

Mr. John O'Malley will be teaching on presenting oneself to a mission board agency or pulpit committee and conducting oneself on deputation. This lecture which includes formatting doctrinal statements, resumes and applications will be this Wednesday, March 31, at 11:15AM in SH 4.

I. My Presentation with words

A. Resume: (to work with the missions office)

1. Tell me
 - a) Tell me who you are
 - b) Tell me why you are the answer to my office's success.
 - c) Tell me when you are available
 - d) Tell me for whom you have worked and whether they are your references
 - e) Tell me in what applications you have skills.
2. Show me
 - a) Show me you know grammar and sentence construction
 - b) Show me you can use a spell checker
 - c) Show me your design ability with your layout.
 - d) Show me work you have done that genuinely represents your talent.

B. Applications for missionary service:

1. Professional in presentation
2. Concise in sentences
3. Clear in message
4. Neat in appearance
5. Details are thorough.
6. You will write a Doctrinal Statement and send me 40 pages of information.
 - a) Follow through with your commitments.
 - b) Follow up on your references.

English Class

C. Ordinations and Mission Interviews:

1. Prepare
2. Be honest, don't try to bluff.
3. Be humble
4. Seek help
5. Attend one as a guest.

D. Communications to donors and potential donors

1. Understand what you write says everything about who you are.
2. Understand what you write says everything about whom you serve.

II. My Presentation without words

- A. My appearance
- B. My posture
- C. My walk
- D. My tone

III. My Presentation when I leave.

- A. My Gratitude
- B. My Graciousness
- C. My Grin