

# MINISTRY PACKET

## DEVELOPING A MINISTRY PACKET: PRESENTING YOURSELF FOR MINISTRY

We are excited and prayerful for what the Lord is going to do in and through you as you move forward in ministry. Liberty University has consistently trained and nurtured Christian leaders, pastors, missionaries, and church leaders since 1971. As you progress in your pursuit of ministry, we want to make sure that you have the opportunity to answer specific questions that are important as you follow the Lord.

Your search for a ministry role needs to be immersed in prayer and focused on truly submitting your desires and actions to the Lord and asking where you fit best in accomplishing Kingdom work. Seeking out ministry opportunities can be a long process so it is important that you not get discouraged. Spend your time now developing your Ministry Packet so that when that church, non-profit, or other Christian ministry calls, you can have the information necessary to determine if it is a right fit for you.

A Ministry Packet is a collection of relevant information about you matching up to a particular ministry role and organization. Here's an overview of what you could include:

- **Develop a resume:** It is important that you gain practical experience while you are pursuing your education and that you communicate the experiences and skills you have in a clear, concise manner through your resume. Highlight your ministry related skills, educational background, volunteer experiences, and professional roles. All of these contribute to who you are ministerially, therefore it is important that you communicate clearly who you are. Look through the sample Divinity resumes on the LU Career Center website for insights on style, formatting, and content.
- **Write your cover letter:** Your cover letter is a first impression on a potential ministry, organization, or non-profit. If you can excel in your cover letter writing then you are one-step closer to being interviewed for a position. As you search for ministry roles consider utilizing LUNETWORK to find a job that interests you. As you apply, utilize our LU Career Center cover letter tips online to help you make that great first impression.
- **Compile a list of references:** During your academic and professional journey be proactive in establishing great references either here at Liberty, at your workplace, local church, or in the community. Focus on individuals that can speak to who you are in various settings such as ministry settings, personal settings, academic settings, and vocational settings. Highlight individuals that have known you for a variety of years and be purposeful in building relationships and developing a network of peers. Note: example reference list on LU Career Center website.

- **Develop your philosophy of ministry:** This is one of the most important aspects of your ministry packet. This will help you determine if a particular church, ministry, or non-profit is the right fit for you. Your philosophy of ministry answers the questions of how you would minister in specific contexts and what your approach would be to different ministry situations. There are many valuable resources to assist you in building your philosophy of ministry. Check on the internet for Jeremy Pace's Resurgence article entitled "Developing a Philosophy of Ministry."
- **Draft your salvation testimony and call to ministry:** As you progress toward and in ministry, be able to communicate well about your need for Christ, about your conversion experience in Christ, about your life in Christ since and about how God got ahold of your heart to be in ministry for God's glory.
- **Write your personal biography and use an appropriate picture:** Communicating who you are in a personal biography is different than communicating how you came to know Jesus and expressing your effectual call to ministry. A brief biography with an appropriate, clear picture is worth considering. It may not be the best idea to include a picture within your resume, unless specifically requested.
- **Determine your belief system:** What are the central tenants of your belief system? How can you articulate your beliefs? Have you ever taken time to write down the core beliefs that you adhere to and compare them to Scripture? Good resources to give you insights to such things are:
  - [Liberty's Doctrinal Statement](#)
  - [Baptist Faith and Message](#)
  - [Lausanne Covenant](#)
  - [The Apostle's Creed](#)
  - [Nicene Creed](#)
- **Post a recording:** Consider posting a video, audio, or teaching lesson that you have recently done. This allows a particular church, ministry, or non-profit to get an idea of your teaching style and allows you to compare your style with that of the particular organization. Some great sites to post videos are:
  - [YouTube, Vimeo, Dropbox](#)

Note: This Ministry Packet resource includes 10 pages: introduction (p1-2), Resume Tips (p3), sample resume (p4), cover letter tips/sample (p5), References page sample (p6), Interview Tips (p7), Practice Interview Questions (p8), Transferable Skills Worksheet (p9), Action Verb List/chart (p10).

# RESUME TIPS

**OVERVIEW:** Employers spend an average of 10 seconds looking at a resume

- Text should not be smaller than 11 in Times New Roman
- List your experience in reverse chronological order
- Bold draws attention while italics can be difficult to read
- Stress skills and accomplishments, not simply duties
- Use the correct tense for past/present activities
- Proofread for misspelled words and grammatical errors
- One page of relevant information for undergrad level
- Avoid text boxes, tables, and Microsoft Office templates
- Choose headers to highlight your individual strengths
- Begin sentences with strong action verbs
- Avoid personal pronouns (I, me, my)
- Always include a cover letter when submitting a resume
- Customize your resume each and every time you apply
- Quantify when you can (ex. recruited 10 students)

## HEADING

- List name, city and state (optional full address), phone (include area code), email address, and homepage or online portfolio link (optional).
- Make sure to use the same heading for your resume, cover letter, and references.

## PROFESSIONAL SKILLS PROFILE

- A professional skills profile is comprised of bullet points that provide your most relevant skills as related to the job description.
- Target your entire resume toward the specific job by reflecting the language used in the job description.
- Your professional skills profile is tailored to the position, organization, and industry of interest.
- This section of your resume will be different each time you apply to a position.
- Everything in your professional skills profile will be proven later in the resume. If one of these bullets reads “Present to groups of 50+”, later in your resume the reader should see an experience in which that skill is/was utilized.
- Periods are not required. If you choose to use them, be consistent throughout the document.

## EDUCATION

- Bold Official Degree Title and Major, Name of School, City & State, Anticipated Graduation Date, Minor, and Specialization.
- You may include international study experience or create a separate “International Experience” section.
- Start with most recent degree awarded and work backwards - all sections should be in reverse chronological order.
- Only list collegiate experiences in which a degree was awarded- if you transferred, only list previous schools if you received an associate’s degree or certificate.
- GPA is optional. Consider only including a 3.5 or higher, which can either be a cumulative GPA, major GPA, or both.
- Before graduating, a GPA can be used. After graduating, list the honors you graduated with in the proper format (magna cum laude).
- Include any relevant coursework (specific to your career objective) or training (i.e. laboratory techniques, computer skills). This may also be placed in your Professional Skills Profile above.

## EXPERIENCE

- Each entry should begin with Job Title in Bold, Name of Employer/Company, City & State, and Dates Employed.
- Highlight/Bullet developed skills, achievements and accomplishments, or quantifiable results. Begin with action verbs!
- Share your most recent experience first, then work backwards. This can be in one section or divided based on relevancy.
- Focus on skills (communication, analysis, teamwork, research, leadership, management) and accomplishments—not tasks!

## COMMUNITY SERVICE

- Emphasize any significant activities you participate in outside of work (community service and/or volunteer work and leadership experience). Quantify what you do, hours involved, individuals impacted, and show an employer more about your character and ability.
- List activities that demonstrate leadership experience, initiative, communication skills, and perseverance.

## HONORS AND AWARDS: Optional

- If award or organization is well known, listing honors/ awards may be sufficient; if not, write out identifying information/qualifications.

## LANGUAGES: May also be under Professional Skills Profile or Education

- If you include languages (either under “skills” or “languages” sections), be sure to accurately represent skill level: Basic ability – completed beginner coursework in language. Literate – can read and write language. Conversational – can speak language. Proficient – can read write and speak understandably. Fluent - can read, write and speak with similar skill to native speaker.

## ADDITIONAL TIPS

- Create a separate reference page that includes each person’s name, title, company, company address, email, and phone number. You DO NOT need to state “references available upon request.”
- In some industries, certifications and licenses are extremely important. If applicable, add a certification and license section including the license name, accrediting body, and anticipated or received date.
- The more conservative the organization, the less likely that the use of color will be welcomed.

# John Hunt

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## MINISTRY SKILLS PROFILE

- Strong relationship building skills utilized to recruit and retain volunteers
- Experienced speaker and team player engaging groups ranging from 5 to 150 people
- Organizational and research skills in LOGOS 7 and demographic studies
- Diverse experience in cross-cultural ministry, leadership training, and evangelism

## EDUCATION

**B.A. in Biblical Studies**, Liberty University, Lynchburg, VA Anticipated May 2018

- **Clubs and Organizations:** International Justice Mission, Logos Linguistics Society
- **Computer Skills:** Office 365, LOGOS

## MINISTRY EXPERIENCE

**Founder**, Task Force 146, Lynchburg, VA March 2015-Present

- Established the Lynchburg chapter, dedicated to ending sex slavery and child exploitation
- Recruit and train volunteers resulting in an increase in membership by 20% over an 8-month period
- Advocate social justice issues and raise awareness of sex slavery and exploitation in America, Europe, and Africa
- Led 12 students, volunteers, and staff to the United Kingdom to participate in demographic studies for the Thousand Miles Home, a safe-haven for children trafficked in the UK
- Engage various crowds ranging in size from 5 to 150 regarding issues related to social justice, sex slavery, and child exploitation

**Washington Fellowship Intern**, Center for Christian Statesmanship May 2016-August 2016  
Washington D.C.

- Fielded questions from various constituents, led community engagement initiatives, and developed a weekly morning prayer gathering for Congressional staffers under Congressman Bob Goodlatte
- Utilized *Share Jesus Without Fear* curriculum to build relationships and share Christ with members of Congress and their staffers on a daily basis
- Facilitated *Share Jesus Without Fear* training for groups of 10-15 summer interns on a bi-weekly basis

## PROFESSIONAL EXPERIENCE

**Office Assistant**, Liberty University Career Center, Lynchburg, VA August 2016-Present

- Manage social media sites informing students about Career Center services
- Participate on a team of 4 to plan and coordinate Career Fairs for all academic disciplines
- Interact with over 80 employers annually to ensure a quality experience at over 25 career events hosted annually through the Career Center

# Steven Sample

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Date

Employer Name  
Name of Company  
Employer Address

Dear Mr/Mrs/Ms, (OR Dear Hiring Manager,)

Grab your reader's attention! You need to share something immediately that relates to this specific company...why are you a good fit? You need to convey that you can help in their mission and to fulfill their needs. If you know anyone within the company, you can list here. (You can share if person notified you of position or had positive comment concerning the company). If you are inquiring about a possible job opening, then specify the type of job that you are seeking.

Explain why you are interested in the prospective job, company, and its services. Why are you passionate about this as a career? Remember, this isn't about what you can gain but what you can offer. (DON'T tell the employer that you want to "start out" at the company as this reads that you will be leaving as soon as you're trained). This letter will require you to research the company and position. Describe which character traits make you an ideal candidate for this specific job and how you will benefit the company. Be specific. DON'T just list skills without sharing HOW you have each skill. Point out your academic background, specific achievements, or work experience that is applicable to your potential job. Even if you haven't had related work experience, or if the only relevant experience is from your education thus far, include examples of your energy, initiative, and eagerness to work with and benefit the company as well as any transferrable skills. Try NOT to simply restate the same information that is in your resume. Your goal is to "sell" your best qualities in order to "lure" the reader to review your resume. If your cover letter is poorly written, your resume will not be read.

The closing paragraph provides the opportunity to be very gracious and thankful for the reader's attention. You may indicate you are enclosing a copy of your resume. Be sure to express an interest in a follow-up meeting or interview.

Sincerely,

## CHECKLIST:

- \_\_\_\_\_ 1. Write a targeted, specific cover letter for each employer and position.
- \_\_\_\_\_ 2. Include all contact information: Name, Address, Phone, Email.
- \_\_\_\_\_ 3. Make sure Heading is the same as the Resume and Reference Page.
- \_\_\_\_\_ 4. Be intentional and find out the name of the hiring manager for salutation.
- \_\_\_\_\_ 5. Use personal pronouns; however, don't use "I" at the beginning of each sentence.
- \_\_\_\_\_ 6. Make sure the opening grabs the reader. Share your passion!
- \_\_\_\_\_ 7. Demonstrate to the employer how your skills and experiences will be beneficial.
- \_\_\_\_\_ 8. Express the commonality or your connection with the company.
- \_\_\_\_\_ 9. Keep points concise. Each idea should express your ability to contribute.
- \_\_\_\_\_ 10. Thank the employer for his/her consideration. Make sure to give time for follow-up.
- \_\_\_\_\_ 11. Check grammar and spelling for errors. Keep in business tone, not casual.

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## REFERENCES

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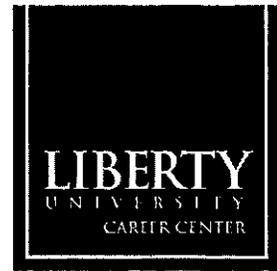
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# INTERVIEW TIPS



## PREPARE PITCH

Prepare an elevator pitch to explain why you should be chosen. Be prepared to answer the common question, "Tell me about yourself." Give your name, educational background, including year of graduation, degree, minor (if applicable), a quick experience story while providing your key strengths and why you'd like to work for this particular company. You need to connect the dots for the employer to understand your skillset and why you're a good fit.

## PRACTICE ANSWERS

Practice answering interview questions and practice your responses to the typical job interview questions most employers ask. Be prepared to talk about your strengths and weaknesses (always ending in a positive manner), examples of situations you've encountered on the job or in your training, and other behaviorally-based questions (Tell me about a time when... What would you do if ...). Practice a mock interview with the Career Center staff!

## C - A - R

Develop "Challenge - Action - Result" stories. What challenge did you face? What was the action taken? What was the (positive) result? Think of actual examples to describe your skills. Providing evidence of your successes is a great way to promote your candidacy. PROVE your skills with stories.

## RESEARCH COMPANY

What do you know about the company/interviewer? Try to relate what you know about the company when answering questions (mission statement, vision, bottom line, company structure). Go to LinkedIn.com to research the employer. Be familiar with employer to help you connect in casual conversation.

## FIVE-FINGER TIP

What five points (skills) do you want to be sure to cover during the interview? Assign each point to a finger so you won't forget!

## GET READY

Make sure your interview attire is neat and appropriate for company culture. Bring a nice portfolio with copies of your cover letter, resumes, and references (at least 5) on resume paper. Include a pen and paper for note taking.

## STAY CALM

During the job interview, try to relax and stay as calm as possible. Maintain eye contact with the interviewer and smile. Listen to the entire question before you answer. If you get "stumped", pause and take a moment to regroup. Default to stories you are comfortable with when you're unsure of a specific answer.

## ASK QUESTIONS

Be prepared at the end of the interview to ask 2 to 3 questions that relate to the position of interest.

## FOLLOW UP

Always follow up with a thank you note reiterating your interest in the position and to clear up anything you forgot to share. If you interview with multiple people, send each a thank you note (Get their business cards before departure).

## Ministry Related Interview Questions

- Tell us a little about yourself.
- What is your marital status?
  - If married, how many years married? What is your wife's name?
  - If not married; have you ever been divorced?
- If a parent, how many children do you have? What are your children's names and ages?
- Describe briefly how you came to know Christ.
- Have you experienced believer's baptism by immersion? If so, how old were you?
- Describe briefly the nature of your recent and present relationship with Christ.
- Briefly share your call to ministry.
- What spiritual gifts do you possess?
- Summarize your key ministry experiences you've had so far.
- Describe any ministry leadership experience you have had.
- Describe some ministry teamwork experience you have had.
- What are 3 strengths you have?
- What are 2 weaknesses you have?
- How would you describe what the main thing is in life?
- What are your top ministry priorities?
- What are you very passionate about related to ministry and how did that come about, get started?
- How would you describe your role in the following spiritual activities:
  - Worship?
  - Discipleship?
  - Fellowship with other believers?
  - Ministering to other people?
  - Evangelism?
- Describe your recent and current local church involvement.
- Describe your recent and current Christ-centered ministry involvement aside from a local church.
- Describe your missionary interest and involvement over the past few years?
- What type of personality do you have?
- Describe how you respond to criticism?
- Describe how you address relational conflict in your life/ministry?
- How do you deal with, cope with, stress?
- Describe a disappointing or difficult season in your life/ministry and how you grew from it.
- Describe a major failure in life/ministry?
- What are your specific and regular practices regarding the spiritual disciplines (e.g., personal prayer, Bible study, meditation, stewardship, learning, etc.)?
- What type of ministry would you like to be engaged in 10 years from now?

## SAMPLE QUESTIONS TO ASK

- What would a typical day look like?
- How will I be trained or introduced to the job?
- What significant changes do you see in the future?
- How is one evaluated in this position?
- What are the opportunities for personal development?
- What are the biggest challenges that someone in this position would face?
- What are some of the objectives you would like to see accomplished in this job?
- What are your most pressing project goals in the next 3 months?
- What do you like about being part of this ministry?
- What is the work environment like?
- Is there anything that concerns you about my background being a fit for this role?
- What are the next steps in the interview process?

## Transferable Skills Worksheet

Top Characteristics of New Hires by National Association of Colleges & Employers:

- o Communication Skills
- o Strong Work Ethic
- o Teamwork Skills
- o Initiative
- o Interpersonal Skills
- o Problem-solving Skills
- o Analytical Skills
- o Flexibility/Adaptability
- o Computer Skills
- o Technical Skills
- o Detail-oriented
- o Organizational Skills

List 2 positions (job titles/roles) from a current or past work/volunteer experience:

1.

2.

List the skills you used/learned in each of those positions from the above list:

1.

2.

Beginning with an action verb (i.e. Action Verb List in this packet; last page), write two bullet phrases that summarize each of the previous two skills:

- 
-

### Communicative

• addressed	• convinced	• encouraged	• marketed	• reconciled
• arbitrated	• corresponded	• enlisted	• mediated	• recruited
• arranged	• delivered	• explained	• moderated	• reported
• authored	• described	• expressed	• motivated	• spoke
• briefed	• developed	• formulated	• narrated	• stressed
• communicated	• directed	• influenced	• negotiated	• summarized
• composed	• documented	• informed	• persuaded	• translated
• conferred	• drafted	• interpreted	• presented	• wrote
• confronted	• dramatized	• interviewed	• promoted	•
• contacted	• edited	• lectured	• publicized	•

### Creative

• acted	• designed	• imagined	• participated	• sparked
• composed	• developed	• improvised	• performed	• started
• conceived	• directed	• innovated	• planned	• strategized
• conceptualized	• drafted	• instituted	• proposed	• transformed
• conducted	• established	• integrated	• redesigned	• visualized
• constructed	• fashioned	• introduced	• revitalized	•
• created	• founded	• invented	• shaped	•
• derived	• illustrated	• originated	• sketched	•

### Financial

• accounted for	• audited	• doubled	• halved	• purchased
• added	• balanced	• earned	• managed	• reconciled
• adjusted	• budgeted	• eliminated	• marketed	• researched
• administered	• calculated	• estimated	• monitored	• sold
• allocated	• computed	• financed	• planned	•
• analyzed	• controlled	• forecasted	• procured	•
• appraised	• developed	• gained	• projected	•

### Helping

• advised	• coached	• enabled	• familiarized	• rehabilitated
• advocated	• counseled	• encouraged	• fostered	• represented
• assessed	• demonstrated	• ensured	• guided	• served
• assisted	• diagnosed	• evaluated	• observed	• serviced
• changed	• educated	• expedited	• provided	• strengthened
• clarified	• effected	• facilitated	• referred	• supported

### Research

• acquired	• critiqued	• examined	• located	• retrieved
• analyzed	• diagnosed	• extracted	• measured	• reviewed
• broadened	• designed	• formulated	• modified	• summarized
• calculated	• determined	• identified	• organized	• surveyed
• clarified	• distinguished	• inspected	• pinpointed	• systematized
• collected	• diversified	• interpreted	• predicted	• uncovered
• compared	• estimated	• interviewed	• processed	• verified
• conducted	• evaluated	• investigated	• researched	•

### Results

• achieved	• changed	• expanded	• pioneered	• solidified
• accelerated	• completed	• gained	• raised	• strengthened
• accomplished	• contributed	• halved	• realized	• succeeded
• added	• decreased	• improved	• recognized as	• trimmed
• advanced	• doubled	• increased	• reduced	• widened
• attained	• eliminated	• initiated	• resolved	• won
• awarded	• enlarged	• introduced	• reversed	•
• broadened	• established	• launched	• selected as	•

### Teaching

• accepted	• confronted	• excited	• investigated	• set
• adapted	• considered	• explained	• judged	• simplified
• advised	• cooperated	• explored	• led	• solicited
• analyzed	• coordinated	• facilitated	• linked	• speculated
• applied	• corrects	• focused	• listened	• stated
• appraised	• defined	• generated	• mentored	• stimulated
• aroused	• demonstrated	• guided	• modeled	• structured
• asked	• designated	• hypothesized	• modified	• synthesized
• assessed	• developed	• identified	• motivated	• systematized
• assigned	• directed	• implemented	• observed	• taught
• attended	• disciplined	• incorporated	• organized	• told
• calmed	• displayed	• indicated	• persuaded	• thanked
• categorized	• doubted	• indoctrinated	• pondered	• told
• challenged	• effected	• inferred	• postulated	• thanked
• chose	• elaborated	• informed	• praised	• theorized
• clarified	• elicited	• initiated	• provoked	• trained
• coached	• emphasized	• inquired	• questioned	• tutored
• commanded	• enabled	• instructed	• reinforced	•
• communicated	• encouraged	• interested	• rephrased	•
• complimented	• evaluated	• integrated	• rewarded	•

### Technical

• analyzed	• converted	• fabricated	• programmed	• stretched
• assembled	• designed	• identified	• remodeled	• tested
• audited	• devised	• implemented	• repaired	• trained
• automated	• documented	• installed	• researched	• upgraded
• built	• edited	• maintained	• restored	•
• calculated	• enabled	• measured	• serviced	•
• computed	• engineered	• operated	• standardized	•
• constructed	• enhanced	• overhauled	• streamlined	•

### Organizational

• administrated	• decided	• generated	• purchased	• specified
• approved	• delivered	• implemented	• recorded	• staffed
• arranged	• dispatched	• inspected	• reorganized	• streamlined
• catalogued	• distributed	• monitored	• restructured	• systematized
• changed	• edited	• operated	• revamped	• tabulated
• classified	• eliminated	• organized	• revised	• transferred
• collected	• enlisted	• pinpointed	• retrieved	• trimmed
• compiled	• executed	• prepared	• scheduled	• updated
• consolidated	• expedited	• processed	• screened	• validated

### Management

• administered	• changed	• determined	• led	• recruited
• administrated	• chaired	• developed	• managed	• regulated
• advanced	• conferred	• directed	• organized	• reviewed
• analyzed	• confronted	• dispensed	• oversaw	• scheduled
• appointed	• consolidated	• evaluated	• planned	• staffed
• approved	• consulted	• executed	• prioritized	• supervised
• assigned	• contracted	• exhibited	• produced	• unified
• assumed	• delegated	• formulated	• proposed	• utilized
• attained	• designated	• handled	• recommended	•

# A C T I O N V E R B L I S T