

BETHEL COMMUNITY BAPTIST CHURCH

2901 54TH Avenue South

St Petersburg, FL 33712

(727) 866-2567 [Office]

(727) 866-9968 [Fax]

PASTORAL VACANCY ANNOUNCEMENT – HOW TO APPLY

Salary range \$50,000 to \$80,000 annually

Bethel Community Baptist Church, was founded in 1923 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: 10/1/16 Closing Date: 12/31/2016

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

1. The application can be obtained from the church office or can be found at:
www.bethelcommunitybaptistchurch.org
2. A DVD of a sermon delivered within the past 12 months
3. A copy of a license and ordination certificate
4. Certified copies of degrees mailed from the issuing institution
5. Three letters of recommendation (1 clergy, 1 layperson & 1 personal)
6. A completed and signed/dated application checklist
7. Current color photo (5x7)
8. Copy of Driver's License or State/Federal Identification
9. Résumé

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

Mail to:

Bethel Community Baptist Church
c/o Pastor Search Committee
2901 54th Avenue South
St. Petersburg, FL 33712

FedEx or UPS deliveries to:

Bethel Community Baptist Church
c/o Pastor Search Committee
2901 54th Avenue South
St. Petersburg, FL 33712

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/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 Secretary.BCBC@outlook.com or Bethel Community Baptist Church, c/o Pastor Search Committee, 2901 54th Avenue South, St. Petersburg, Florida 33712.

NO PHONE CALLS PLEASE

PASTORAL QUALIFICATIONS

- A minimum BA in Theology or Religion and Master of Divinity from an accredited college or university
- 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 an interest in and/or experience with faith-based community human service programs
- Must have effective written and oral communication skills
- Must have a minimum of five years' experience as a Baptist pastor or an assistant to the pastor
- Must be an effective leader with developed managerial and administrative skills/abilities
- Must be proficient in the use of modern technology
- Must be committed to further religious training
- Must be committed to church growth/development and membership retention
- Must be able to articulate a vision for the church that emphasizes spiritual growth/development and Christian Education development
- Must demonstrate a record of community/mission involvement
- Must be able to plan and conduct worship services
- Must possess strong leadership skills to increase church membership
- Must be willing to attend, support, and encourage members to District, State and National Congress/Convention (i.e., Full Gospel Baptist Church Fellowship & National Baptist Convention) for religious education and ideas that will enhance the church's ministries
- Must have experience in the development of youth and fine arts ministries

RESPONSIBILITY OF A PASTOR

- The Pastor will be responsible as an ex-officio member of all church ministries, committees and auxiliaries.
- The Pastor will preside over worship services, funeral services, weddings, and baby dedications or designate someone else to perform these functions during a time of absence.
- 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. The Pastor will also delegate these responsibilities to the Deacon Ministry and/or church leaders as appropriate.
- The Pastor will moderate church business 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 spiritual growth and development.

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 provide 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:

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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 1 clergy, 1 layperson and 1 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 12 months.
- ____ 3. A copy of a license and ordination certificate.
- ____ 4. Certified copies of degrees mailed from the issuing institution.
- ____ 5. Three letters of recommendation (1 clergy, 1 layperson & 1 personal).
- ____ 6. A completed and signed application checklist.
- ____ 7. Current color photo (5x7).
- ____ 8. Copy of Driver's License or State Identification.
- ____ 9. Résumé

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 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 Bethel Community Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Bethel Community Baptist Church it will be on at-will basis. This means that either Bethel Community 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 Bethel Community Baptist church. I authorize the schools, my former employers, and people named in this application to release to Bethel Community Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them. I also give Bethel Community 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: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ (date)
by _____ (name), who is personally known to me or who has produced
_____ (type of identification).

(Notary Seal)

(Notary Signature)

(Printed Notary Name)

My Commission Expires: _____

Commission #: _____