

SIBI, Introduction to Ministry Study
“Preparing for a Ministry Position,” by Ron Bontrager

- 1. The Cover Letter:** The goal of this letter is to convince the readers that they should read your resume. It should be one page in length and void of abbreviations.

Include the following:

- a. The position you are seeking
- b. How you heard about the job. If you previously spoke with someone, mention this first (e.g., “I enjoyed speaking with John Smith recently, who informed me that the Main Street congregation is looking for a preacher.”)
- c. What you are currently doing
- d. Family information
- e. Your qualifications for the position
- f. 1-2 highlights of your current work and/or education
- g. Reference to the enclosed resume
- h. In the last paragraph, include when you will be available for an interview

- 2. The Resume:** The goal of your resume is to produce a 1-2 page document that will result in an invitation for an interview.

Include the following:

- a. Personal information: name, address (include e-mail), phone number, date of birth, date of baptism, wife’s name, anniversary, children’s names and ages
- b. Objective statement (optional)
- c. Recent employment history, beginning with the most recent, or ministry experience (if you have never had a “preaching job”)
- d. Education, beginning with the most recent, to high school
- e. Names, addresses and phone numbers, and positions (that show a relationship to you) of those who can give a word of recommendation (3-4 people who can speak accurately and commendably regarding your education, employment, and ministry experience and potential)
- f. Additional information
 - 1) A recent family photo
 - 2) A tape of a recent sermon (a video recording is often preferred)
 - 3) Write in outline form, not manuscript
 - 4) Use special resume paper
 - 5) Do not include any of the following: personal hobbies and interests, salary requests, reasons for leaving previous employments
 - 6) Save additional information for the interview

General principles: be brief, accurate, relevant, well-organized, and attractive; use correct spelling, punctuation, and grammar.

Ronald Smith
3723-34th Street
Lubbock, TX 79410
806-799-0001 (home), 806-787-0001 (cell)
e-mail: rhsmith12@juno.com

(The above section should be centered only if a photo is not included)

Personal

Age: 34
Date of baptism: May 8, 2006
Married: to Beth Jones, May 23, 2011
Children: Tim, age 3; Mary, 3 months

Objective: I am seeking the position of youth minister, believing that my academic training, ministry skills, and leadership experience can assist in both spiritual and numeric growth.

Work Experience (older man might entitle this **Recent Work Experience**)

2013 - 2018	Computer Technician, Dell Corp., Austin, Texas
2011 - 2013	Route Salesman, Nabisco, Corp., Lubbock, Texas
2009 - 2011	Yard Work, Smith Landscaping and Gardening, Levelland, Texas
2005 - 2009	United States Army; honorably discharged

Ministry Experience (include this if you have not had a paid ministry position)

- Various speaking appointments at youth activities in Lubbock, Littlefield, and Crosbyton
- Door-knocking campaigns in Lubbock, San Angelo, Midland, and Lawton, Okla.
- Adult and High School Bible Class teacher, 5 years

Education

Currently	Student at Sunset International Bible Institute, Lubbock, Texas; expected graduation: Bachelor of Theology, May 2021
2013	Graduate, Lubbock Christian University, Lubbock, Texas; B.S., Computer Engineering
2009 - 2011	Student, South Plains College, Levelland, Texas
2005	Graduate, Coronado High School, Lubbock, Texas

References (might also include e-mail address)

Ron Johnson, Instructor at Sunset International Bible Institute, Lubbock; 806-745-3321
Larry Smith, Elder at Central Church of Christ, Austin; 512-792-3121
John Johnson, Technician Supervisor, Dell Corp., Austin; 512-333-2121

Ronald Jones

3723-34th Street
Lubbock, TX 79410
806-799-0002 (home), 806-787-0002 (cell)
e-mail: rhjones12@juno.com

(when including a photo, it should go in upper right corner)

Personal

Age: 34
Date of baptism: May 8, 2006
Married: to Beth Smith, May 23, 2011
Children: Tim, age 3; Mary, 3 months

Objective: I am seeking the position of pulpit minister, believing that my academic training, ministry skills, and leadership experience can assist in both spiritual and numeric growth.

Work Experience

2013 - present	Pulpit Minister, Central Church of Christ, Lubbock, Texas
2009 - 2013	Youth Minister, Westside Church of Christ, Austin, Texas
2006 - 2009	Sports Writer, <i>Austin American-Statesman</i> , Austin, Texas
2003 - 2006	Pizza Delivery, Domino's Pizza, Lubbock, Texas

Education

Currently	Student at Sunset International Bible Institute, Lubbock, Texas; expected graduation: Master of Biblical Studies, May 2021
2009	Graduate, Lubbock Christian University, Lubbock, Texas; B.A., Political Science
2005 - 2007	Student, University of Texas, Austin, Texas
2005	Graduate, Central High School, Austin, Texas

References (might also include e-mail address)

Ron Johnson, Instructor, Sunset International Bible Institute, Lubbock; 806-745-3321
Larry Smith, Elder at Central Church of Christ, Lubbock; 806-792-3121
John Johnson, Youth Deacon, Westside Church of Christ, Austin; 512-333-2121