

JOHN Q. SAMPLE
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john.sample@email.com

EDUCATION

Northpoint State University City, ST
B.A., Bible

Northgate Seminary City, ST
M.A., Christian Education

The **Experience** section is by far the most important section of the resume. Each bullet point under every position held should include something measurable and should begin with action-oriented words, such as *increased, implemented, created, managed*, etc. Your goal should be to have at least 8-10 quantifiable bullet points for the last position held, and at least 4-5 measurable bullet points for less recent positions held. Bullet points are typically not in sentence form and should not end with periods

EXPERIENCE

Northpoint Church City, ST
Senior Pastor

2004 – Present

- Increased weekly attendance from 1500 to over 3000 within the last 3 years
- Assisted in the renewal of relational vitality in the church's leadership team
- Led the church in the transformation from inward focus to a balance of "teaching and reaching"
- Catalyzed the restructuring and re-staffing of the elder board and staff team
- Motivated and led the Body in eliminating a \$2.5 million debt
- Assisted the leadership team in creating a new governance model
- Partnered with our worship pastor in planning Sunday morning worship services—striving for a service that was creative, passionate, varied, focused on the idea of the passage, and engaged the congregation on a journey from distraction to engagement
- Served as the "architect of the culture" among the staff, elders, and Body—slowly creating a more joy-filled, hopeful, humorous, and connected feel in the leadership and beyond
- Recalibrated and promoted peace among individuals and groups who were at odds with each other
- Planned, organized, and led 6 summer, short-term mission trips
- Led international trips to Belize and the Ivory Coast, and U.S. trips to Los Angeles (inner-city ministry), Seattle, and Miami
- Developed small group ministry in which 70% of the church attended

The Church at Southside City, ST
Youth Pastor

2000 - 2004

- Increased youth group from 60 to 200 students in 4 years
- Hired, trained, and managed 2 youth interns during the school year and 4 interns during the summer
- Implemented training course for 70-80 volunteers based on purpose-driven model
- Started a small group ministry for the youth Grew from 3 to 12 groups over a 2-year period
- Organized and directed special events, concerts, and outreach events for up to 600 youth

Greenlake Community Church City, ST
Minister of Students

1997 – 2000

- Grew youth group from 35 to 85 students over 4 year period
- Mobilized and trained 40+ volunteers to lead youth Bible studies
- Created new ministries in youth department: youth drama team (up to 10 youth involved), youth praise team/band (13 members), and Master's Grip (an intense discipleship program)
- Directed and recruited members (13 total) for the youth band and praise team
- Implemented Navigators discipleship program; personally discipled 12 students--they each discipled 2 others

Northpoint Baptist Church City, ST
Youth Intern

1995 –1997

- Prepared for and taught weekly lessons for 30-40 Jr. High boys
- Planned and organized games nights and special events for 150-200 youth
- Assisted in the training of 20-30 volunteers and youth parents using the Youth Specialties curriculum

In the **Additional Ministry Experience/Training** optional section below, you may list seminars attended/taught, speaking/singing engagements outside of your church ministry, including location, and date(s). You may also list additional skills – computer skills, software proficiency (Office, Audio, Video, Recording, etc.)

ADDITIONAL MINISTRY EXPERIENCE/TRAINING (Optional)

- Purpose Driven Church Seminar by Saddleback Church
- Leadership 2010 by John Maxwell
- Small Groups Leadership Seminar (2005, 2007, 2009-2011)

References should be sent on a separate sheet and should include name, job title, address, and current contact information.

Example:

John Doe, Senior Pastor
Rolling Creek Church
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Rolling Creek, MN 00321
(O) 201.555.6789