



Career Development and Placement Guide

Updated 8/2016

The information contained in this handbook has been accumulated from a variety of print and online sources available as public domain. In particular, we would like to recognize the work done at Golden Gate Theological Seminary in generating a ministry placement book for their students inspiring Ashland to prepare this handbook for your use. The listing of denominations and organizations here is not meant as endorsement of theology or philosophy. It is simply a wide representation of the many organizations working within the larger community of the Christian Kingdom.

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Ministry Calling

Before a student even arrives at Ashland Theological Seminary, the calling has already begun. God, through His Holy Spirit and His Church calls out individual men and women for particular service within the Kingdom. For some, this leads to Seminary.

We also believe that our students are called specifically to Ashland; a unique and diverse theological and educational community. We are a seminary that values both biblical conviction and tolerance. Ashland students have the opportunity to dialogue cross-culturally and to enjoy the diversity of over 70 faith traditions while deepening their commitment to their own denominational values.

Through the core values of Scripture, Community, Spiritual Formation and Academic Excellence, Ashland students spend their season with us fine tuning the calling that brought them here originally. This calling development occurs in the classroom as well as in the living room. Our excellent faculty bring experience, wisdom and their own denominational connections to assist students in vocational development. Additionally, students will sharpen one another in times of simply doing life together. We truly are a community in the best sense of the word.

When a student ends his or her time of initial ministry preparation with us at Ashland, we know this is not an end, but a beginning. Many of our alumni find themselves returning to our campus for workshops, Pastors of Excellence, additional study and the pursuit of another degree. We are signing on for more than a two or three year commitment to our students. Our desire is to see all our alumni continue to develop that calling that first brought them through our doors. At Ashland, you are part of the community even after graduation.

Ashland Theological Seminary is simply one tool that God uses in the lives of the students here to accomplish his ministry and vocational plans for them. We are honored to be used by Him in this way. We also recognize that in His sovereignty, God will direct and form the calling of students in His own time and in His own way.

Therefore, the purpose of the Career Development and Placement Guide is to:

- Assist students in the preparation of paper and digital resumes to be representative of the students experience and ability;
- Train students and alumni in the use of our online job search database;
- Provide denominational contact information regarding ordination, placement and vocational opportunities;
- Expose current students to ministry opportunities both paid and volunteer;
- Assist students and alumni in online job searches by providing a list of ministry placement websites.

Seminary Resources

The Ashland Theological Seminary website seeks to unite ATS students and alumni with potential ministry opportunities, both volunteer and vocational. These may be opportunities for current students or graduates to work in churches, parachurch organizations, counseling centers, educational institutions and more. Knowing that many of our graduates are called to bear witness to the hope of Christ outside of the Christian community, some job listings may be from government, community or secular organizations.

These resources can be accessed from the ATS website at <http://seminary.ashland.edu/services/opportunities> or by following from our home page to “Services” and “Opportunities.” Here you will find a list of paid and volunteer positions and internships for which you can apply. For potential employers, the site serves as a place where they can and post job and ministry opportunities.

Students and graduates of Ashland Theological Seminary can also access materials through Ashland University’s Career Center Resources at <https://www.ashland.edu/student-affairs/career-services/career-resources/career-services-center>.

Refer to the ministry organization links page to browse specific website.

If you have questions regarding these ministry posting resources, the office is centrally administrated at our Ashland, Ohio campus for each of our extension sites including Detroit, Cleveland, Akron and Columbus. Contacts, requests and questions can be directed to Susan Icenhour at sicenhou@ashland.edu.

Resume Development

There is more to our vocation than skill, knowledge and experience. There is also a sense of calling to ministry in general and perhaps to a particular job. In ministry placement, we must always keep this as our context for everything from resume development, to the interview, to the selection of a job or candidate.

This being said, the resume is a tool with one specific purpose: to win an interview. A resume is an advertisement. It places you and what you offer in front of those who are seeking an individual to join them in ministry.

Your resume gives a potential employer a glimpse of who you are. It is your first impression.

OTHER POSSIBLE REASONS TO HAVE A RESUME

- To pass the employer's screening process (requisite educational level, number years' experience, etc.), to give a denomination an understanding of your credentials to minister within their context and guidelines. To provide contact information: an up-to-date address and a telephone number.
- To establish you as a professional person with high standards and excellent writing skills.
- To use as a covering piece or addendum to another form of job application, as part of a grant or contract proposal, as an accompaniment to graduate school or other application.
- To put in an employer's personnel files.
- To help you clarify your direction, qualifications and strengths, or boost your confidence.

Libraries and bookstores are filled with resume help resources and “how to” books on finding the perfect job. The internet is, of course, another source of information in job placement. In fact at the end of this handbook, we suggest several websites that assist with specific ministry placement.

It is important to recognize that many of these resources will not consider the needs unique to a ministry applicant. Your resume will have to answer some questions that are distinctive when applying for a vocational ministry position. We will attempt to give you some direction in this regard on the following pages. You will also find sample of ministry resumes to utilize as a template. If you desire additional assistance, feel free to contact the Student Life office and we would be happy to meet with you.

A life expectancy of eleven seconds...

Any resume is simply a piece of paper offering a brief glimpse of you, the potential candidate. The average life expectancy of a resume is about eleven seconds...the amount of time needed to scan a resume looking for something that stands out from all the other resumes crowding the employer's desk. Remember your mother saying, “You never get a second chance to make a good first impression”? She was probably thinking about your resume at the time! It is your first impression. So keep some simple guidelines in mind when putting it together.

- Draw attention to **what** you have done more than when, where or with whom.
- Specifically target each resume you write to the specific position for which you are making application. **This is very important.** Don't make 50 copies of one resume to send out.
- Use common language and keep sentences short and precise. Keep it simple and brief. Typically keep your resume to two pages or less. There are exceptions when additional information is required.
- When referring to experience unrelated to the position, consider including the Job Title, City and Date only. Exceptions include documenting transferable skills.
- Take you time putting the final draft together. Put it aside for a few days and return with a fresh perspective.
- Get help. Allow trusted friends or professors to read through it and get their opinion on how representative the resume is of you. Or email a copy to acirone@ashland.edu for review and recommendations.
- Use simple, clean, fonts that are easily read and recognized.
- Double space between sections. Single space within sections.
- Spell Check! Grammar Check! And Check Again!
- Don't rely solely on spell check as some words in your document may be spelled correctly
- Use a high quality printer and invest in high quality paper. Stick with black print on white, ivory or gray paper. Only print on one side of the paper.
- You may wish to hire a professional resume writer.
- In most cases it is advantageous to include a link to your LinkedIn profile in your heading.

A brief word about photographs...

Photographs are not necessary for most employers. Do not include a photograph unless it is requested. Depending on the resume book you read you will discover a variety of opinions on whether to include a photo or not. If you choose to include a photograph, follow the following guidelines:

- Take a black and white photo for easier reproduction.
- Have them professionally produced
- Single subject only (head shot from below the shoulders)
- Simple background
- Imbed the photo into the resume copy (don't attach it to the resume)

We would recommend a digital photograph for greater quality and easier reproduction. Make sure to use a high quality printer.

Resume Formats

There are many formats available to job seekers. For the purpose of vocational ministry, we suggest choosing one of the following two formats.

The most common format used by ministry candidates is the **Functional/Chronological** model (Appendix A). You should choose this format if you have previous vocational ministry experience to which you would like to draw attention. For students who have more limited ministry experience, we suggest using the **Topical** model (Appendix B). This allows the applicant to put together elements from a varied background under more broad topics that helps to target the ministry position for which he or she is applying. Topical resumes stress skills that can be transferred as opposed to the experience stressed in the Functional/Chronological model.

Elements to Include in a Resume

Current Address: This should be where the employer can reach you during the search process. If you will be moving anytime soon, include a permanent address where you will be able to get mail. Be sure to include a primary phone number and email address.

Education: Only include institutions where you have completed a degree or are currently completing a degree. Place the information in the following order: Degree, School, City, State, date of graduation. Include here whether you are ordained and/or licensed; or create a separate heading.

Summary Statement (preferred): Catch the attention of the resume reader with three to four sentences or bulleted statements communicating your experience and skills. This statement is a more effective substitute for the “objectives” section of a resume.

Ministry Objective (acceptable, not preferred): A brief statement of the position that you are seeking. This is where you declare your specific ministry calling. It could be stated as a combination of ministries such as Youth/Worship Pastor. This statement may read something like, “I am seeking a position as a Youth or Worship Pastor or in combination with other associate responsibilities.” You will want to consider using different statements for different positions. Be careful to be true to your calling when doing this.

Ministry Related Experience: Include all relevant ministry experience that you have had. Begin with the most recent experience and move backwards chronologically. Include volunteer and paid experiences and explain what your specific responsibilities and achievements were in each.

Secular work experience should only be included if it includes skills or experiences directly related to the position for which you are applying or if you are using a Topical Resume format.

Hobbies and Interests: Be brief, but include several interests that help personalize your application. List the most relevant hobby or interest first.

Personal Information (if requested): A brief introduction including basic information about you and your family.

Other Elements: There is room for you to include other information if you believe it will be helpful for the one reading your resume. You could include such headings as: Awards, Certifications, Professional

Memberships, Recognitions, Publications, Thesis or Research Interest, or Denominational Leadership. Be selective and discerning based on the job position.

Separate Documents

References: Utilize a variety of people for your references: a professor, pastor, friend, coworker, etc. Be certain that your references know you well enough to actually serve as a good reference for you. Ask them ahead of time if they would be willing to be a reference for you **then** include their contact information along with their name and title. Three (3) references will suffice unless instructed to offer more by the organization to which you are sending the resume.

Personal Statement: Give an overview of your philosophy of ministry, call to ministry and academic preparation. This is not a place to discuss long range ministry plans or how you would “do the job” if hired. Keep it simple and brief.

Getting My Resume Out There

Our desire in Ministry Placement is to assist you, the candidate, in finding ample opportunities to discover the job that will bring both personal satisfaction and fulfill your specific calling. This can be a tricky business when it comes to “putting yourself out there.” This is why we provide several options for students and alumni to discover potential ministry jobs. **Beware of using major job boards such as Monster.com and Indeed.com. These sites put your personal information at risk.** Feel free to use one or all of the following avenues.

The Placement Website (<http://seminary.ashland.edu/services/opportunities>)

Here you will find current job listings and contact information. Read each job listing carefully to be sure that the job description fits your gifts, calling and level of experience. You can feel free to contact the employer directly with a resume and cover letter at the contact information listed. Let them know you found out about the position at the ATS website. Again, posting the job on our website is not an endorsement of any organization or employer. Be wise and discerning as you pursue any opportunity.

Denominational Offices

In Appendix C you will find a listing of many denominational offices. Many include regional offices or direct contact information for ministry candidates. You can contact them directly or search their websites for any job postings that may be available. This list may also assist you in discovering the credential or ordination requirements of different denominations.

Professional Search Engines

In Appendix D you will find a non-exhaustive list of websites dedicated to vocational ministry placement. Some of these services are free, some have fees attached, and some are a mixture of free and paid services. Read all of the fine print. We do not specifically endorse any of the search engines, but simply provide the addresses as one additional resource for opportunities.

Other Sources

Remember to check what often is the most fruitful resource for job seekers: your personal network. Talk to professors, pastors, fellow students or alumni, denominational leaders and others with whom you have relationship.

BILL SMITH

111 Seminary Street, Ashland, OH 44805
419.555.5555 | bsmith@ashland.edu | www.linkedin.com/in/bsmith

Pastor

Highly committed servant leader who enjoys building and maintaining meaningful, Christ-centered relationships. Compassionate and dedicated to helping others succeed. Practical and logical thinker with thorough attention to detail. Self-starter, dependable, organized, and efficient.

Education

Bachelor of Arts, Communications, University of Akron, Akron, OH, 1997
Master of Divinity, Ashland Theological Seminary, Ashland, OH, 2012

Licensure

Licensed to ministry by First Community Church, Ashland, OH, 2009

Ministry Related Experience

Preaching, approximately 40 sermons in 6 churches, 2001 to Present
Associate Pastor, First Community Church, Ashland, OH, 2002 to Present
While serving here I helped begin a small group ministry which grew from 3 groups of 23 people to 10 groups involving 95 people.
Sunday School Teacher, First Community Church, Ashland, OH, 1999-2002
Youth Ministry Volunteer, First Baptist Church, Nova, OH, 1994-1999
Grew youth group from 8 members to 48 in small country church.

Major Secular Experience

Project Manager, Apex Company, Columbus, OH, 1996-2006.

Hobbies and Interests

Church History, Reading, Guitar, Volleyball

Personal Information

Birth Date: January 1, 1975
Marital Status: Married to Sue Jones on July 1, 1998
Children: Bill Jr., born September 1, 2001

BILL SMITH

111 Seminary Street, Ashland, OH 44805
419.555.5555 | bsmith@ashland.edu | www.linkedin.com/in/bsmith

References

Dr. Carl Weatherly, Pastor, First Community Church,
200 College Road, Ashland,
OH Telephone: 419.555.1111

Dr. Ellen Adams, Professor, Ashland Theological Seminary,
910 Center Street, Ashland,
OH Telephone: 419.289.9999

Mrs. Alice Collins, Elder, First Baptist Church
RR 1, Nova, OH
Telephone:
419.555.4321

Mr. Jerry Martin, Elder, First Community Church,
200 College Road, Ashland,
OH Telephone 419.555.1111

Mr. Patrick Slate, Personal Friend,
88 S. Lake Street, Cleveland, OH 44128
216.555.3333

BILL SMITH

111 Seminary Street, Ashland, OH 44805
419.555.5555 | bsmith@ashland.edu | www.linkedin.com/in/bsmith

Personal Statement

While serving as a volunteer youth director, I experienced God’s call on my life to enter full-time ministry. As I have responded to his call, God has given me increased opportunity for greater responsibility in ministry. After completing college, I was able to work as a project manager while continuing to be involved in volunteer service and save money for seminary. Upon entering seminary I was called to serve as an Associate Pastor at an area church developing small group and community ministries. Under the leadership of my senior pastor I have grown in my understanding of the calling and role of the pastorate. God has gifted me in evangelism, administration and communications. It is my desire to continue to pursue God’s calling by becoming a senior pastor.

JILL SMITH

111 Seminary Street, Ashland, OH 44805
419.555.5555 | ismith@ashland.edu

SUMMARY STATEMENT

Highly committed servant leader who enjoys building and maintaining meaningful, Christ-centered relationships. Compassionate and dedicated to helping others succeed. Practical and logical thinker with thorough attention to detail. Self-starter, dependable, organized, and efficient.

EDUCATION

Bachelor of Arts, Communications, University of Akron, Akron, OH, 1997
Master of Divinity, Ashland Theological Seminary, Ashland, OH, 2009

LICENSURE

Licensed to ministry by First Community Church, Ashland, OH, 2003

MINISTRY RELATED EXPERIENCE

Education & Administration Ministry

- Leading Bible studies for various age groups
- Selecting and evaluating curriculum
- Organizing youth outreach events
- Administrating daily office work
- Supervising support staff
- Counseling church members
- Directing Vacation Bible School
- Recruiting and training volunteer leaders

Outreach & Evangelism Ministry

- Organizing home Bible Studies
- Conducting neighborhood surveys
- Developing contacts with new residents of target area
- Providing pastoral care as hospital chaplain intern

Missions Ministry

- Participated in starting a new mission church
- Directing missions education activities
- Lead a short term mission trip to South Africa

Churches and Organizations Served

First Community Church, Ashland, OH, 2001 to present
First Baptist Church, Ashland, OH, 1999 to 2001
Campus Crusade, Ashland University, Ashland, OH, 1995 to 1999

MAJOR SECULAR EXPERIENCE

Admissions Counselor, Ashland University, Ashland, OH, 1999 to 2006

HOBBIES AND INTERESTS

Basketball, reading historical fiction, coffee roasting

PERSONAL INFORMATION

Birth Date:	January 1, 1975
Marital Status:	Married to Andrew Smith on July 1, 1998
Children:	Andrew Jr., born September 1, 2005

JILL SMITH

111 Seminary Street, Ashland, OH 44805
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Dr. Carl Weatherly, Pastor, First Community Church,
200 College Road, Ashland, OH
Telephone: 419.555.1111

Dr. David Adams, Professor of New Testament, Ashland Theological Seminary,
910 Center Street, Ashland, OH
Telephone: 419.289.9999

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After serving in volunteer ministry with Campus Crusade for four years of college, I became convinced that God wanted me to continue to serve the church in ministry to young adults. While working as an Admissions Counselor for seven years, I continue to grow in my love for young adults and to have compassion for them in such a transitional time of life. It is my desire to pursue a vocational ministry that allows me to work alongside young men and women discerning God's active presence in their lives.

Appendix C: Denominational Contact Information

African Methodist Episcopal Church

500 8th Avenue South
Nashville, TN 37203
Phone: 615.254.0911
Fax: 615.254.9012
Email: cio@ame-church.com
www.ame-church.com

Regional: Third District (incl. Ohio)
288 S. Hamilton Road
Columbus, OH 43212
Phone: 614.575.2279
Fax: 614.575.2375
www.thirddistrictame.org

Fourth District (incl. Michigan)
5627 S. Michigan Ave., 3rd Floor
Chicago, IL 60637
Phone: 773.955.9825
Fax: 773.955.9840
www.ame4th.org

American Baptist

P.O. Box 851
Valley Forge, PA 19482-0581
Phone: 1.610.768.2000 (ext.2274)
Web: www.abc-usa.org

Regional: American Baptist Churches USA
American Baptist Churches of Ohio
136 Galway Drive North
Granville, OH 43023-9577
Phone: 740.587.0807
Fax: 740.587.0807
Web: www.abc-ohio.org

A.B. Churches of Michigan
4578 S. Hagadorn Road
East Lansing, MI 48823-5396
Phone: 517.332.3594
Web: www.abc-mi.org

Assemblies of God

445 N. Boonville Ave.
Springfield, MO 65802-1894
Phone: 417.862.2781
Email: gensec@ao.org
Web: www.GenSec.ag.org

Regional: Ohio District Office
8405 Pulsar Place
Columbus, OH 43240
Phone: 614.396.0700
Fax: 614.396.0701
Web: www.ohioag.org

Michigan District Council
31500 W 13 Mile Road, Suite 140
Farmington Hills, MI 48334
Phone: 248.737.3800
Web: www.aogmi.org

Baptist General Conference

2002 S. Arlington Heights
Arlington Heights, IL 60005
Phone: 800.323.4215 ext. 3235
Web: www.bgcworld.org

Regional: Mid-East Baptist Conference
20 E. McKinley Way, Suite 5
Poland, OH 44514-2006
Phone: 330.757.7970
Fax: 330.757.7729
Web: www.BGCMideast.com

Michigan Baptist Conference
4920 Plainfield Ave. N.E., Suite 20
Grand Rapids, MI 49525
Phone: 616.447.9100
Fax: 616.447.9197

Brethren Church (Ashland)

524 College Ave
OH 44805
Phone: 419.289.1708
Fax:

Web: www.brethrenchurch.org

Regional: Indiana District Ashland,
9105 W CR 275 N
Shipshewana, IN 46565
Phone: 260.768.9185
Email: bcintpg@ligtel.com

Brethren in Christ

431 Grantham Rd, P.O. Box A
Grantham, PA 17027
Phone: 717.697.2634
Fax: 717.697.7714
Web: www.bic-church.org

Regional: Great Lakes Conference
P.O. Box 69
West Milton, OH 45383
Phone: 937.698.6284
Fax: 937.698.1000

The Christian Missionary & Alliance Church

Director for Candidate Development
P.O. Box 35000
Colorado Springs, CO 80935-3500
Phone: 719.599.5999
Web: www.cmalliance.org

Regional: Central District

1218 High Street
Wadsworth, OH 44281-9417
Phone: 330.334.3702

Church of God

2490 Keith Street, P.O. 2430
Cleveland, TN 37320-2430
Phone: 423.478.7066

Web: www.churchofgod.org

Regional: Church of God Northern Ohio
211 N. Cleveland-Massillon Road
Akron, OH 44334
Phone: 330.668.9995
Fax: 330.670.1335

Church of God Southern Ohio
P.O. Box 178
Lebanon, OH 45036
Phone: 513.932.0363
Web: www.sohiocog.org

Church of the Brethren

1451 Dundee Avenue
Elgin, IL 60120
Phone: 800.323.8039
Fax: 847.742.3998
Web: www.brethren.org

Regional:

Northern Ohio
1107 E. Main Street
Ashland, OH 44805
Phone: 419.289.3058
Web: www.nohcob.org

Southern Ohio
2293 Gauby Road
New Madison, OH 45346
Phone: 937.203.5254
Web: www.sodcob.org

Conservative Baptist

3686 Stagecoach Road, Unit F
Longmont, CO 80504-5660
Phone: 720.283.3030
Fax: 303.772.5690
Web: www.CBAmerica.org

Regional:

P.O. Box 548
Whitehall, WI 54773-0548
Phone 715.538.2298
Web: www.nccba-gc2.com

Episcopal

Episcopal Church of the USA
The Episcopal Church Center
815 Second Avenue
New York, NY 10017
Phone: 212.922.5246
Fax: 212.682.5594
Web: www.episcopalchurch.org

Evangelical Free

Evangelical Free Church of America
901 E. 78th Street
Minneapolis, MN 55420
Phone: 952.854.1300
Website: www.efca.org
Human Resources: www.efca.org/employment

Regional:

239 Braun Road
Beaver Falls, PA 15010
Phone: 412.854.5620
Web: www.alleghenydistrict.com

Great Lakes District
P.O. Box 286
Osceola, IN 46561
Phone: 574.299.9711
Web: www.gld-efca.org

Fellowship of Grace Brethren Churches

P.O. Box 384
Winona Lake, IN 46590
Phone: 574.269.1269
Web: www.fgbc.org
Job Site: www.fgbc.org/fgbcjobs/jobs.php

Free Methodist

P.O.Box 535002
Indianapolis, IN 46253-5002
Phone: 317-244-3660
Web: www.freemethodistchurch.org
Human Resource: <http://hr.freemethodistchurch.org>

Regional: Ohio Conference
578 Killian Road, Suite 1
Akron, OH 44319
Phone: 330.644.0555

Friends

Ben Richmond
Director of North American Ministries
101 Quaker Hill Drive
Richmond, IN 47374
Phone: 765.962.7573
Fax: 765.966.1293
Email: NAMinistries@fum.org
Web: www.fum.org

General Association of Regular Baptists

1300 N. Meacham Road
Schaumburg, IL 60173-4806
Phone: 847.843.1600
Fax: 847.843.3757
www.garbc.org

Regional: Ohio Association
360 College Hill Drive
Cedarville, OH 45314
Phone: 937.766.5913

Michigan Association
830 Russwood Steet, NE
Grand Rapids, MI 49505
Phone: 616.364.5688

Lutheran Church – Missouri Synod

1333 South Kirkwood Road

St. Louis, MO 63112
Website: www.lcms.org

Regional:

P.O. Box 38277
Olmstead Falls, OH 44138
Phone: 440.235.2297
Fax: 440.235.1970
Web: www.oh.lcms.org

Michigan District
3773 Geddes
Ann Arbor, MI 48105-3098
Phone: 734.665.3791
Fax: 734.665.0255
Email: info@michigandistrict.org
Web: www.michigandistrict.org

Mennonite Brethren

U.S. Conference of MB Churches
P.O. Box 220
Hillsboro, K S 67063-0220
Phone: 620.947.3151
Email: don@usmb.org
Web: www.usmb.org

National Baptist Convention

5240 Chestnut Street

Philadelphia, PA 19139
Phone: 215.474.5785
Fax: 215.474.3332
Web: www.nationalbaptist.com

Regional:

Midwest

808 East Bradley
Champaign, IL 61820
Phone: 217.352.7713

Nazarene

6401 The Paseo
Kansas City, MO 64131
Phone: 816.333.7000 (ext.2673)
Fax: 816.361.5202
Web: www.usamission.org

North American Baptist

1 South 210 Summit Avenue

Oakbrook Terrace, IL 60181
Phone: 630.495.2000 ext. 218
Fax: 630.495.3301
Web: www.nabconference.org

Regional:

Great Lakes Association

3729 Stellar Farm Drive
Bridgeman, MI 49106
Phone: 630.495.2000 (ext. 294)

Pentecostal Church of God

P.O. Box 850
Joplin, MO 64834
Phone: 417.624.7050 (ext. 302)
Email: generalsecretary@pcg.org
Web: www.pcg.org

Progressive National Baptist Convention

601 50th Street NE
Washington, D.C. 20019
Phone: 202.396.0558
Fax: 202.398.4998
Email: info@pnbc.org
Web: www.pnbc.org

Presbyterian Church in America (PCA)

1700 N. Brown Road, Suite 105
Lawrenceville, GA 30043
Phone: 678.825.1000
Fax: 678.825.1001
Web: www.pcanet.org

Presbyterian Church (USA)

100 Witherspoon Street
Louisville, KY 40202-1396
Phone: 888.728.7228
Fax: 502.569.8005
Web: www.pcusa.org

Southern Baptist

901 Commerce Street
Nashville, TN 37203
Phone: 615.782.8609
Fax: 615.782.8684
Web: www.sbc.net
Job Search: www.sbc.net/jobs/default.asp

United Church of Christ

700 Prospect Avenue
Cleveland, OH 44115
Phone: 216.736.3800
Web: www.ucc.org

United Methodist

P.O. Box 340007

1001 19th Avenue South
Nashville, TN 37203-0007
Phone: 615.340.7388

Web: www.gbhem.org

Regions:

East Ohio Annual Conference

8800 Cleveland Ave. NW
North Canton, OH 44720-0800
Phone: 330.499.3972
Fax: 330.497.4911
Email: bishop@eocumc.com
Website: www.eocumc.com

West Ohio Annual Conference

32 Wesley Blvd.
Worthington, OH 43083
Phone: 614.844.6200
Fax: 614.781.2642
Email: westohio@wocumc.org
Website: www.westohioumc.org

Detroit Annual Conference

1309 N Ballenger Hwy, Suite 1
Flint, MI 48504-7519
Phone: 810.233.5500
Fax: 810.233.5700
Email: Bishopsoffice@miareaumc.org
Website: www.umc-detconf.org

Vineyard USA

P.O. Box 2089
Stafford, TX 77497
Phone: 281.313.8463
Fax: 281.313.8464
Web: www.vineyardusa.org

Regional:

Midwest Region

1500 N. Lincoln
Urbana, IL 61801
217.384.3070

Appendix D: Websites to Assist in Ministry Placement

While personal networking and denominational offices can be the best sources of vocational opportunities for our graduates, we recognize that more students are utilizing the worldwide web for assistance in job placement. In recognition of this trend, we at ATS provide the following list of online ministry placement services. Most services provide free job postings, descriptions and application processes. Some charge a fee for posting or career assistance. We do not officially endorse any of the following sites, but simply list them as one option for students seeking ministry placement.

Academic Careers Online (academiccareers.com)

Academic Careers Online includes faculty, research, post doc, adjunct, administrative and senior management positions at (community) colleges, universities, and research institutions around the world.

Association of Christian Schools International (acsi.org)

The ACSI strives to enable an equip Christian Educators and schools world wide to effectively educate children and young people with the mind of Christ. The website includes a link for job searching.

Association of Gospel Rescue Mission (agrm.org)

Rescue Mission provides emergency food and shelter, youth and family services, rehabilitation programs for the addicted, education and job training programs and assistance to the elderly poor and at-risk youth.

Christian Career Center (christiancareercenter.com)

Our mission is to help Christians integrate their faith with career/life planning and find work that fits their God-given design.

Christian Employment (christianemployment.com)

Resources for job seekers and for those seeking to improve their work environment.

Christianity Today (christianitytoday.org/careers)

Job listings and resources for churches and ministries.

Church Staff Search (churchstaffsearch.com)

Find current Christian job openings and ministry positions. Post your resume or search job listings.

Church Staffing (churchstaffing.com)

Search job postings, post a resume, and receive assistance with resume writing and job search.

Coalition of Christian Colleges and Universities (cccu.org)

An organization of North American Christian institutions of higher education.

Global Scholars (global-scholars.org)

Global Scholars mission is to bring glory to God and impact the world by developing Godly leaders for every sector of society through global higher education.

Higher Ed Jobs (higheredjobs.com)

For job opportunities in colleges and universities around the world. A Religious Services section is available.

Ministry Connect (ministryconnectiononline.com)

Ministry Connect helps churches with the pastoral calling process by providing valuable tools and a clear, precise, and proven step-by-step pathway.

Pastor Search Network (pastorsearch.net)

PSN is one of the oldest and most effective Christian services devoted to helping connect ministers with churches that are seeking pastors or ministerial staff.

Willowcreek Exchange (willowcreek.churchstaffing.com)

Find ministry postings, resumes, career tools and other resources.

Worship Resource Center (praise.net/careers)

Job and ministry postings for worship leaders and pastors.

Youth Pastor (youthpastor.com/jobs)

Both churches and job seekers can use this site to find a ministry match.

Youth Specialties (jobbank.youthspecialties.com)

For youth, college and family pastors to find ministry opportunities.