

IMPORTANT PREAMBLE TO THE RESUME
Submitted by Rev. Murray Comber – www.lifeconcepts.ca

The SAMPLE RESUME TEMPLATE is found on the second and third page of this document.

Before you look the template, I need to make a few comments.

- This is a **Combination Resume**, which I believe for the better part, is the most suitable for pastoral transitions.
- Regarding the “**Objective**”; some believe this is for personal use and should not be on the resume but for our purposes I strongly recommend using it. Why?
 - ✓ If the EOD Executive is submitting your resume, this will help them determine if you are a suitable candidate based on their interview with the church’s pulpit committee.
 - ✓ If you are submitting your resume directly, the Pulpit Committee will know right away if you are what they are looking for. The rest of page one MUST support the Objective...VERY IMPORTANT!
 - ✓ If the Pulpit Committee likes what they read on page one, then page two (the Support Information) is relevant. However, if page one as a whole isn’t a fit, page two is irrelevant and will probably not be read.
 - ✓ Spend most of your time fine-tuning what you put 'after' your header and 'before' your work history.
 - ✓ Your second page (the Support Information) must support your information on page one.
- **The longer you have been in the ministry**, the more specific your Objective can be. You have had the years to clearly identify your strengths and venues of effectiveness. Entry level positions will probably have to be more general, highlighting your focus but showing other areas of ministry effectiveness.
- **Only put true information on the resume.** Do not embellish or exaggerate. For every statement you put on the resume, make sure you have a story to support your claim. You could be asked to support your claim. This will prepare you for a more confident interview.
- **Deliberately exclude your personal info** (i.e. Birthday, etc) and family information from the resume. Because pulpit committee’s are prone to want to know that info, I suggest you acknowledge the family information on your cover letter, OR give the district details on a separate fact sheet, so if asked, the district contact will know the answers.
- Though I like this format, **I strongly suggest you go to a store like Chapters** and buy (or at least read up on) alternative information so you can tailor the resume to yourself.
- I like the term '**Best Fit**' however; you must keep in mind that this phrase doesn’t necessarily mean 'The Same As'. Often, the “Best Fit’ means 'Complimentary To'. This may require further study. Your calling will be supported by the way God hardwired (gifted) you and exploring that hardwiring will be beneficial. You will minister in the areas you have the most interest and your personality will determine how you accomplish (do) it.
- Finally...Remember...**the resume has one purpose...to get you an Interview**. At the interview, you will have plenty of time to present yourself, your family and your ministry.

If you have questions or want feedback on your resume contact me at:

murray@lifeconcepts.ca

NOTE: Header does not need to be in this format. It is important though to give as much contact info as possible

**17 Yahoo Road
Your Town, ON
M1B 2Z0**

**613-123-4567
Revjc@pastors.com**

Rev. Johnny Church

OBJECTIVE

To obtain a Senior Pastoral position where I can use both my servant leader's heart and my love for people to create and work with a team of laypersons in order to develop progressive relevant ministries in both the church and the community.

PHILOSOPHY OF MINISTRY

Jesus in giving the Great Commission expects all Christians to go and make disciples beginning in their own community. As a Pastor my goal is to release Christians to minister. To do this I will not only lead by example but in both my preaching and teaching, challenge and equip believers to fulfill this Commission. The Promise of the Holy Spirit to empower the believer is vital for the fulfilment of this task.

PERSONAL PROFILE

An experienced pastor and teacher possessing organizational and visionary qualities, using my well-developed interpersonal skills to develop programs that build people

MINISTRY GIFTS

Pastor	Have compassionately cared for the needs of people, not only within the walls of the church but through a variety of types of visitation, social functions, etc.
Teacher	Have facilitated and trained groups of all sizes with a specific interest in mentoring
Counsellor	Possess strong counselling skills dealing with a variety of issues (spiritual, interpersonal relationships, marriage, family, grief, stress and finances)
Administrator	Have administered many facets of corporate activity, programs and finance within both a church, and multiple levels of a denominational structure

CHARACTER STRENGTHS

- Faithful
- Loyal
- Organized
- Team player
- Trusting
- Gentle
- Sensitive to others
- Flexible
- Humorous
- Modest

WORK HISTORY

January 1999 – Present **Lakeshore Christian Assembly – Centertown, Ont.**
Senior Pastor with a total staff of 3

September 1993 – December 1998 **Calvary Assembly – Northfield, Man.**
Associate Pastor February 1997 – December 1998
Youth Pastor September 1993 – January 1997

May 1992 - August 1993 **Bethel Pentecostal Church – Newtown, Ont.**
Youth Pastor
(Secular employment where applicable would be encouraged)

EDUCATION

Master's College and Seminary **September 1988 – April 1992**
Bachelor of Theology (Honours) Youth Major

Algonquin College **September 1997 – May 1998**
1 Year Social Services Worker

Centennial Secondary School **September 1992 – June 1997**

ACCOMPLISHMENTS /AWARDS

- Any Awards you won/earned OR specific accomplishments you attained and were recognized for. Books written, Camp/Conference Speaking, etc.
- Church Growth stats under your ministry, Building program completions
- A Great place to show you accomplishments with numerical values. These could also be briefly stated within your Work History

INTERESTS

- Examples - Missions Trips, Computers, Cooking & Entertaining, Hobbies such as Building, Photography, etc.
- Anything that could prove to be an asset to this opportunity

REFERENCES

- You have a choice of supplying references OR putting in the line “References Available Upon Request”
- If you supply references I suggest you make sure they are not all ministry references. Managers, Teachers, and Community References often pull more weight. Whether clergy or otherwise, indicate your relationship to them