



Ministry Web Directory

ANSWERS TO YOUR FREQUENTLY ASKED QUESTIONS

SUMMER 2011

Getting Started ...

- 1 Go to Western Seminary's website and click on "Placement" (under the heading Alumni).
- 2 Click on the red button labeled "Ministry Web Directory." This will direct you to the MWD site.
- 3 Click on "Register" to select a username. Our Western Seminary password is "gospel."
- 4 Complete the individual registration form and click on "Submit Request."
- 5 Once your login and password are confirmed, you may start using the Ministry Web Directory. Create a profile that potential employers can review, and search for job and internship opportunities.

Western Seminary's three campuses have a combined total of nearly 1,000 churches, ministry organizations, and counseling sites.

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Searching for Openings ...

- 1 Click on "Change Primary Search Preferences"
- 2 Check the boxes associated with the category of ministry opportunity which interests you.
- 3 Follow the prompts to establish your parameters for searching job opportunities and internship openings.
- 4 Once your account is active, you can log in any time to review current job openings and ministry internship opportunities.

- 8414 - Church Sponsored Outreach to Women
- 8415 - Church Sponsored Outreach to College Students
- 8416 - Church Sponsored Outreach to Disabled/Handicapped
- 8417 - Church Sponsored Outreach to Seniors
- 8418 - Church Sponsored Outreach to Jail/Prison Inmates
- 8419 - Church Sponsored Outreach to Homeless/Street Youth

Posting Your Information ...

- 1 Click on "Main Menu" on the top right-hand corner of the tool bar.
- 2 Click on "Select Secondary Search Preferences."
- 3 Follow the prompts to list additional information about your skills and former job experience.
- 4 Make sure your profile is listed as active, so that potential employers can review it.