel Mission, St. Paul, MN

Summer 2021

#### CPR and AED Certification

American Red Cross, St. Paul, MN

July 2018 (valid through 2028)

### MINISTRY EXPERIENCE

#### Youth & Family Intern, Joy Baptist Church, Roseville, MN,

Fall 2023

- Actively mentored and trained 3 high school youth leaders in spiritual formation, evangelism and outreach methods.
- Developed bible study materials used weekly with over 60 youth.
- Communicated with parents about youth group activities and spiritual issues through personal emails and weekly e-newsletter
- Arranged a fall service event including transportation. (don't neglect the organizational aspects of ministry!)
- Attended and participated in church planning/staff meetings (shows how you collaborated with the rest of the team).
- (Remember that you can always add more information depending on the requirements of the job you are applying for.)

#### Camp Counselor, Union Gospel Mission,

Summer 2022

- Implemented programming for 25 disadvantaged junior high boys. (depending on the position, you may want to talk more about what the programming was, and what the results of the programming were.)

#### Homeless Outreach Worker, StreetLight Ministries, Minneapolis, MN

2020-2022

- Met weekly with homeless men ministering to their various needs.

## ADDITIONAL EXPERIENCES

- Resident Assistant, University of Northwestern, Roseville, MN 2022, 2023
- Personal Care Assistant, ACR Homes, Roseville, MN, September 2021 – September 2022

## RELEVANT SKILLS AND STRENGTHS

**Computer Technology:** Web maintenance, Adobe InDesign, Microsoft Publisher, Excel and Access databases

**Music and Multimedia Skills:** Acoustic Guitar, Keyboards, Writing and Arranging Music, Recording, Synthesizers, Sequencers, Midi Equipment, Drama, Sound Equipment, Music Software, Bass Guitar, Video, Lighting

**Language:** Speak Spanish at a basic conversational level; read and write Spanish with moderate fluency

## STATEMENT OF FAITH

This may be asked for at some point in the application process. It can be submitted as a separate document; sometimes it is included on/with the resume.

**William Graeme**

12345 Second Avenue North, Minneapolis, MN 11122

wgraeme@gmail.com

123-456-7890

Seeking a position as a servant/shepherd that is responsible for the discipleship and spiritual development of established and new members of a church community in rural Minnesota.

**MINISTRY OBJECTIVES**

- To love, encourage, serve, support and grow into spiritual maturity families and individuals of the church and the greater community.
- To develop and refine an environment of effective spiritual transformation and sharing of the Gospel.
- To train and teach people to think biblically and live accordingly in the hope that is Jesus Christ.
- To contribute to and support the church mission, church staff, elders and other lay leaders.

**Personal ministry goals and passions:** I am called into a ministry in which I oversee the discipleship of a church, with probable personal involvement with small groups, young adults, men, families and single parents. I have a heart for teaching and training in biblical worldview, doctrine and apologetics, as I believe where the mind is convinced to the point of action, the heart and soul of a person will soon follow. Love, anchored in trust and obedience, powered by grace is the heart of the church's and person's walk with Christ and it is my heartfelt desire to feed, lead, exhort, guide, guard, and provide for the needs of those in my care as they become followers and ambassadors for the Lord Jesus Christ.

**EDUCATION****Bachelor of Science in Ministries****July 2023****Certificate in Christian Counseling**

Magna Cum Laude

Northwestern College, St. Paul, Minnesota

This program built on my foundation to give me a solid biblical theology, which also integrated hermeneutics, church history, ministry ethics, ministry philosophy, effective communication, and a biblical worldview. In addition, the Counseling Certificate better equips me to help people in need (psychologically, spiritually, and emotionally) and identify areas that call for advanced counseling.

**MINISTRY EXPERIENCE****Small Group Co-leader, First Baptist Church, Saint Paul, MN****2020-Present**

- Engage adults in conversations leading to spiritual growth, biblical obedience, and personal introspection.
- Select materials that are relevant to the group and biblically sound.
- Doubled the size of the group over a two-year period through a consistent, welcoming atmosphere.
- Facilitated both Dave Ramsey's "Financial Peace University" and the Focus on the Family's "Truth Project" during this time.

**Jr. Sr. High Youth Leadership Team, First Baptist Church, Saint Paul, MN****2019-2020**

- Conceived and implemented in a team environment ideas and schedules for the year and made sure events happen that feed and enrich our youth's walk in the Kingdom including mission trips, service projects, teaching, evangelism and at times pure fun.
- Taught lesson, as needed, interwoven with the Gospel, apologetics, and the practical Christian life.

## **Young Adult Small Group Founder and Leader, First Baptist Church, Saint Paul, MN**

**2018**

- Saw a need in our church community and upon receiving permission organized, selected materials, hosted, and led with minimal oversight.
- Developed a written curriculum for the Bible study portion and assimilated that into the worldview portion.
- Created an open and loving environment for the young adults to attend weekly with my wife as a partner.
- Very successful with this small number (5-8) of young adults who are asking for the group to continue and grow, one deciding to go to Bible school as a direct result.
- Have in previous years written and taught semester-long Sunday school curriculum to youth and adults.

## **Men's Bible Study Facilitator, First Baptist Church, Saint Paul, MN**

**2016-2018**

- Co-lead this weekly Bible study of 5-6 men.
- Selected materials and books of Scripture to be studied.
- Arranged for outside speakers to enhance teaching on specific areas of study.

## **Men's Bible Study Leader, Church of the City, South Saint Paul, MN**

**2014-2016**

- Co-lead this weekly study for several years, primarily selecting studies, organizing and increasing amounts of teaching as the group grew in their personal discipleship.
- Developed retreats and had the opportunity to bring men to Christ, reestablished men's walks after a period of backsliding and helped them grow in Christ.
- The church that this study started with ceased after the first year but the study continued and even grew in numbers to 8-9 men at its height.

## **Guest Preacher, First Baptist Church, Saint Paul, MN**

**2013-2016**

- Developed messages from the ground up, completely unsupervised. With each message I integrated my education to become better at this craft.
- Preached in front of the congregation three times and received positive feedback and many noted growth as a preacher.
- Used both expository and topical methods in preaching, an exegetical approach to study of the Scriptures.
- Sermon transcripts and audio recordings provided upon request.

## **ADDITIONAL WORK AND VOLUNTEER EXPERIENCE**

**Vice Chairman**, Secondary Steering Committee, PACT Charter School, Ramsey, MN, 2021- Present

**Joint and Secondary Committee Member**, PACT Charter School, Ramsey, MN, 2021-Present

**Transportation Committee Member**, PACT Charter School, Ramsey, MN, 2020-Present

**Financial Advisor**, VALIC Financial Advisors, Edina, MN, 2012-2018

**Financial Advisor**, New England Financial, St. Paul, MN, 2011-2012

**Career Agent**, Farm Bureau Financial Services, Davenport, IA, 2010-2011

**Sales and Service Specialist**, Ecolab Pest Elimination Services, Davenport, IA, 1997-2010

**STATEMENT OF FAITH, TESTIMONY AND REFERENCES AVAILABLE UPON REQUEST.**