

FIRST MI. LAST

123 Street, City, State 12345 | 555-123-4567 | sampleim@gmail.com

QUALIFYING EDUCATION

Duke Divinity School

D. Min

Dissertation: "Cross Cultural Communication of the Gospel"

Denominational Affiliation: United Methodist Church

GPA 3.94

Can count as qualifying degree if over 72 hours and Master's is not qualifying. Do not list if not qualifying and room is needed. Try to list on first page if possible.

May 2017

Month and Year of Graduation for all degrees

Claremont School of Theology

M.Div – Interfaith Chaplaincy Track

Denominational Affiliation: United Methodist Church

GPA 3.88

Dec 2015

The Ohio State University

B.A. – English

Denominational Affiliation: None

GPA 3.23

Only list qualifying undergrad degree. If room is needed, do not list other non-qualifying degrees.

May 2009

QUALIFYING RELIGIOUS MINISTRY PROFESSIONAL EXPERIENCE

FIRST UNITED METHODIST CHURCH – Anytown, NC

Senior Pastor

Denominational Affiliation: United Methodist Church

Status – Full Time (40+ hours weekly)

Weekly Average Attendance - 85

Salaried – Yes or No

List actual number of hours worked. 30+ hours/week is considered full-time.

JUN 2016 - Present

Month and year

CENTRAL UNITED METHODIST CHURCH – Anytown, NC

Youth Pastor

Denominational Affiliation: United Methodist Church

Status – Part Time (10-15 hours weekly)

Weekly Average Attendance - 250

Salaried – Yes or No

SEP 2012 – JUL 2015

COMMUNITY UNITED METHODIST CHURCH – Anytown, OH

Youth Ministry Intern - Summers

Denominational Affiliation: United Methodist Church

Status – Part Time (20 hours weekly)

Weekly Average Attendance - 475

Salaried – Yes or No

Not necessary if room is needed. Include if combining hours to make full-time. Only include experience that qualifies. This can go on amplifying resume if desired.

2010 – 2011

PROFESSIONAL QUALIFICATIONS

Ordained: May 2016 by the United Methodist Church

Full Time Ministerial Experience – 3 years

Ecclesiastical Endorsement Granted: 15 June 2019 by the United Methodist Endorsing Agency

Four units of CPE from Good Shepherd Medical Center

Include CPE in experience if full-time or combined with other experience for full-time credit, otherwise list in qualifications or on amplifying resume if space is needed.

PRIOR MILITARY EXPERIENCE

Navy Chaplain Candidate Program Officer

Only include branch, MOS, and dates. More granularity can be added onto amplifying resume.

2015-2019

PRACTICAL MINISTRY EXPERIENCE

253 Sermons

11 Funerals

23 Weddings

32 Baptisms

Very valuable information to the board!

Signature

Date