

# Minister's Resume Guide

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Sylvan Knobloch  
Church Staff Development  
sylvanknobloch@ibsa.org

### Ministers Resume Guide:

A resume is important communications tool from to you the church's search committee. It lets them know, in a brief written form, about your qualifications and why they should pursue you as a candidate. In today's market, it is critical that a resume be more than just a listing of personal data and work experiences. The resume should communicate that you are a great minister! There's no one right way to write a resume. Each resume is as individual as the person who writes it. There are, however, generally accepted ways of getting information across to search committees.

Use the following information as a guideline to draft your resume.

#### Required Elements of a Resume

**Identification:** Include your name, address, phone, and email address. If you have a current and permanent address, list both. Your name should be in the biggest print on the page, three or four times bigger than the other print.

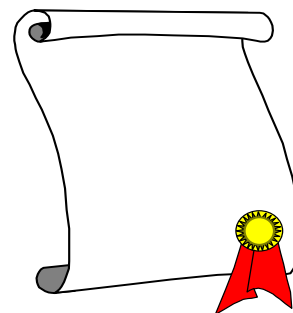
**Education:** List your college degree(s) in reverse chronological order, including school name, city, major(s), minor(s), and date(s) of graduation. If you have not yet graduated, list the date you plan to graduate. If it's more than a year from now, indicate that the degree is "anticipated June 1999." *If your G.P.A. is over 3.0, you may want to include that as well.*

**Personal Mission Statement:** This statement gives the search committee insight into your life goals and passions concerning ministry.

**Certification:** List your certification, any endorsements, and the date.

**Ministry Experience:** This is the most important part! This is the place where you can really excel as the next great minister at their church! Use the list of action verbs located at the bottom of this page. Write down everything, which could help communicate your ministry gifts to the church. Include job title, where you did this activity, and when.

**Related Experience:** This is where you list paid or unpaid work which gave you experiences which will help you be a better minister--camp counselor, chaplain, teacher, volunteer projects & etc.



#### Optional Elements

The rest of your resume can include any of the following elements. Again, choose those which best equip you for ministry.

**Honors and Activities:** If you have some impressive honors (Dean's list, any scholarships or achievement awards), or activities that relate to ministry, you can list them.

**Special Skills:** Fluency or proficiency in foreign languages

using computers to enhance instruction, etc.

**Professional Preparation:** Special workshops, seminars, etc. you've participated in, especially those which can be quantified.

**Professional Memberships:** List those professional associations to which you belong. Include any leadership positions or committee memberships.

**Work Experience:** Highlight those aspects of the job, which are ministry related. (Training other employees or working with volunteers.)

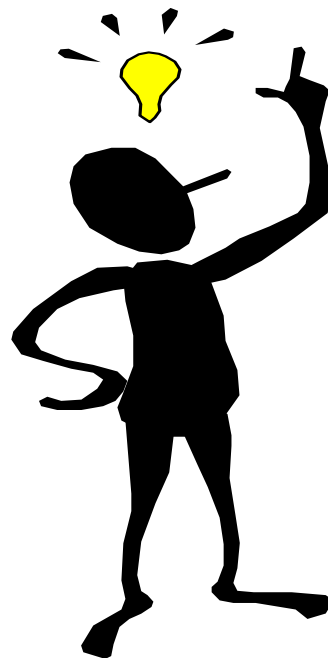
Do not use passive sentences (e.g., "I was responsible for..."). Start each line with an action verb. (e.g., "Implement a capital fund drive...") Do not use personal pronouns. Be concise, but make space to list most of your teaching-related experience, especially if you are a beginning teacher.

**Action Verbs:** use these verbs to start each sentence on your resume...

- achieve... acted as... active in...
- adapt... administer... advise...
- allocate... analyze... anticipate...
- approve... arrange... assess...
- assign... assist... attend... balance...
- budget... calculate... clarify...
- coach... communicate... compare...
- complete... conduct... construct...
- consult... control... cooperate...
- coordinate... counsel... create...
- culminate in... decide... define...
- delegate... demonstrate... design...
- determine... develop... devise...
- diagnose... direct... discover...
- display... distribute... document...
- draft... earn... edit... eliminate...
- employ... enact... encourage...
- enforce... enhance... establish...
- estimate... evaluate... examine...
- expand... explain... express...
- facilitate... follow up... formulate...
- gain... generate... guide... handle...
- identify... illustrate... implement...
- improve... improvise... incorporate...
- increase... influence... inform...

- initiate... inspect... inspire...
- instruct... integrate... interact...
- interpret... interview... introduce...
- investigate... involve... judge...
- lead... lecture... locate... maintain...
- manage... mediate...
- mentor... modify... motivate...
- negotiate... observe... obtain...
- operate... order... organize...
- originate... oversee... participate...
- perceive... perform... persuade...
- plan... predict... prepare...
- prescribe... present... prevent...
- produce... promote... propose...
- prove... provide... publicize...
- publish... question... realize...
- receive... recognize... recommend...
- redesign... refer... reinforce...
- relate... reorganize... report...
- represent... research... resolve...
- review... revise... schedule...
- screen... select... serve... simplify...
- solve... speak... stimulate...
- strengthen... structure... substitute...
- summarize... supervise... support...
- teach... train... transform...
- translate... treat... tutor... utilize...
- verify... write...

**Career Objective:** This is a statement of what kind of ministry position you are seeking. Don't get too flowery or trite; e.g., "seeking a challenging position"--aren't all ministry positions challenging?



### Resume Mechanics

Your resume should look great. It communicates as much about you as the clothing you wear to an interview. Take the time and money to make a first class presentation.

Using a computer and a laser printer is highly recommended. You get top quality printing and can adapt your resume and cover letter quickly and easily for each employer.

Usually one page; however, if you have several years of ministry experience additional pages may be required. Be brief but give complete condense information, focusing on ministry.

Use a good paper stock. Nothing too flashy: white, ivory, or light gray. Get extra paper for matching cover letters. The envelope you mail in should match too. Consider using an 8 1/2" x 11" envelope so your resume reaches the search committee in immaculate condition.

Use bolding, underlining, or italicizing to highlight those words or phases you want to stand out. Don't overdo it, though.

Use perfect grammar, spelling, and punctuation. Have several people proofread your resume.

Make it visually attractive: white space for the eye to rest; no marks, erasures, etc. Use a modern typeface or font, which is easy to read.

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Prepared by: Sylvan Knobloch,  
 Church Staff Development  
 Illinois Baptist State Association  
 Springfield, IL 62794  
 217-786-2600 Ext. 133  
 Email: sylvanknobloch@ibsa.