

MEMO

TO: Pastors writing a Resume
FROM: Convention of Atlantic Baptist Churches
RE: UNIFORM RESUME FORMAT

As a response to concerns expressed by Pulpit/Search Committees to Convention Field Staff the attached Uniform Resume Format is recommended. The following notes are shared for your information:

1. Use a Uniform Resume Format:
 - a. To help Pulpit/Search Committees to process the resume information efficiently;
 - b. To give Pulpit/Search Committees uniform resume categories to review;
 - c. To assist Area/Regional Ministers in presenting resume information;
 - d. To help ensure that confidentiality is retained once a resume has been released.

2. You are encouraged to save the following items for discussion at the interview with a Pulpit/Search Committee:
 - a. Reasons for being open to a new call;
 - b. Specific experiences in the present and/or past ministry situations;
 - c. Personal interests, "hobby horses," and biases.

Thank you for using this Uniform Resume Format. You may forward a typed copy of your resume, or an e-mail attachment of your resume, to the Regional/Area Ministers of the Convention of Atlantic Baptist Churches so that they may present a copy of your resume to Pulpit/Search Committees with whom they are working.

The Regional/Area Minister has been entrusted with the responsibility of being a resource person to Pulpit/Search Committees, and normally it is through the Regional/Area Minister that a resume reaches a Pulpit/Search Committee. However, a Pulpit/Search Committee has the right to approach you personally to request that you provide a resume. If this should happen it would be helpful to the Area/Regional Minister for you to make him/her aware of the request.

If you need to secure the name, telephone number, postal address or e-mail address of your Regional/Area Minister please check in the CABC Directory, the CABC Web Page at <http://www.baptist-atlantic.ca> or telephone the Convention Office at (506) 635-1922.