

Writing Your Narrative

The information found in the ABPS Manual on pages 14 and 15 gives some suggestions for writing your narrative. You might want to read them over again. Keep in mind who your target audience is...the search committee. Remember, you are introducing yourself to create interest in you and to invite questions for further information.

Consider the following as suggestions only as you write a narrative to best reflect you and your ministry. Try to avoid duplicating information already on the profile elsewhere.

- My faith journey and call to ministry
- What is unique about me
- Gifts and skills I bring to ministry
- My style of leadership
- My vision and hope for the church
- My vision and hope for my ministry
- Family, hobbies and special interests
- Fax number or Web site (use last line of your narrative for this information)

The space provides for a maximum of 3000 characters including spaces and punctuation. The narrative will be typed into the computer as it is written. If the text goes beyond these dimensions, parts of your narrative will be missing. Use upper and lower case letters. Do not justify the right-hand margin. You may use italics, underlining and bold where appropriate. Consider spacing between paragraphs for easy reading, but remember each space counts as a line.

The narrative must be computer-generated or typewritten. You may:

1. attach a separate sheet of paper including your name and birth date;
2. send a computer disk in rich text format;
3. upload your computer generated narrative to our Narrative Update Web page at www.abhms.org/abps or
4. e-mail, including name and birth date.

Consider using action words that convey energy and excitement about your ministry. Avoid theological jargon.

Invite two people—a person who knows you well and the other an acquaintance—to read what you have written. The responses may indicate how a search committee will respond to your narrative.

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