

THOMAS SMITH

Objective	To obtain a position where I can use my teaching and organizational skills along with my enthusiasm for building relationships to impact students and their families	
Education	Cedarville University	Cedarville, OH
6/20xx	<i>Bachelor of Arts Comprehensive Bible—Pastoral Studies</i>	
12/20xx	Focus on the Family Institute	Colorado Springs, CO
	<i>Certificate of Completion</i>	
Skills	Musical/Worship leadership; Expertise in Microsoft Office and Apple iWork; Experience in digital video editing; Experience with Audio-Visual equipment; Experience in committee leadership	
Experience	Dayton Vineyard Church (2500 members, Urban)	Dayton, OH
8/xx-present	<i>Senior High Coordinator</i>	
	<ul style="list-style-type: none">■ Set the vision for Senior High student ministries (teaching and evangelism activities)■ Mentor and build relationships with over a hundred teens in a variety of arenas■ Train and mentor 20 small group leaders and event staff to serve in the ministry■ Present sermons to the teens on a weekly basis■ Counsel parents and teens in areas of spiritual issues■ Mentor at-risk teens to build trusting relationships and develop life skills■ Organize weekend retreats or day-long events that support the vision of the ministry■ Serve as Member of Visioning Team, charged with re-focusing the mission and vision for the church■ Lead worship (vocal and guitar) and train teens who are involved with the worship team	
	<i>Video Producer</i>	
	<ul style="list-style-type: none">■ Produce and edit videos and advertisements for all of the ministries in the entire church■ Lead the Student Life and Video Committees for all-church capital campaign	
8/xx-8/xx	Cedarville University	Cedarville, OH
	<i>Production Services House Manager</i>	
	<ul style="list-style-type: none">■ Planned and coordinated all aspects of audio-visual technical support for 3400 seat auditorium■ Oversaw and implemented functions required to produce daily chapels with speakers and musicians■ Assisted clients in the creation, development, and production of various national and local events■ Coordinated with more than 20 different campus departments when producing events■ Connect with outside vendors to rent, purchase, and implement production equipment■ Interacted with and labored alongside representatives of various ministries or organizations such as Focus on the Family, Growing Leaders, Urban Alternative, Midwest Chinese Christian Association, Southern Baptist Convention, Lift Student Ministries, Newsboys, Third Day, Denver and the Mile High Orchestra	
	<i>Groundskeeper</i>	
	<ul style="list-style-type: none">■ Responsible for maintenance and aesthetics of campus landscaping (400 acres)■ Cooperated with a team of peers and students to complete tasks within strict deadlines	
9/xx-6/xx	Grand Heights Baptist Church (200 members, Suburban)	Fairborn, OH
	<i>Youth Pastor</i>	
	<ul style="list-style-type: none">■ Envisioned, organized, and implemented ministries and activities for students■ Recruited, led, and trained volunteer team of 10 people for involvement in our youth ministry■ Mentored and built relationships with 30 middle /high school students through various settings■ Conducted regular meetings with parents to keep them informed of ministry plans and directions■ Led worship and participated in the worship band for the Sunday morning services■ Attended conferences such as Youth Specialties for continuing education and ministry training	
6/xx-8/xx	<i>Children's Church Coordinator</i>	
	<ul style="list-style-type: none">■ Co-led children's ministry for Sunday morning programming and Vacation Bible Schools■ Mentored teens to assist in the leadership of the program, including the use of puppets■ Taught lessons and led games for about 30 children in K-4th grade■ Organized craft time and snacks for the children	

- 6/xx-6/xx **Grand Heights Baptist Church** (continued) Fairborn, OH
AWANA Volunteer/Leader
- Led the Varsity and JV in curriculum and leadership training
 - Assisted in all areas of the program (game time, handbook time, counseling)
- 6/xx-8/xx **Evergreen Baptist Church** (200 members, Rural) Michigan City, IN
Youth Pastor Intern
- Primarily responsible for designing 4 week day camps for elementary aged students: developing curriculum, scheduling, activities, and field trips, as well as coordinating registration and safety strategies
 - Designed 1 week long sports camp for elementary aged students, developing skill programs and scrimmages while integrating Christian virtues lessons and Gospel presentations
 - Discipled approximately 20 middle school/high school students in group and individual settings
 - Mentored 7 high school students for leadership in Day Camp and mission trip responsibilities
 - Taught Sunday School class for junior high aged students
- 8/xx-6/xx **Division of Student Life - Cedarville University** Cedarville, OH
Resident Assistant
- Provided leadership and mentorship to 20 college-aged peers in a dorm setting
 - Responsible to maintain and enforce university rules and standards
 - Assisted resident director with dorm and campus wide activities and functions
 - Completed intensive one week leadership training--preparing in areas of discipline and crisis-management (helping students with depression, eating disorders, suicidal thoughts, cutting, etc.)
- 9/xx-5/xx **Event Services Department- Cedarville University** Cedarville, OH
Junior Jam Program Coordinator
- Developed program and schedule for an all-day event for 2,000 3rd-5th graders (Spring & Fall event)
 - Coordinated with committee of college-aged students to develop programming for breakout sessions
 - Wrote scripts, directed band, and prepared PowerPoint and video support for main sessions
- 1/xx-5/xx **Christian Life Academy** Jackson, OH
Substitute Elementary Teacher
- Taught basic educational principles to students in kindergarten to 7th grade as guided by the teacher
 - Assisted in art, music, and gym classes, field trips, and extracurricular activities
 - Provided security for the students during recess and lunchtimes
- 8/xx-12/xx **Focus on the Family Institute** Colorado Springs, CO
Pastoral Counseling Intern
- Interacted with full-time counselors and learned about issues that pastors face on a daily basis
 - Listened to phone counseling sessions, discussed the sessions, and gave feedback
 - Assisted in launching a project designed just for youth pastors and personal issues they face
 - Worked with *Plugged In* Magazine on developing articles related to youth issues
- 6/xx-8/xx **Camp Gideon** Mechanicsville, OH
Counselor
- Mentored and counseled elementary aged students through personal and group interaction
 - Organized daily schedule and provided safe environment for the students
 - Assisted in the production of chapel sessions and other games and programming
- Activities**
- Dayton Detention Home visitation ministry (building relationships/mentoring)
 - Cedarville Volunteer Fire Department (certified in First Aid/CPR)
 - Student Centered Activity Board (event planning and student leadership)
 - University intramural sports (participating and officiating)
 - Men's Glee Club (singing baritone in Cedarville music ensemble)

SAMPLE MINISTRY RESUME

PHILOSOPHY OF MINISTRY

I believe in holistic church ministry. The responsibility placed on a pastoral staff is to design, organize and implement ministries that will develop the spiritual growth of every person that is connected to the church body. I also believe in lay ministry. The role of a church family is to serve and encourage each person in their faith in Christ and the areas of their lives that are affected by their faith in Christ. The pastoral staff is to provide leadership to those who serve with the church.

I believe a church should be designed to minister to the entire family. It is an imperative part of church ministry to not only minister to adults, but also to children and teenagers. I have also become increasingly aware of the importance of ministering to the family as a unit.

There are three basic points to my philosophy of ministry: *I see ministry as a committee job*. As I said earlier, I believe in lay ministry. I strive very hard to build a team around me. I work hard to equip and encourage each member for leadership according to their skill sets and spiritual gifts. *Ministry must be proactive and interactive*. I believe that true learning and growth happens in a safe environment where every member is respected and valued. I believe that it is important to engage each member in the ministry process so they are actively involved. *Ministry must be culturally-relevant and Biblically-based at the same time*. In this current culture, relativism pervades every aspect of church culture. I desire to stay up-to-date with current trends, but never forgoing the absolute Truth of the Bible. I strive to use culture, current events, media, and other relevant resources to help clearly articulate the lesson or virtue that I am teaching.

My desire is to create an atmosphere where everyone is safe, secure in who they are, and seeking to know God deeper. Philippians 3:7-11 is what I desire to see everyone connecting to our ministry ascribe to. I want to create a place where they have a lot of fun and good times, and a major part of that being where they interact with God personally. My teaching tends to be more interactive and focused on issues that we face every day, and I love getting to spend time mentoring and encouraging others on a more personal level.

PERSONAL BIOGRAPHY

My spiritual journey began at a very young age. Since I was six days old, being connected to a church family has been a major part of my life. My mother was and is a devout Christian woman. My father was not as passionate about spiritual things. When I was eight years old, I witnessed something that would change my life. One Sunday morning at the close of my church's worship service, my father accepted Jesus Christ as his personal Savior. That moment made a big impact on me. From that point, my dad was a changed man, and his example encouraged me. He led our family in Bible studies. He became actively involved in the church and its men's ministry. I really think God orchestrated my dad's life to show me (and others) His grace at work. I honestly don't remember much from the day that I personally accepted Jesus Christ as my Savior.

My journey took an amazing turn at my first youth camp experience. It was the first real time I felt God's heartbeat for my life. Ever since that time I have felt such a passion to be involved in church ministry. I was only twelve at the time, but that moment was one of the most important in my journey. There were many other impacting moments: the first time I saw God actively answer prayer, the times I experienced God's grace from sinful mistakes, and the first time I vocally submitted my desires for God's will. My teenage years found me to be very involved in leadership of my youth group and Christian organizations in my public school. This continued on into my college experience at Cedarville University, where God used many opportunities in and out of the classroom to train for ministry opportunities. While in college, I felt God's affirming call on my life to be a youth pastor.

My journey has given me many different opportunities since graduating from Cedarville, including marriage and a family. My wife, Mandy, has been an incredible encouragement to my faith and a partner in my ministry. We continue to learn what it means to love God and each other. And our son Sam has given us a new perspective on the love of the Father.

Continuing on my journey has led me to serve in many different ministries. Through these experiences, God has matured my understanding of obedience and faithfulness as we endured and enjoyed the adventures He brought our way. Every night as we sit down for dinner, we thank God "for providing for every single one of our needs, including this meal". We are so thankful for the constant reminder that He is in control and that all things happen in His timing. Throughout my life, God has confirmed what David writes in Psalm 31: "My times are in (His) hands." And the journey continues...