

SUMMARY OF QUALIFICATIONS

Highly dedicated, relational, and resourceful minister with over 20 years of proven effective servant leadership and experience through a mixture of Non-Staff and Staff Ministry. Serves passionately with a heart of a shepherd. Deeply committed to seeing people become complete in Christ through effective personal and corporate growth by:

- Learning, teaching and growing in the knowledge of God through His Holy Word.
- Connecting in a personal relationship with Jesus Christ and building relationships within The Body of Christ.
- Serving in the Church as well as in the Community as His hands and feet.

Foundational Doctrine Commitment:

- A High View of God
- The Absolute Authority of Scripture
- Sound Doctrine
- Personal Holiness
- Spiritual Authority

Philosophy of Ministry - 2 Timothy 4:1-5:

- 1: Preach the Word 2: Be ready in season and out of season 3: Reprove 4: Rebuke 5: Exhort
6: Be sober Minded 7: Endure suffering 8: Evangelism 9: Fulfill the ministry

MINISTRY EXPERIENCE: STAFF

Antioch Bible Church, Hillsboro, Oregon (Church Size: 40-50)

2009-2011

Executive/Associate Pastor, Elder

Leadership:

- Served as part of the Elder team shepherding and giving direction to the church.
- Regularly reviewed, planned the direction of and assessed the spiritual health of the church.
- Worked with the leadership team to create, review, and implementation the Church constitution and bylaws.
- Worked with the leadership team to define, create, review, and implement the new member policy, procedure, application and class curriculum. Also worked to define, create, review, and implement the Children's and Nursery Ministry policies.
- Assisted with planning regular and special services. Organized and implemented other meetings and events.

Administration, Communications, and Design:

- Provided oversight, input, and direction into the church operating budget and tracked it monthly.
- Digital and Print Communications: designed and created anything from business cards, signs, bulletin templates, flyers, postcards, the monthly newsletter, weekly PowerPoint to designing the new member packets and much more.
- Created and maintained the church website and managed the church calendar.
- Developed communications strategies.
- Researched, made recommendations, and purchased items ranging from the pulpit, software, signage, audio and video tech equipment and more. Tracked master purchase list.
- Recorded the minutes in the monthly Elders meeting.
- Organized, centralized and set standards for staff file storage for greater accessibility and collaboration.
- Provided technical support for the staff related to software and hardware.

Pastoral Care and Biblical Counseling:

- Ministered to the needs of the body and provided Biblical Counsel

Teaching:

- Served as a member of the preaching team communicating the Word of God during our Sunday services.
- Small Groups: Co-led Sunday night flock group through the Fundamentals of the Faith.

Worship and Arts:

- Led weekly worship in song including planning and practicing the songs with a small team.
- Led worship for Men's ministry functions.
- Led and establishment the Audio and Tech ministry as well as researched, purchased and set-up the equipment.
- Trained the team on all aspect of the Audio and Tech ministry.
- Set up weekly PowerPoint for worship, sermon, and announcements.
- Sermon Audio: Created and led the process for recording the weekly sermon and uploading it to the web for streaming or download.
- Weekly sanctuary preparation: We rented a school gymnasium and I helped with weekly audio / tech set-up and tear down process of the entire sanctuary including clean-up.

MINISTRY EXPERIENCE: NON-STAFF

Harvest Community Church, Hillsboro, Oregon (Church Size: 450) 2002 - 2009

Connection - Small Groups Leadership:

- Served as Co-Chair of the Small Groups leadership team. We worked together to plan, implement, and launch successful growing Community Life Groups at Harvest.
- Led a small group (11 people) and led several home fellowship groups.

Equipping - Adult Education and Men's Ministry:

- Served as an adult Sunday school teacher and facilitator.
- Led a Men's accountability/discipleship group (5 people).
- Co-Facilitator for The Quest for Authentic Manhood Adult Men's Sunday school class.
- Helped create promotional materials and growth resources.

Sermon Audio Ministry:

- Led the creation of the Sermon Audio Ministry to make the sermons available on CD and on the web. Led and trained the team, created the schedule, and designed various tools for the ministry.

Community Outreach:

- Co-led annual warm clothing and blanket drive. Helped at community care day filling backpacks for back to school.

Nike, Inc., Beaverton, Oregon (Workplace Ministry) 1999 to Present

Community Involvement: Coordinate annual warm clothing drive for the homeless in partnership with the Portland Rescue Mission. Lead a variety of departmental community involvement activities.

Victorious Christian Fellowship: Established a Christian fellowship in the workplace (Currently 80 People) and provide Pastoral ministry and leadership to a group of Christians in the workplace.

Christian Radio - Crawford Broadcasting, Portland, Oregon

1998 to 2000

Board Operator/ On Air Personality/ Host: Ran recorded programming and helped produce three live Bible teaching and music programs for 1290 AM KKSL /1640 AM KKJY Christian Radio. Then on 1330 AM KKPZ worked Saturdays helping produce a live program and running pre-recorded and satellite fed Biblical and other programs.

RLK Ministries, Hillsboro, Oregon 1997 to Present

President and Lead Minister: Encouraging and supporting the Body of Christ through ministries such as: e-devotionals, discipleship, pastoral care, a prayer chain, Biblical council, and more. (<http://www.rlkministries.org>).

Other Ministries

Various dates since 1990

Adult, Bible Studies, Youth ministries: Primary and Jr. High, College and Career, Sound Ministry, Young Couples and more.

EDUCATION & PROFESSIONAL DEVELOPMENT/TRAINING

Christian Bible College and Seminary, Independence, Missouri

Bachelor of Christian Ministry

Professional Development/Training:

- National Association of Nouthetic Counselors: Fundamentals of Biblical Counseling and Discipleship Training - 2011
- Grace Community Church: 2010 Shepherds' Conference
- Financial Peace University
- Pilgrimage Training / NavPress: How to Lead Small Groups Seminar
- Follower Shepherd Seminar - small groups training
- The 7 Laws of The Teacher Seminar
- Project Management training by Cadence Management Corporation – Project Management Methodology
- The 7 Habits of Highly Effective People from Franklin Covey – time management training
- Writing Advantage from Franklin Covey – written communications training

TECHNICAL SKILLS

- Experienced in Microsoft Office Suite. MS Visio & FrontPage. WebEx Connect, Skype, Adobe Acrobat & eCopy. Exposure to MS Access, Brio, MS Project, MS SharePoint, Adobe Photoshop and other graphic editing software. Experience in various Audio recording and editing software. Experienced in other PC based applications. Experienced in Windows OS. Exposure to Mac OS. Experienced in PC hardware/configuration, PC Support as well as some networking. Experienced in social media/networking such as LinkedIn, Facebook, and Twitter. Experienced in audio and video systems set-up and operation.

AWARDS & HONORS

Parsonage.org:

Honored through Focus On the Families Pastoral Ministry Division's website. Created free resources for their ministry to help encourage ministers to remember their commitment to the Shepherd's Covenant.

Campus Journal:

Honored as the 1998 Campus Journal-Our Daily Bread devotional writing contest winner - selected from over 700 entries. Published in the December 98 – February 99 issue of Campus Journal.