

Emily Johnson

Pastoral Assistant

emilyjohnson@gmail.com · 123-456-7890 · New York, USA
emilyjohnson.com · linkedin.com/in/emilyjohnson · emilyjohnson.github.io

Summary

Dedicated and compassionate Pastoral Assistant with 5+ years of experience in providing spiritual guidance, support, and administrative assistance to pastors and congregations. Proven track record of increasing community engagement by 25% through effective communication and event planning.

Experience

Pastoral Assistant

St. Mary's Church · New York, USA · Jan 2018 - Present

Provided administrative support to the pastor, including preparing sermons, bulletins, and newsletters. Coordinated community events, such as food drives and charity fundraisers, resulting in a 30% increase in attendance. Developed and implemented a social media strategy, increasing followers by 50% in 6 months. Collaborated with the pastoral team to plan and execute worship services, including weddings, funerals, and holiday services.

- Prepared and distributed worship materials
- Coordinated community events
- Developed and implemented social media strategy
- Collaborated with pastoral team

Youth Minister

First Baptist Church · Los Angeles, USA · Jun 2015 - Dec 2017

Planned and executed youth programs, including weekly services, retreats, and mission trips. Mentored and disciplined youth, resulting in a 25% increase in youth participation. Developed and taught curriculum for Sunday school and small groups. Collaborated with parents and volunteers to support youth ministry.

- Planned and executed youth programs
- Mentored and disciplined youth
- Developed and taught curriculum
- Collaborated with parents and volunteers

Education

Master of Divinity

Fuller Theological Seminary · Pasadena, USA · 2015

Pastoral Ministry · 3.5

Skills

Pastoral Care · Event Planning · Communication · Social Media Management · Team Collaboration · Youth Ministry · Curriculum Development · Mentoring