

OLIVET BAPTIST CHURCH
P.O. Box 233
Ventura, Ca 93002

Pastoral Vacancy Announcement

The Olivet Baptist Church of Ventura, California is seeking a licensed and ordained Baptist minister to lead and administer to the congregation of traditional dedicated Christians.

The Pastor must be responsible for the biblical and spiritual obligations as outlined in I Timothy 3:1-7 Titus 1:5-9, I Peter, Luke 15:4-7 and Proverb 29:18. The candidate must be a born again baptized believer in Jesus Christ with the ability to also fulfill the spiritual needs of the congregation through administering the Ordinances of the Church. We are seeking an individual with strong leadership skills who preaches the Gospel of Jesus Christ and is sound in the Baptist Doctrine and direct Christian growth.

Position: Baptist Pastor, ordained under Baptist doctrine

BASIC FUNCTION:

The Pastor is to be the spiritual leader of the church. The Pastor has the primary responsibility for preaching and teaching the Word of God and leading in the observance of the church ordinances. The Pastor will participate in the planning of worship services and events and equip staff and lay leaders to successfully coordinate those services and events. The position will oversee and lead outreach and pastoral care efforts, including biblical counseling, performing weddings and conducting funeral services.

Responsibilities:

Initiate, coordinate, and implement innovative religious programs to promote the churches spiritual growth.

Plan, prepare and deliver sermons, speeches and other presentations.

Plan, organize and direct Church programs designed to promote religious education.

Analyze, plan programs for the budgetary needs and institute techniques to meet goals.

Lead the congregation in worship services, administer the various rites of the Church, perform other spiritual functions associated with the beliefs of traditional Baptist believers.

Provide spiritual and moral guidance and assistance to members of the Church and the community.

Interpret doctrines of religion and instruct people who seek conversion to faith.

Visit the sick, shut-in and the incarcerated.

Plan Church activities and projects to attract attention and to encourage active participation.

Lead in the administration of our sacred ordinances of the Lord's Supper and Baptism.

Develop and facilitate implementation of a plan for church growth both spiritually and numerically.

QUALIFICATIONS:

The Pastor will be one who is called of God and set apart to the gospel ministry, evangelical in theology, in accordance with the Baptist Faith and committed to living and serving in a manner consistent with the standards set forth in Scripture for such a leader. The Pastor must be one who exemplifies a godly character, is compassionate in recognizing and meeting the needs of others, and demonstrates a high level of competence.

Expository preaching style is preferred with the ability and experience to preach the Word accurately and powerfully, although topical preaching is recognized as both valuable and desirable in some circumstances.

A licensed and ordained minister.

Minimum of 6 years of experience in full-time pastoral ministry and church leadership is required.

Good role model of moral and ethical conduct.

Knowledge of the principle and practices of Church administration, policies, budget and finances

Demonstrated skills in conflict resolution, team building, and community activism.

Ability to teach, preach, and apply the Gospel in a way that connects with the people and relates the bible to the lives of all age groups.

Basic computer skills, knowledge and understanding of technology concepts, systems and operations required.

ACCOUNTABILITY:

The Pastor is accountable, first and foremost, to God and His Word, and secondly to the Official Board and the membership of Olivet Baptist Church.

The Pastor will maintain and enhance knowledge, skills and abilities related to this position description through necessary means of continuing education.

This position and job description will be reviewed and evaluated annually.

About Olivet Baptist Church:

Olivet Baptist Church has been in existence for over eight six (86) years with our most recent Pastor serving 36 years before recently call home. Olivet Baptist Church is committed to fulfilling the mission of the church; Enhancement and Advancement of the Kingdom of God. It seeks to attain this through preaching and teaching of the Gospel of Jesus Christ, with sound Doctrine and Christian Education as the foundation. Which would develop individuals and lead them to consistent Christian living.

SERIOUSLY INTERESTED CANDIDATES SHOULD SUBMIT THE FOLLOWING TO THE ADDRESS LISTED BELOW:

Please mail cover letter and resume with your application.

(California residences only apply)

Olivet Baptist Church
ATTN: Pastoral Search Committee
C/O Deacon John Alford
P.O. Box 233
Ventura, CA 93002
OlivetBaptistChurc@ATT.net

VACANCY WILL REMAIN OPEN UNTIL FILLED

** NO PHONE CALLS PLEASE **

OLIVET BAPTIST CHURCH
PASTOR APPLICATION
P.O. Box 233
Ventura, Ca 93002

Name _____ Date _____

Are you known by another name? If So please list: _____

Address _____ City _____

State _____ Zip Code _____ Phone () _____

E-mail Address (es): _____

Place of Birth _____ Date; Month _____ Day _____ Year _____

Height _____ Weight _____ General Health _____

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

Please list all addresses 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 |
|--------------|------|-------|-----|
|--------------|------|-------|-----|

| Home Address | City | State | Zip |
|--------------|------|-------|-----|
|--------------|------|-------|-----|

| Home Address | City | State | Zip |
|--------------|------|-------|-----|
|--------------|------|-------|-----|

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

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

Are you able to perform essential functions of this position with or without reasonable accommodations? Yes ___ No ___ If needed please explain: _____

CONTINUE SECTION I

Married _____ Single _____ Divorced _____

Name and Ages of Children

| Name | Age |
|------|-----|
| | |
| | |
| | |
| | |
| | |

If Married name of Wife? _____ Age _____

Is this your first Spouse? Yes ___ No ___

Wife Employed? Yes ___ No ___

Occupation _____

Do you own and drive an automobile Yes ___ No ___ Year and condition of automobile _____

Condition _____

CURRENT CHURCH

Place of Conversion _____

Where Baptized? _____ Immersion ___ Sprinkle ___ Other ___

Present Church Membership _____

Pastor Name _____

Address _____ City _____

State _____ Zip Code _____ Phone () _____

HAVE YOU EVER FILED FOR BANKRUPTCY? Yes ___ No ___

If yes, please state the nature and circumstances of the bankruptcy.

PROFESSIONAL PREPARTION

Name of High School _____ Grade _____ Year Graduation _____

College _____ Grade _____ Year Graduation _____

Bible School Seminary _____ Grade _____ Year Graduation _____

Degrees Earned _____

Special Honors _____

ORDINATION PROEFESSONAL EXPERIENCE

Are you licensed to preach? _____ Date Licensed _____ What Denomination? _____

_____ What Church? _____

By Association _____ State _____

Have you been a member of any other Denomination? _____, if yes give name and circumstances of the connection _____

Are you ordained _____ By Association _____ State _____ Denomination _____

_____ Place and date of ordination _____

Military Service

Branch: _____ DOS: From _____ To _____

Date Discharged _____ Type of Discharge _____

EMPLOYMENT HISTORY

Please list your experience for the past five (5) years starting with the current or most recent one first.

Employer#1Name: _____ Name of Supervisor _____

Address: _____ City _____ State _____ Zip _____

Your Position: _____ Start Date: _____ End Date: _____

Phone Number: _____ Reason for Leaving: _____

Employer#2 Name: _____ Name of Supervisor _____

Address: _____ City _____ State _____ Zip _____

Your Position: _____ Start Date: _____ End Date: _____

Phone Number: _____ Reason for Leaving: _____

Employer#3 Name: _____ Name of Supervisor _____

Address: _____ City _____ State _____ Zip _____

Your Position: _____ Start Date: _____ End Date: _____

Phone Number: _____ Reason for Leaving: _____

Employer#4 Name: _____

Address: _____ City _____ State _____ Zip _____

Your Position: _____ Start Date: _____ End Date: _____

Phone Number: _____ Reason for Leaving: _____

DATA CONCERNING RECORD AS PASTOR

List names, states, dates, and membership size of previous Churches Pastored;

| Church | State | Date | Membership |
|--------|-------|------|------------|
|--------|-------|------|------------|

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DATA CONCERNING PRESENT PASTORATE

Are you Pastoring now _____ Name of Church _____

Address _____ City _____

State _____ Zip _____ Phone Number() _____

Present salary \$ _____ Do you live in a Parsonage Yes _____ No _____

Do receive a car allowance? Yes _____ No _____ How much Week \$ _____ Month \$ _____

Do you have a pension plan? Yes _____ No _____ % of pension you pay _____ Church pays _____

Other expense allowances: Expense and \$ _____

_____ Vacation _____

EVALUATION OF PRESENT PASTORATE

Characterize in 25-30 words your ministry and your major emphasis:

| |
|--|
| |
| |
| |

Score each of the following 1 to 10 according to your own emphasis of each.

(Give rating up to 10 for great emphasis or down to 1 for little emphasis.)

Preaching _____

Pulpit Evangelism _____

Public Worship _____

Prayer Service _____

Pastoral Care _____

Laymen Visitation _____

Missionary Promotion _____

Sunday School _____

Christian Education _____

Youth Work _____

Social Action _____

Administration _____

Community Service _____

PERSONAL HISTORY

If you answer yes to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to 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.
- 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.
- D. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate your 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 for 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.

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 with sexual harassment? Yes _____ No _____

M. Have you ever been charged in 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.

Personal References

Please list the names of six people who know you well and would be willing to serve as your reference. At least three of the people listed should be able to comment on your spiritual maturity in Christ. Please include your Senior Pastor if applicable, someone you have mentored, and a business or church associate who has knowledge of your leadership ability and achievements. **Please do not list family members.**

Please list three references consisting of at least one each of a Pastor, Colleague, and Layperson

Full Name: _____ Relationship: _____

Organization: _____ Contact Number: _____

Address: _____
State Zip

Full Name: _____ Relationship: _____

Organization: _____ Contact Number: _____

Address: _____
State Zip

Full Name: _____ Relationship: _____

Organization: _____ Contact Number: _____

Address: _____
State Zip

Additional/Personal References (Three Required)

Full Name: _____ Relationship: _____

Organization: _____ Contact Number: _____

Address: _____
State Zip

Full Name: _____ Relationship: _____

Organization: _____ Contact Number: _____

Address: _____
State Zip

Full Name: _____ Relationship: _____

Organization: _____ Contact Number: _____

Address: _____
State Zip

Applicant Check List

Please Submit:

1. Cover letter highlighting your experience, resume and application.
2. Copy of Ministerial License and Ordination Certificate **With** the appropriate seal.
3. Telephone number of college or university.
4. Please include minimum acceptable salary, we must have a dollar amount, (do not type negotiable with salary.)
6. Reference letters from each of the following: Current and/or former pastor(1); Colleague (1); and Personal (but unrelated) references(2).
5. Current Photo 5x7 (Head Shot)
6. Two (2) recent Sermons and Two (2) Teaching Bible Study Class on any media (DVD) in the last year.
7. Copy of Driver's License or State Identification.
8. Cover Letter, Resume, Philosophy of Ministry statement, and Statement of Faith.

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

Applicant Print Name: _____

Applicant Signature: _____

Date: _____

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 and 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 Olivet Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Olivet Baptist Church it will be at-will basis. This means that either Olivet 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 Olivet Baptist Church. I authorize the schools, my former employers, and people named in this application to release to Olivet Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them as allowed by law. I also give Olivet Baptist Church permission to use the information acquired to conduct a background check on myself.

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

_____ I understand that if I am a finalist I will have to submit to a background check.

_____ I understand that if I am a finalist I will have to provide credit history.

Signature of Applicant _____

The Pastor Select Committee will treat all information as confidential. Also all items submitted with application will become property of Olivet Baptist Church.