
Assistant Pastor Resume

Job Objective

Seeking to work as Assistant Pastor for the right company where I can provide excellent service to the customers.

Highlights of Qualifications:

- Substantial experience in coordinating with the youth for various church activities
 - Thorough knowledge of various operating systems
 - Outstanding knowledge of designing and performing service
 - Ability to maintain confidentiality of information
 - Ability to motivate people in maintaining peace
 - Solid understanding of various Bible scriptures
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Professional Experience:

Assistant Pastor
Vineyard Community Offerings, Lake Mills, IA
August 2012 – Present

Responsibilities:

- Administered efficient working of pastoral staff members and personnel.
- Prepared and provided update to expense reports and facilitated to prepare budget.
- Coordinated with guest speakers for various weddings and other facilities within the Church.
- Managed budget and file system for everyday office operations within Church.
- Prepared correspondence for church and provided update to information on computer systems.
- Monitored calls and resolved issues effectively within required timeframe.

Assistant Pastor
Grace and Truth Presbyterian Church, Lake Mills, IA
May 2009 – July 2012

Responsibilities:

- Developed appropriate community service programs in coordination with social service agencies.
 - Participate in various church services and provided assistance to organize camps.
 - Monitored overall programming as pastor and provided assistance to special projects.
 - Prepared services for students and gathered information to garner the impact of Jesus on their life.
 - Performed research for various youth pastor and developed appropriate curriculum.
 - Planned and managed special materials within object lessons and activities.
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Education:

Bachelor's Degree in Biblical Studies
Tennessee Bible College, Cookeville, TN

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