

MOUNT TABOR MISSIONARY BAPTIST CHURCH  
10500 N.W. 7<sup>TH</sup> AVENUE  
MIAMI, FLORIDA 33150  
305-756-2583 OR 305-756-2584

**PASTORAL VACANCY ANNOUNCEMENT – HOW TO APPLY**

**Salary range \$80,000 to \$140,000 yearly**

Mount Tabor Missionary Baptist Church, was founded in 1901 and is seeking a full-time pastor, called by God who will be the spiritual leader of the congregation. The qualified candidate is responsible to God and the church to proclaim the gospel of Jesus Christ, to teach the Bible, to provide Christian leadership in all areas of the church and to engage in pastoral care for the congregation.

***Pastor Job Description***

***Full-Time Pastor***

***Opening Date: 4/04/16 Closing Date: 05/20/2016***

***All interested persons must submit a complete application consisting of the following information:***

1. The application can be found at: [www.nationalbaptist.com](http://www.nationalbaptist.com) and search for pastor openings.
2. A DVD of a sermon delivered within the past year
3. Certified copies of degrees mailed from the issuing institution (1) Enclosed is a certified copy or (2) Requested a certified copy to be mailed from the issuing institution.
4. Three (3) recommendation letters (clergy, layperson and personal)
5. A completed and signed application checklist
6. Current color photo (5x7)
7. Copy of Driver's License or State Identification

**SUBMISSION:** Submit the Candidate Package by certified mail, return receipt:

**Mail to:**

Mount Tabor Missionary Baptist Church  
c/o Pastor Search Committee  
10500 N.W. 7<sup>th</sup> Avenue  
Miami, Florida 33150

**Fed Ex, or UPS deliveries to:**

Mount Tabor Missionary Baptist Church  
c/o Pastor Search Committee  
10500 N.W. 7<sup>th</sup> Avenue  
Miami, Florida 33150

***Any Candidate Package received after the deadline will not be considered. NOTE:*** Missing information will result in automatic disqualification. Final candidates will be notified and asked to provide additional information later in the selection process. Final candidates must consent to a reference check, a criminal history background check, a drug screening test, and a credit and financial history review (performed through outside agencies for complete confidentiality).

All information presented will be treated as "Confidential." For additional information or questions please submit your request to Pastor Search Committee at [Tab10500@yahoo.com](mailto:Tab10500@yahoo.com) or Mount Tabor Missionary Baptist Church, c/o Pastor Search Committee, 10500 N.W. 7<sup>th</sup> Avenue, Miami, Florida 33150.

**NO PHONE CALLS PLEASE**

### **QUALIFICATIONS**

- Must be a licensed and ordained Baptist minister and duly ordained in accordance with the Baptist Church
- Must have a clear understanding of the Baptist Doctrine and Articles of Faith as well as being an effective communicator with the ability to teach sound doctrine and to preach effectively from the Holy Bible
- Must have skills in written as well as oral communication
- Must have a minimum of three years' experience as a Baptist pastor or an assistant to the pastor
- Must be an effective leader with developed managerial and administrative abilities. Pastoral or appropriate experience.
- Must be proficient in the use of modern technology
- Must be committed to further religious training
- Must be committed to church growth and membership retention
- Must be able to articulate a vision for the church that emphasizes spiritual growth and Christian Education development
- Must be willing to attend, support, and encourage members to attend (Associations, Unions, and Congress) and the State and National (Congress and Convention for religious education and ideas that will enhance the church's ministries as well as establish other ministries
- Must demonstrate a record of community and mission involvement
- Must be able to plan and conduct worship services
- Must possess strong leadership skills to increase the church membership

### **RESPONSIBILITY OF A PASTOR**

- The Pastor will be responsible as an ex-officio member of all church ministries/committees.
- The Pastor will preside over worship services, funeral services, weddings, and baby dedications or designate someone else to perform these functions in his absences.
- The Pastor will be responsible for teaching, counseling and observance of the Ordinances of the Lord's Supper and Baptism.
- The Pastor will be responsible for visiting members who are hospitalized, confined to home or, in an extended care facility as well as delegating these responsibilities to the Deacon/Deaconess Ministry and /or church leaders as appropriate.
- The Pastor will moderate church conference meetings.
- The Pastor will work with various ministries to provide leadership in planning, organizing, and coordinating programs in discipleship and ministry.
- The Pastor must demonstrate an intergenerational approach to spiritual growth and congregational formation.

**SECTION I: PASTORAL APPLICATION**

**PERSONAL INFORMATION**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Are you known by another name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

City, State, Zip Code

Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Preferred method of contact regarding this position? (Circle one)  
(Home, Cell, Business, E-mail, Mail)

Birth Date: \_\_\_\_\_ Birth Place: \_\_\_\_\_ Number of years lived in the U.S.? \_\_\_\_\_

If hired, can you present proof of your legal right to live and work in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list all address and residence periods for the last ten (10) years:

Previous Address Information (Complete only if at current address for less than ten years)

Home Address:	City	State	Zip Code
Home Address:	City	State	Zip Code
Home Address:	City	State	Zip Code
Home Address:	City	State	Zip Code
Home Address:	City	State	Zip Code

Social media footprint (e.g., Twitter handle, LinkedIn, Facebook page, Instagram, etc.) (If applicable)

Digital media (e.g., Links to podcasts, vlogs, blogposts, etc. if applicable)

Are you able to perform essential functions of this position with or without reasonable accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_ If needed, please explain: \_\_\_\_\_

Attach an additional sheet if necessary.

**SECTION I CONTINUED**

If married, spouse's name: Last:\_\_\_\_\_First:\_\_\_\_\_Middle:\_\_\_\_\_

Please check one: Male\_\_\_\_\_Female\_\_\_\_\_ Number of Children\_\_\_\_\_Ages\_\_\_\_\_

Are you a Veteran? Yes\_\_\_\_\_No\_\_\_\_\_

List your marital history (any prior marriages) Dates and Place:

**SECTION II: ORDINATION AND CURRENT CHURCH**

**ORDINATION AND CURRENT CHURCH**

Are you licensed? Yes\_\_\_\_No\_\_\_\_ Are you ordained? Yes\_\_\_\_No\_\_\_\_

License date and place:\_\_\_\_\_

Ordination date and place:\_\_\_\_\_ By Whom:\_\_\_\_\_

Address:\_\_\_\_\_

City

State

Zip Code

Denomination:\_\_\_\_\_ Have you been baptized by immersion? Yes\_\_\_\_No\_\_\_\_

Current church name and address which you are a member?\_\_\_\_\_

Address:\_\_\_\_\_

City

State

Zip Code

**SECTION III: EDUCATIONAL, MILITARY AND EMPLOYMENT HISTORY**

**EDUCATIONAL BACKGROUND**

**Undergraduate School:** Major:\_\_\_\_\_ Minor:\_\_\_\_\_

Name:\_\_\_\_\_

From:\_\_\_\_\_ To:\_\_\_\_\_ Did you graduate? Yes\_\_\_\_No\_\_\_\_ Degree:\_\_\_\_\_

**Seminary**

Name:\_\_\_\_\_

From:\_\_\_\_\_ To:\_\_\_\_\_ Did you graduate? Yes\_\_\_\_No\_\_\_\_ Degree:\_\_\_\_\_

**Graduate School**

Name:\_\_\_\_\_

From:\_\_\_\_\_ To:\_\_\_\_\_ Did you graduate? Yes\_\_\_\_No\_\_\_\_ Degree:\_\_\_\_\_

**Other**

Name:\_\_\_\_\_

From:\_\_\_\_\_ To:\_\_\_\_\_ Did you graduate? Yes\_\_\_\_No\_\_\_\_ Degree:\_\_\_\_\_

**SECTION III CONTINUED**

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list your employers starting with the current or most recent one first.

**Employer #1 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#2 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#3 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#4 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Employer#5 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City

State

Zip Code

Your Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Type of Employment? Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**SECTION IV: REFERENCES**

**REFERENCES**

Please list three references consisting of clergy, layperson and personal (not related to you)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

**Additional References (Optional)**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip Code

**SECTION V: BACKGROUND INFORMATION**

**BACKGROUND INFORMATION**

Please share any matters and/or concerns that will be of importance for the pastoral search committee to be aware of at this time. (Attach an additional sheet if necessary).

If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, charge or offense, when and where charged, the date, court, and disposition or other appropriate explanation. An arrest or a conviction record will not automatically be a barred from employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

A. Have you ever been arrested for any offense? Yes\_\_\_No\_\_\_

If yes, please state nature of the charge(s), when and where charged and the case disposition. *Attach additional sheet if necessary.*

B. Have you ever been convicted? Yes\_\_\_No\_\_\_

If yes, please state nature of the conviction(s), when and where and the case disposition. *Attach additional sheet if necessary.*

Adjudication withheld? Yes\_\_\_No\_\_\_

C. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes\_\_\_No\_\_\_

If yes, please state nature of the charge(s), when and where charged and the case disposition. *(Attach additional sheet if necessary).*



**SECTION V: BACKGROUND INFORMATION CONTINUED**

- D. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate job position, or volunteer position on the grounds of any unlawful sexual behavior, or violation of any employer's sexual misconduct or harassment policy: Yes\_\_\_\_No\_\_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary*).
- E. Have you ever been charged in administrative, civil or criminal proceedings with improprieties regarding children? Yes\_\_\_\_No\_\_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary*).
- F. Have you ever entered a plea of not guilty, or guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes\_\_\_\_No\_\_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary*).
- G. Have you ever been suspended, discharged or resigned in lieu of discharge from any position?  
Yes\_\_\_\_No\_\_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary*).
- H. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit?  
Yes\_\_\_\_No\_\_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary*).
- I. Have you ever been treated for substance/alcohol abuse? Yes\_\_\_\_No\_\_\_\_  
If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary*).

**SECTION V: BACKGROUND INFORMATION CONTINUED**

J. Driver's License \_\_\_\_\_Suspended (or) \_\_\_\_\_Revoked. If yes, explain:\_\_\_\_\_

\_\_\_\_\_

K. Have you held a position that required bonding? \_\_\_\_\_Yes \_\_\_\_\_No

L. Have you ever been accused or charged of sexual harassment? \_\_\_\_\_yes \_\_\_\_\_No\_\_\_\_\_

**SECTION VI: APPLICANT CHECKLIST**

**APPLICANT CHECKLIST**

- \_\_\_\_ 1. A completed application.
- \_\_\_\_ 2. A DVD of a sermon delivered within the past year.
- \_\_\_\_ 3. A copy of a license and ordination certificate.
- \_\_\_\_ 4. Certified copies of degrees mailed from the issuing institution. institution (1) Enclosed is a certified copy or (2) Requested a certified copy to be mailed from the issuing institution.
- \_\_\_\_ 5. Three (3) recommendation letters (clergy, layperson and personal).
- \_\_\_\_ 6. A completed and signed application checklist .
- \_\_\_\_ 7. Current color photo (5x7).
- \_\_\_\_ 8. Copy of Driver's License or State Identification.

**NOTE:** Any application package that does not include the items above will NOT BE CONSIDERED.

Applicant Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION VII: CERTIFICATION AND SIGNATURE**

**CERTIFICATION AND SIGNATURE**

Please read and initial the below statements and sign application.

\_\_\_\_\_ I certify that the information given by me to the questions on this application, including representations in my resume, if given, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever and I have not withheld any information that might adversely affect my chances for consideration. I understand that misleading or false statements will constitute a sufficient case for refusal of hire, employment termination or employment covenant.

\_\_\_\_\_ I understand that neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with Mount Tabor Missionary Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Mount Tabor Missionary Baptist Church it will be on at-will basis. This means that either Mount Tabor Missionary Baptist church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

\_\_\_\_\_ I authorize the release of national and state criminal records, as well as credit history report to Mount Tabor Missionary Baptist church. I authorize the schools, my former employers, and people named in this application to release to Mount Tabor Missionary Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them. I also give Mount Tabor Missionary Baptist Church permission to use the information acquired to conduct a background check on me.

\_\_\_\_\_ I understand that if I am a finalist I will have to submit to drug screening test.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position: Full-Time Pastor

Contact: Mount Tabor Missionary Church Pastor Search Committee by certified mail, return receipt.

**Mail to:**

Mount Tabor Missionary Baptist Church  
c/o Pastor Search Committee  
10500 N.W. 7<sup>th</sup> Avenue  
Miami, Florida 33150

*Certified, Return Receipt*

**Fed Ex, or UPS deliveries to:**

Mount Tabor Missionary Baptist Church  
c/o Pastor Search Committee  
10500 N.W. 7<sup>th</sup> Avenue  
Miami, Florida 33150