# Detailed Ministry Curriculum Vitae

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| **PART A** |
| Personal Details | Name: |  |
|  | Address: |  |
|  | Phone: |  |
|  | Email: |  |
|  | D.O.B. |  |
|  | Referee 1 Confirmation | Referee 2 Confirmation | Referee 3 Confirmation |
| Leadership ExperienceChurch 1 | Name of Church: |  |[ ] [ ] [ ]
|  | Senior pastor’s name at the time (if not you): |  |  |  |  |
|  | Senior pastor’s current contact details:* Phone:
* Email:
 |  |  |  |  |
|  | Position title 1: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |  |  |  |
|  | Brief (a few sentences) summary of position responsibilities: |  |  |  |  |
|  | Position title 2: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |  |  |  |
|  | Brief (a few sentences) summary of position responsibilities: |  |  |  |  |
|  | Position title 3: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |  |  |  |
|  | Brief (a few sentences) summary of position responsibilities: |  |  |  |  |
|  | Position title 4: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |  |  |  |
|  | Brief (a few sentences) summary of position responsibilities: |  |  |  |  |
| NB: If there are further positions you served in at this church please detail in the Appendix of this document. |
| Leadership ExperienceChurch 2 | Name of Church: |  |[ ] [ ] [ ]
|  | Senior pastor’s name at the time (if not you): |  |[ ] [ ] [ ]
|  | Senior pastor’s current contact details:* Phone:
* Email:
 |  |[ ] [ ] [ ]
|  | Position title 1: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
|  | Position title 2: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
|  | Position title 3: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
|  | Position title 4: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
| NB: If there are further positions you served in at this church please detail in the Appendix of this document. |
| Leadership ExperienceChurch 3 | Name of Church: |  |[ ] [ ] [ ]
|  | Senior pastor’s name at the time (if not you): |  |[ ] [ ] [ ]
|  | Senior pastor’s current contact details:* Phone:
* Email:
 |  |[ ] [ ] [ ]
|  | Position title 1: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
|  | Position title 2: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
|  | Position title 3: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
|  | Position title 4: |  |[ ] [ ] [ ]
|  | Dates you served in this position:  | From <month>/<year> to <month>/<year> |[ ] [ ] [ ]
|  | Brief (a few sentences) summary of position responsibilities: |  |[ ] [ ] [ ]
| NB: If there are further positions you served in at this church please detail in the Appendix of this document. |
| **Part A Declaration** |
| **Applicant** |
| I, <insert applicant name>, declare the details provided above are a true and accurate record of my ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |
| Referee Criteria:1. For Part A, at least two referees are required. There is space provide for a third if required.
2. All referees must have been in a church leadership role during the periods they are verifying.
3. At least one referee must currently hold a ministry credential.
4. Two of the referees used in Part A must be used also in Part B.
 |
| **Referee 1** |
| Name: |  | Current Ministry Position: |  |
| Work Phone: |  | Work email: |  |
| Currently hold a ministry Credential | [ ]  Yes [ ]  No *If yes, please provide attach a copy to the appendix of this document.*  |
| Current relationship to applicant: |  | Relationship to the applicant at the time of the ministry experience you are substantiating: |  |
| I <insert Referee 1’s name>, confirm the details provided above for which I have checked the corresponding box(es) are a true and accurate record of the applicant’s ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |
| **Referee 2** |
| Name: |  | Current Ministry Position: |  |
| Work Phone: |  | Work email: |  |
| Currently hold a ministry Credential | [ ]  Yes [ ]  No *If yes, please provide attach a copy to the appendix of this document.*  |
| Current relationship to applicant: |  | Relationship to the applicant at the time of the ministry experience you are substantiating: |  |
| I <insert Referee 2’s name>, confirm the details provided above for which I have checked the corresponding box(es) are a true and accurate record of the applicant’s ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |
| **Referee 3** |
| Name: |  | Current Ministry Position: |  |
| Work Phone: |  | Work email: |  |
| Currently hold a ministry Credential | [ ]  Yes [ ]  No *If yes, please provide attach a copy to the appendix of this document.*  |
| Current relationship to applicant: |  | Relationship to the applicant at the time of the ministry experience you are substantiating: |  |
| I <insert Referee 2’s name>, confirm the details provided above for which I have checked the corresponding box(es) are a true and accurate record of the applicant’s ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |

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| **PART B** |
| Interpreting and Communicating Scripture | Describe the different modes and contexts in which you have communicated scripture.*For example: modes: preaching, communion messages, creation of discipleship course material etc.; contexts: church service, wedding, small group* For each response, give one example, including a brief description of the communication (Bible passage, principle discussed etc.).  | Mode 1: |  |[ ] [ ]
|  |  | * Contexts
 |  |  |  |
|  |  | * Church:
 |  |  |  |
|  |  | * Position held:
 |  |  |  |
|  |  | * Approx. date:
 |  |  |  |
|  |  | * Brief description:
 |  |  |  |
|  |  | Mode 2: |  |[ ] [ ]
|  |  | * Contexts
 |  |  |  |
|  |  | * Church:
 |  |  |  |
|  |  | * Position held:
 |  |  |  |
|  |  | * Approx. date:
 |  |  |  |
|  |  | * Brief description:
 |  |  |  |
|  | Describe the process you usually use to prepare to communicate scripture, including the average amount of time spent on each step. (Add more steps in the appendix if necessary.) | Step 1: |  |[ ] [ ]
|  |  | Step 2: |  |  |  |
|  |  | Step 3: |  |  |  |
|  |  | Step 4: |  |  |  |
|  |  | Step 5: |  |  |  |
|  |  | Step 6: |  |  |  |
|  | Give four examples of Bible Study tools you have used to help aid your preparation. For example, commentary, Bible dictionary, Old Testament Survey etc.For each example briefly describe how this tool has helped your preparation. | **Tool 1**Title: |  |[ ] [ ]
|  |  | Author(s): |  |  |  |
|  |  | Publication Date: |  |  |  |
|  |  | How it has helped: |  |  |  |
|  |  | **Tool 2**Title: |  |  |  |
|  |  | Author(s): |  |  |  |
|  |  | Publication Date: |  |  |  |
|  |  | How it has helped: |  |  |  |
|  |  | **Tool 3**Title: |  |  |  |
|  |  | Author(s): |  |  |  |
|  |  | Publication Date: |  |  |  |
|  |  | How it has helped: |  |  |  |
|  |  | **Tool 4**Title: |  |  |  |
|  |  | Author(s): |  |  |  |
|  |  | Publication Date: |  |  |  |
|  |  | How it has helped: |  |  |  |
|  |
| Preaching | Summarise two recent preaching experiences. | **Preaching Experience 1**Church: |  |[ ] [ ]
|  |  | Position held: |  |  |  |
|  |  | Approximate date: |  |  |  |
|  |  | Audience |  |  |  |
|  |  | Time taken to prepare: |  |  |  |
|  |  | Sermon topic: |  |  |  |
|  |  | Self-evaluation (100-200 words): |  |  |  |
|  |  | **Preaching Experience 2**Church: |  |  |  |
|  |  | Position held: |  |  |  |
|  |  | Approximate date: |  |  |  |
|  |  | Audience |  |  |  |
|  |  | Time taken to prepare: |  |  |  |
|  |  | Sermon topic: |  |  |  |
|  |  | Self-evaluation (100-200 words): |  |  |  |
|  |
| Christian Worldview | Describe two situations from your ministry leadership experience in which you had to draw on the central theological principles on the Christian faith.*For example, perhaps you were leading a mission team and needed to help your team understand the differences between Christian beliefs and those for whom you were evangelising; perhaps there was a difficult social issue that needed to be addressed in your church; perhaps you needed to develop your church’s statement of faith; perhaps you had to lead a group through a new Christians course etc.* | **Situation 1**Church: |  |[ ] [ ]
|  |  | Position held: |  |  |  |
|  |  | Approximate Date: |  |  |  |
|  |  | Description:* The key theological principle(s)
* how these principles impacted what you said/did
 |  |  |  |
|  |  | **Situation 2**Church: |  |  |  |
|  |  | Position held: |  |  |  |
|  |  | Approximate Date: |  |  |  |
|  |  | Description:* The key theological principle(s)
* how these principles impacted what you said/did
 |  |  |  |
|  |
| Ethics | Describe a personal moral decision you have made in your ministry leadership experience where what was right was not obvious (100-200 words).*For example, perhaps you have decided not to drink alcohol or perhaps you have decided to start drinking alcohol.* | Approximate date: |  |[ ] [ ]
|  |  | The issues involved: |  |  |  |
|  |  | Your process: |  |  |  |
|  |  | The outcome: |  |  |  |
|  | Describe a public ethical issue you have steered a church or ministry team through (100-200 words).*For example, perhaps you have had a number of refugees enter your ministry in polygamist marriages and you had to navigate a way through it.**OR**Perhaps you had a wealthy Christian family join your church who are willing to donate considerable funds to a beloved ministry short on resources. The catch is they want a position of power in the church.* | Church: |  |[ ] [ ]
|  |  | Position held: |  |  |  |
|  |  | Approximate date: |  |  |  |
|  |  | The issues involved: |  |  |  |
|  |  | Your process you used to decide the ethical way forward: |  |  |  |
|  |  | The outcome: |  |  |  |
|  |
| Pastoral Care | Describe one pastoral care ministry/team you have been a part of or led. | Church: |  | [ ]  | [ ]  |
|  |  | Position held: |  |  |  |
|  |  | Supervisor/mentor: |  |  |  |
|  |  | Dates: |  |  |  |
|  |  | Responsibilities* Legal, regulatory:
 |  |  |  |
|  |  | * Church policy and procedural:
 |  |  |  |
|  |  | * The kinds of pastoral care issues you were required to address:
 |  |  |  |
|  | Without using names and dates and breaking confidentiality, describe one situation in which you assisted in providing pastoral care(approx. 200 words). | Church: |  | [ ]  | [ ]  |
|  |  | Position held: |  |  |  |
|  |  | The pastoral care issue: |  |  |  |
|  |  | How pastoral care was administered: |  |  |  |
|  |  | The outcome: |  |  |  |
|  |
| Being part of and leading a ministry team | Thinking of a team you have led which achieved one or more of its objectives, answer the following:(Approx. 300 words) | Church: |  | [ ]  | [ ]  |
|  |  | Position held: |  |  |  |
|  |  | Dates: |  |  |  |
|  |  | Team objectives and how you communicated these to the team: |  |  |  |
|  |  | Your specific responsibilities within the team: |  |  |  |
|  |  | Strategies used to create a cohesive team: |  |  |  |
|  |  | Leadership styles you used: |  |  |  |
|  |  | A problem that arose within the team and how you led the team through it: |  |  |  |
|  |  | How you promoted the values, mission and vision of the church through your leadership: |  |  |  |
|  |  | Liaising with other stakeholders* Give an example of where you needed to liaise with other stakeholders:
 |  |  |  |
|  |  | * Describe how you went about it:
 |  |  |  |
|  |  | * The outcome:
 |  |  |  |
|  |  | How you provided feedback to team members: |  |  |  |
|  |  | How and what you reported to your supervisor (if any): |  |  |  |
|  |  | Summarise your evaluation of the outcomes and your performance in particular: |  |  |  |
|  |  | What you would do differently next time as a result of this evaluation: |  |  |  |
| **Part B Declaration** |
| Referee Criteria:1. For Part B only two of the referees used from Part A are required.
 |
| **Student** |
| I, <insert student name>, declare the details provided above are a true and accurate record of my ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |
| **Referee 1** |
| Name: |  | Current Ministry Position: |  |
| Work Phone: |  | Work email: |  |
| Current relationship to applicant: |  | Relationship to the applicant at the time of the ministry experience you are substantiating: |  |
| I <insert Referee 1’s name>, confirm the details provided above for which I have checked the corresponding box(es) are a true and accurate record of the student’s ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |
| **Referee 2** |
| Name: |  | Current Ministry Position: |  |
| Work Phone: |  | Work email: |  |
| Current relationship to applicant: |  | Relationship to the applicant at the time of the ministry experience you are substantiating: |  |
| I <insert Referee 2’s name>, confirm the details provided above for which I have checked the corresponding box(es) are a true and accurate record of the student’s ministry experience. |
| Signature:(Electronic signatures are acceptable.) |  | Date: |  |
|  |

## Appendix

Please add any additional relevant information which could not fit in the above form.