

LOYAL HEART MINISTRIES
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Guide for Writing a Resume

Your Name
Address
City, State Zip
Phone Number (with area code)
Email

Photo of yourself
or a family photo
is advised.

Ministry Objective

State the type of ministry position(s) to which you feel called and share briefly your personal objectives in seeking such position(s). You should not say that your objective is to obtain a position, but rather summarize in one sentence your pursuit in ministry.

Education

Southeastern Seminary or College degree(s) currently being pursued (expected date of graduation).
List degrees earned previously, where from and when earned (list most recent degrees first).

Ministry Experience

List positions in which you served as a lay person (example: Deacon, teacher, etc.)
List pastor or church staff positions with places and inclusive dates. List most recent positions first. Provide a one sentence summary of your responsibilities in each position.

Secular Experience

List briefly the secular jobs/positions held prior to entering the ministry. Avoid lengthy listings.

Personal Information

Place and date of birth
Date of Marriage: Spouse's name
Children: Names and ages
License to Ministry Date and Place
Ordination to Ministry Date and Place

Denominational Service

Give a summary of positions held in Association, State, and SBC service, or, other denominational affiliation or service, if different.
Include here any statement relating to, and/or affirming personal commitment to the Southern Baptist Convention's Cooperative Program for world missions.

Conversion Experience and Call to Ministry

Include one or two paragraphs in which you share briefly how you came to Christ and when you realized His call to the ministry.

Philosophy of Ministry

State in paragraph form how you view the Biblical role of ministry, how you would relate to your people, and what your approach would be in seeking to fulfill your objectives in ministry.

Doctrinal and Denominational Commitment

State briefly your view of the authority of the Bible and your view on the issue of its inspiration. It would be appropriate in this statement to affirm your view of the Southern Baptist Convention's "Faith and Message 2000" statement.

References

List four to five names, addresses, and phone numbers of persons who know you personally and who consent to be named as references in this resume.

Note: Cover letters and letters from references are not appropriate to send with the resume initially except when the Director feels it is advisable. This and other personal information are more appropriately shared with church committees or with others after you are contacted by them.