
Ministry Director Resume

Job Objective

Looking for a Ministry Director job with the organization in which I can use my past experience and education to help further the organization.

Summary of Qualifications:

- Strong experience in administration and management in Church
 - Exceptional knowledge of Christian foundations and grants sources
 - Familiarity with bigger Church requirements
 - Outstanding ability to absorb the best practices of the ministry
 - Ability to understand conventional and contemporary worship
 - Ability to carry out the vision of the church and ministry
 - Remarkable ability to work without direct supervision and is highly motivated
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Work Experience:

Ministry Director, August 2005 – Present
Mount Hermon Baptist Church, Providence, RI

- Served as team leader of the Global Ministries Leadership Team.
- Prepared agenda for the meetings in consultation with the Executive Committee.
- Ensured proper implementation of Council decisions.
- Coordinated fund-raising efforts under the direction of the Council.
- Directed budget planning process and helped determine priorities for the program ministries.
- Served as treasurer for the Ministry Council.

Ministry Director, May 2000 – July 2005
Chippewa Evangelical Free Church, Providence, RI

- Facilitated development of leadership teams for specified ministry areas with special attention to creating a team spirit through the designated team leaders.
 - Prepared annual reports, fiscal statements, budgets and other reports.
 - Determined and assigned specific areas of ministry, and the roles of advisory committee members.
 - Fostered ecumenical relationships in program ministries.
 - Evaluated staff and enhanced staff skills through continuing education.
 - Promoted the program ministries and fostered open and creative lines of communication.
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Education:

Bachelor's Degree in Theology, Alcorn State University, Alcorn State, MS

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