



# Placement Handbook

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## **SHEPHERDS SEMINARY PLACEMENT SERVICES**

The STS Placement Office offers placement assistance to students, graduating seniors, alumni, churches, and Christian ministries. We welcome inquiries from those seeking to fill positions with seminary-trained candidates. A current listing of candidates and ministry opportunities is kept in a database to facilitate requests.

There is no fee for this service. Included in this guide are the documents applicants will need to initiate the placement process and other tools that may be helpful to both candidates and search committees.

Placement Office  
Shepherds Theological Seminary  
6051 Tryon Road  
Cary, NC 27518  
919.573.1568  
[placement@shepherds.edu](mailto:placement@shepherds.edu)

**INDIVIDUAL APPLICATION FOR PLACEMENT ASSISTANCE**

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (O) \_\_\_\_\_

Email \_\_\_\_\_ Blog \_\_\_\_\_ Website \_\_\_\_\_

Marital Status: Married \_\_\_ Single \_\_\_ Divorced \_\_\_ Separated \_\_\_ Engaged \_\_\_ Widowed \_\_\_

Please provide some background if you were previously married \_\_\_\_\_

\_\_\_\_\_

Spouse's Name \_\_\_\_\_ Date Married \_\_\_\_\_

Children's Names & Ages \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Currently enrolled in Seminary Yes \_\_\_ No \_\_\_ Degree Program \_\_\_\_\_

Graduation Target Date \_\_\_\_\_ Further Education Planned \_\_\_\_\_

**RECENT EMPLOYMENT OR MINISTRY HISTORY**

<b>Church or Company</b>	<b>Position</b>	<b>Dates</b>
--------------------------	-----------------	--------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

**POSITION YOU ARE SEEKING**

\_\_\_\_\_

**QUALIFICATIONS FOR THAT POSITION**

\_\_\_\_\_

\_\_\_\_\_

When are you available to assume this position? \_\_\_\_\_

**REFERENCES**

#1 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#2 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**ADDITIONAL ATTACHMENTS**

\_\_\_ Doctrinal Statement

\_\_\_ Philosophy of Ministry

\_\_\_ Resume

## RESUME PREPARATION

The purpose of the resume is to introduce you to a prospective ministry and should lead to an opportunity for a personal interview. It should set forth the ministerial gifts and skills you possess.

Assess your current understanding of the areas of ministry for which God has called and prepared you and provide relevant information including the following:

- **Personal data** – Give name, address, telephone number, and email address.
- **Marital Status** – List names of wife and children, children's birth date, and explain any matter that may be of concern to a search committee.
- **Education** – List your highest level of theological education first. Spell out the name of degrees since abbreviations are not always familiar to recipients of your resume. List undergraduate degrees but not necessarily your high school education. Specialized training and/or certification should be included.
- **Experience** – List in reverse chronological order positions, titles, places, and dates of service with concise descriptions of responsibilities and accomplishments. Give employment history, positions held, volunteer service, and lay ministry experience.
- **Honors, interests, and activities** – Be honest and do not exaggerate.
- **References** – List those who will give a candid evaluation. Three to four references with a mixture of teachers, ministers, and lay people are recommended.
- **Personal statement** – Your spiritual sojourn succinctly stated will help personalize your resume and make it valuable those who review it. This is to be written in a narrative style. A substantive paragraph should suffice.

## PHYSICAL ASPECTS OF A GOOD RESUME

Here are some tips to produce a superb resume.

Make the resume visually appealing and easy to read. Use standard business-type fonts such as Arial, Times Roman, or Calibri fonts in the size range of 10-12. Make the headings stand out by upsizing and bolding. Double spacing between sections makes the resume more readable.

Guard against grammatical mistakes, misspellings, and punctuation errors. Have someone with editing skills review your resume. The quality of paper and the clarity of copies vary. Do not use abbreviations or acronyms (IFCA, SBC, GARBC, etc.).

Give a brief description of accomplishments related to your professional pursuit. Action verbs are to be employed in descriptions of experience and duties. Be certain you use the correct verb tenses. Avoid repetition of verbs by using a reputable thesaurus.

Include a recent photo of you and your spouse.

Place your name at the top of each page and confine your resume to two pages unless you have extensive experience that warrants a third page.

The following volumes are on reserve at the Jackson Library of Shepherds Seminary:

*Resumés for Dummies* by Joyce Lain Kennedy

*The Resumé Handbook* by Arthur D. Rosenberg

*Knock 'Em Dead Cover Letters* by Martin Yate

## RESUME CHECKLIST

- ✓ Allot enough time to prepare your resume
- ✓ Emphasize qualifications relevant to the ministry role you are seeking
- ✓ Clearly list your qualifications
- ✓ List your education entries in reverse chronological order
- ✓ Make sure contact information is updated
- ✓ Obtain permission for references used
- ✓ Give accurate contact information for references listed
- ✓ Use short summary phrases instead of complete sentences
- ✓ Use bolding, bulleting, underlining, and italicizing where appropriate
- ✓ Use white space in margins and between sections
- ✓ Avoid personal pronouns, abbreviations, and acronyms
- ✓ Use a competent proofreader to review your resume
- ✓ Make certain of good print and copy quality



## RESUME EXAMPLE

### Paul Poimenas

555 Holly Springs Road, Cary, NC 27518 ♦ (C) 919-111-1111 ♦  
ppoimenas@gmail.com

Born in Winston-Salem, NC on May 26, 1991  
Married to Lindsay on June 12, 2013  
One son named Jimmy



### Education

2020 Master of Divinity – Shepherds Theological Seminary, Cary, NC Pastoral concentration  
2014 Bachelor of Science – North Carolina State Univ. Raleigh, NC Business & Finance

### Personal Mission Statement

I am committed to preaching and teaching God’s Word for the purpose of equipping the saints for the work of the ministry, to helping others become fully devoted followers of Christ and to keeping the Word of God and prayer foundational in all I do.

### Core Competencies

Expository Preaching ♦ Evangelism ♦ Discipleship ♦ Leadership Development ♦ Prayer

### Experience

#### Pastoral Intern – Cornerstone Baptist Church, Raleigh, NC **2019-Present**

- Preaching through book of 1 John for Bible study series on Sunday nights
- Helping to plan and implement weekly program and activities for the church
- Meeting with students regularly for relationship-building and counseling
- Coordinating worship team and providing theme for Sunday mornings

#### Youth Pastor – Cornerstone Baptist Church, Raleigh, NC **2018–2019**

- Preaching / teaching weekly Sunday worship for High School group of 50-75 students
- Scheduling and leading band with rotating student leaders
- Mentoring student leaders and facilitating leadership development
- Led worship (paid) for multi-cultural church plant in Raleigh

#### Youth Worship Team – Calvary Baptist Church, Sanford, NC **2009–2017**

- Led youth worship team with wife, Lindsay, and assimilated/mentored student volunteers
- Taught and facilitated small group discussions, and encouraged scripture memorization
- Occasionally taught sessions at youth camp

## **Other Leadership Experience**

### **On-Campus University Ministry**

- Dormitory ministry-team leader for Calvary Baptist Church, Sanford, NC
- North Carolina State University, Raleigh, NC

### **President – Shepherds Theological Seminary, Student Leadership Council 2020–2021**

- Promoted community-building events and activities and coordinated student move-ins
- Regularly made announcements and wrote emails to student body and faculty
- Instituted student activities calendar and redesigned leadership council handbook

### **Overseas Missions – Slavic Gospel Association, Rockford, IL, Ukraine 2010–2012**

- Designed, promoted, and ran evangelistic soccer camp for youth in city of Kiev, Ukraine
- Teaching small groups, and street evangelism through an interpreter

## **Skills & Recognition**

- M. Div Award, STS (2021)
- Merit Award Scholarship for student committed to full-time ministry, STS (2020)
- Zondervan Academic Outstanding Hebrew Scholar, STS (2020)
- Proficiency with Greek and Hebrew languages for study and sermon preparation
- Proficient with Planning Center, Microsoft Office & Web/Marketing tools
- Multi-instrumental proficiency with worship leading (guitar, piano, vocalist/soloist)

## **References**

Dr. J.D. Edwards  
Senior Pastor, Cornerstone Baptist Church, Raleigh, NC  
pastor.edwards@cbcraleigh.org

Pastor Charles Carey  
Senior Pastor, Calvary Baptist Church, Sanford, NC  
cbc Carey@gmail.com

Dr. Peter Goeman  
Professor, Shepherds Theological Seminary  
goemanp@shepherds.org

Additional references available upon request

**Doctrinal Statement and Philosophy of Ministry Statement are attached**

## PLACEMENT WEBSITES

[www.christiannet.com](http://www.christiannet.com)

[www.christiancareercenter.com](http://www.christiancareercenter.com)

[www.christianplacements.com](http://www.christianplacements.com)

[www.churchjobs.net](http://www.churchjobs.net)

[www.churchstaffing.com](http://www.churchstaffing.com)

[www.gospel.com](http://www.gospel.com)

[www.ifca.org](http://www.ifca.org)

[www.ministerconnection.net](http://www.ministerconnection.net)

[www.ministryjobs.com](http://www.ministryjobs.com)

[www.ministrylist.com](http://www.ministrylist.com)

[www.ministrysearch.com](http://www.ministrysearch.com)

[www.nextgenchurches.com](http://www.nextgenchurches.com)

[www.pastorsearch.com](http://www.pastorsearch.com)

**CHURCH APPLICATION FOR PLACEMENT ASSISTANCE**

Church name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Denominational affiliation \_\_\_\_\_

Contact person \_\_\_\_\_ Position at church \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Ministry position you seek to fill \_\_\_\_\_

Full-time\_\_\_ Part-time\_\_\_ Temporary\_\_\_ Long-term\_\_\_

When did this position open and why?

\_\_\_\_\_  
\_\_\_\_\_

Name & contact information of the church's leaders

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHURCH INFORMATION**

Form of church government (Pastor as the Single Elder + Deacons? Plurality of Elders + Deacons?)

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Describe worship and music style

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What 3-5 words would best describe what you are looking for in this ministry position?

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Other full-time staff members at church

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Annual budget \_\_\_\_\_ Missions budget \_\_\_\_\_

Briefly, how would you describe the community where your church is located?

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Attachments

\_\_\_ Doctrinal Statement

\_\_\_ Constitution

\_\_\_ Position Profile

\_\_\_ Church History (if available)