

**The Canadian Baptists of Atlantic Canada**  
**RESUME/MINISTRY INFORMATION PROFILE**  
(Use 11 font)

**BIOGRAPHICAL**

**1. Personal Data (do not include a birthdate or a photo)**

Full Name

Full Civic and Postal Address

Telephone Area Code & Number(s)

E-mail address(es)

Believers Baptism by Immersion: (include date -approx.-, name & location of church)

Current Church Membership:

Language(s) Spoken:

**2. Accreditation**

Current credentials are with

CBAC

Other (Please Specify):

Current status of credentials

In good standing

In abeyance or suspended (Explain):

No standing (Explain):

**Have your credentials ever been reviewed or suspended? If so please explain.**

**NOTE:** If you do not presently have CBAC accreditation, explain in a covering letter why you are considering the CBAC as a place of ministry.

**Please identify as applicable from the following list:**

(a) Ordination - Date and sponsoring church

(b) Approved as a "Candidate for Ministry" - Date approved and agency involved (i.e., Board of Ministerial Standards and Education of the Canadian Baptists of Atlantic Canada)

(c) Association "License to Minister" - Date issued or renewed and issuing Association

(d) Church "License to Minister" - Date issued or renewed and issuing church

(e) Other

**3. Ministry Experience - include Volunteer Organizations & Positions**

Starting with most recent position, **list the position** (indicate student, part time, etc.), the churches/ministries, dates of service (i.e., from ... to). **Identify brief synopsis and major accomplishments / challenges.**

e.g., Pastor My Town Baptist Church, My Town, NS 2007- present

**4. Other Employment - include Volunteer Organizations & Positions, if in the past five years or career prior to entering ministry.**

Starting with most recent, list the position, employer, dates of service (i.e., from ... to).

e.g., Bookkeeper My Town Credit Union, My Town, NS 1992- 1993

**5. Education**

Starting with the most recent educational experience, list post-secondary institution(s) name(s), years in attendance, completed degree(s).

**6. Ministry Openness** (\*You may include specifics related to location – urban, rural, province, etc., however this does not mean that your ministry profile/resume, from time to time, will not be circulated outside of those preferences.)

Fulltime		Part-time		Solo pastor		Associate		Youth	
*Other (please specify):									

7. Housing Preference: \_\_\_Parsonage \_\_\_Rent/Purchase Own Home \_\_\_Other

8. Describe your **ideal setting** for ministry that would use your strongest gifts. (150 words)

9. **Personal Matters:** We advise that search committees be made aware of issues in your personal history that may be of importance in their decision making. Information revealed by other means rarely works in your favour. Please name and describe, for example, such matters as: substance abuse, spiritual formation challenges, marital history, etc.

**MINISTRY PROFILE**

**A. Relative Strengths:**

Rank your giftedness and/or skill in the following areas. Enter 1 for the strongest areas, 2 for those in which you are somewhat competent, and 3 for the remaining areas.

Administration		Counselling		Evangelism		Worship & Music	
Church Planting		Discipling		Preaching		Visitation & Pastoral Care	
Community Involvement		Equipping		Teaching		Other	

**B. Personal Testimony**

Provide a concise (maximum 200 words) statement of how, when and why you became a Christian including highlights of your life story.

**C. Call to Ministry**

Provide a concise (maximum 100 word) statement in which you explain your confidence that God has specifically called you to be a pastor or ministry specialist.

**D. Describe your Gifts for Ministry/Leadership**

What are the gifts God has given you for Christian Ministry? (Maximum 200 words). Explain how you lead people. You may choose to seek the counsel of someone who knows you well enough to be lovingly honest with you, and ask him/her to describe how she/he would describe your gifts and your leadership style.

**E. Reflect on corporate worship and describe your own leadership in this area (maximum 100 words).**

**F. Describe how you envision doing (or have done) effective pastoral ministry that revitalizes churches. How are you personally missional and how have you demonstrably helped**

churches you have led to be missional? (Maximum 200 words)

- G. Describe yourself theologically.** Then reflect on 2 or 3 theological concepts and/or practices that are vital in shaping your ministry. (Maximum 200 words)
- H. What ministry achievements** have brought you the most satisfaction; what gives you the greatest joy in ministry? What are you most passionate about? (Maximum 100 words)
- I. What ministry areas** do you find the most **challenging and demanding**, stretching you beyond your comfort zone? (Maximum 100 words)
- J. What do you believe** are the key responsibilities of being a pastor? If being a leader is a part of this, what does that leadership look like? (Maximum 100 words)
- K. If you have a family** (a spouse, children) describe how they impact your ministry and how you partner together in ministry. How does your spouse participate in the life of the church? (Maximum 100 words)

**L. REFERENCES**

You must provide **3(minimum) – 4 (maximum)** references. Include contact information (full name, mailing address, phone numbers and email) and title. References can be male, female, clergy, laity, professor, minister, employer, layperson, etc. Please **ALWAYS include another pastor and church leader and a professor (if a student in the last 10 years)**. Keep references as professional as possible. Ideally, references should be able to offer observations about you based on interactions in the last 3-5 years. You will want to include those who have known (know) of your work ethic, people who can give specific examples, who know of your journey, character, capacity to learn and grow, etc. and specifically your previous ministry experiences. References should be able to speak to the following as it relates to you:

- Reliability – integrity – initiative
- Ability to work with others (relatable)
- Service - in a capacity as a person in ministry
- Leadership qualities

Prior to including a name as a reference, please secure his/her permission. References cannot be relatives.

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By submitting this ministry profile(resume) by electronic means to the Canadian Baptists of Atlantic Canada (CBAC), Centre for Congregational Renewal, I

- understand and agree that the information herein can be provided confidentially to active Search Committees in CBAC congregations, the CBAC Board of Ministerial Standards and Education (as may be deemed appropriate), and/or other CBAC committees and staff;
- give permission for the Director, Centre for Congregational Renewal to contact the references listed in this document and give permission to the members of the Senior Staff of the CBAC to distribute my resume and to comment on me and my ministry when asked by a member of a search committee;
- am aware that I may be asked to undertake a Personal Assessment Inventory (i.e. EQi, DISC or other), as requested by the Director, Centre for Congregational Renewal before this document will be distributed to a congregation or ministry;

- will adhere to the CBAC Ministerial Professional Standards document ([baptist-atlantic.ca/ministerialstandards](http://baptist-atlantic.ca/ministerialstandards)) which is adopted by the CBAC churches in assembly.

*I hereby certify that the above statements accurately represent who I am, my education, my ministry experience, and my beliefs.*

**Signature:** \_\_\_\_\_