

BEFORE YOU SUBMIT YOUR BIOGRAPHICAL INFORMATION—PLEASE READ CAREFULLY

A copy of your biographical information will provide your initial contact with Pastor Search and/or Staff Personnel Committees. Since your career in kingdom service is affected, care should be given to providing complete and factual information.

TO ENSURE THE MOST FAVORABLE ATTENTION, BE SURE TO INCLUDE THE FOLLOWING:

- ❶ Information about you and your family
- ❷ Information about your education and other preparation for ministry
- ❸ Information about your licensing and ordination (if applicable)
- ❹ Information about your church-related ministry and experience
- ❺ Other data that will help identify you, your gifts, and your ministry goals
- ❻ References

YOU MUST INCLUDE THE FOLLOWING OR YOUR RÉSUMÉ WILL NOT BE DISTRIBUTED BY THIS OFFICE:

- A recent photograph (a family picture is recommended); color photographs are acceptable (should communicate your happiest, best self!)
- A completed **Self-Inventory: Ministry Skills and Preference** form

Remember, typographical errors or misspelled words tend to convey an image of carelessness about details.

It is to your advantage to update your biographical file when significant changes occur (your place of service, compensation, education, marital status, references, change of email, and so on). You must update your file us **every six months** to remain active. To keep our files as current as possible, information will be dropped from the system after six months.

PLEASE RETURN ALL FORMS TO

**CHURCH MINISTER RELATIONS DEPARTMENT
Baptist Convention of Maryland/Delaware
10255 Old Columbia Road
Columbia, MD 21046
800-466-5290 Extensions 218 or 213**