

James Allen Smith
1234 South Main Street
Jacksonville, FL 32225
904/ 123-4567

PERSONAL INFORMATION:

Born: November 5, 1943 in Jacksonville, FL

Married: Mary Jane Doe in 1977

Two sons: William John, born May 3, 1979 and David Scott, born March 30, 1980

Two Daughters: Sarah Jane, born October 7, 1982 and Rebecca Ann, born August 10, 1989

EDUCATIONAL BACKGROUND:

Associate of Arts, Major: Accounting – University of Florida

Bachelor of Arts, Major: Accounting – University North Florida

Bachelor of Theology – Logos Christian College

Master of Christian Education - Logos Graduate School

ECCLESIASTICAL BACKGROUND:

1989 – 1996 Pastor
 Calvary Church
 Jacksonville, FL

1985 – 1989 Assistant Pastor
 Jacksonville Christian Church
 Jacksonville, FL

Schoolteacher and church treasurer at Calvary Church in Des Moines, Iowa for three years.

Children's worker and usher at Calvary Church in Ames, Iowa for two years.

Bible teaching at home fellowships for three years.

SECULAR EMPLOYMENT:

1978 – 1985 Independent Accountant
 Jacksonville, FL

1978 – 1982 Henson and Barnes Accounting Firm
 Des Moines, Iowa
 Specializing in professional relationships and business practices.
 Skills acquired in this field will be of benefit in church administration.

1976 – 1978 McDonalds
 Ames, Iowa- Night Supervisor. Supervised a crew of 10 employees while
 attending college. Skills in supervising and public relations were obtained
 through this position.

Resume Writing Guide

A resume can be one of the best tools for finding a position in ministry. It represents YOU, which is your background, training, education and experiences, plus your goals and objectives in life. Often your resume will be the first impression of you, so it is very important to have a professional looking resume that represents you properly.

There is no one format that must be followed in preparing a resume, however, the sequence of topics should be arranged to emphasize your strengths. Some common rules to follow in preparing it are the following:

1. It is important to highlight all experience and training that would qualify you for the position under consideration.
2. Keep it short and concise – one page or two pages at the most.
3. Do not be excessively wordy. A resume, which is properly formatted with white space, is easily read and creates a positive image.
4. Have a qualified individual proofread your resume, making sure it does not contain grammatical errors and it is easily read.

Life Experience/Ministry Internship credits may be granted through Logos, but must be verifiable through letters, certificates, CEU's, etc., or the student will be required to complete the needed semester hours through course work. The respective LE/MIP forms once completed by the student need to be signed off by a church leader. Listed below are areas in which LE/MIP may be earned:

- a) Theology
- b) Biblical Studies
- c) Ministries in special study areas and experiences, i.e.: pastoral/church work, missions, educational service, community organization/service, housing/job development, counseling, paraprofessional or professional studies experience, etc.
- d) Preaching, teaching, seminars, counseling, etc.
- e) Cultural expressions, i.e.: literature, poetry, music, and art as a source of theological reflection.