



*Oakley Full Gospel Baptist Church*

3415 El Paso Drive  
Columbus, Ohio 43204  
(614) 279-3307

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January 5, 2017

To Religious Affiliation Leaders

**Re: Candidate Application Instructions**

Thank you in advance for your prayers, support and assistance during our pastoral search process. The deadline has been extended to February 28, 2017.

Please find enclosed and/or attached documents to circulate within your network or fellowship. Two (2) letters of recommendation from current Pastors of congregations in or outside of Ohio must accompany the candidate application and resume.

All candidate application packets must be received in the church office by February 28, 2017 under this heading:

Oakley Full Gospel Baptist Church  
C/O Pastoral Search Committee  
3415 El Paso Drive  
Columbus, OH 43204

Should you have any additional questions, please feel free to contact me at 614-256-8122 or [jragland@raglandenterprises.com](mailto:jragland@raglandenterprises.com).

Sincerely,

James C. Ragland, Chair  
Pastoral Search Committee



# OAKLEY FULL GOSPEL BAPTIST CHURCH

**Oakley Full Gospel Baptist Church**  
**3415 El Paso Drive**  
**Columbus, OH 43204**

**Job Title:** Pastor  
**Reports to:** Deacon Board  
**Position Status:** Full-Time

## **Purpose:**

The Pastor is responsible to the church for proclaiming the gospel of Jesus Christ (scripture), using skills in administrative leadership, providing spiritual instruction and strategic leadership to the members, staff, and ministries of the church, as well as engaging in pastoral care ministries to meet the needs of persons in the church and in the community.

The Pastor serves under the guidance of the Holy Spirit and the church body and receives direct counsel from the Deacon Board, who serves the congregation.

## **Key Responsibilities and Duties include but are not limited to:**

1. Preaching and Discipleship (not in priority order):
  - a. Serve as the primary preacher for worship services and primary teacher for bible studies
  - b. Maintain a regular program of study to plan and conduct meaningful worship services
  - c. Prepare for and conduct worship services; lead the church in proclaiming the gospel to the church and community
  - d. Provide leadership in planning and executing the Christian Education programs and other programs in discipleship and ministry training
  - e. Lead and demonstrate effective ways to witness and win the lost to salvation through Jesus Christ
2. Relationships:
  - a. Oversee the pastoral care needs of the congregation and, as necessary, share with the Deacon Board and Elders in hospital visitation, home visits, counseling, marriages, and funerals
  - b. Visit members and prospects as well as lead the membership in a visitation program
  - c. Maintain efficient and effective lines of communication between the staff, Elders, Deacons and ministries
  - d. Develop a plan, in consultation with church leadership, for reclaiming inactive members
  - e. Maintain scheduled and published office hours
  - f. The Pastor must be able to clearly articulate a God-given vision to the congregation that inspires us to dedicate ourselves to achieving the mission of Christ.



## OAKLEY FULL GOSPEL BAPTIST CHURCH

### 3. Counseling:

- a. Provide spiritual counseling and/or referral for members' crisis situations
- b. Conduct premarital, vocational, family, bereavement, counseling sessions, etc. as needed

### 4. Administration:

- a. Adhere to the Church By-Laws and Policies & Procedures adopted by the church
- b. Lead, evaluate, and mentor staff and leadership in their respective areas of ministry
- c. Oversee, along with Deacons, all church discipline matters and the management of conflict issues in the church
- d. Supervise the office staff and provide direction, as needed, for the effective functioning of the office support functions
- e. Coordinate/lead staff and ministry meetings to clarify and execute the mission, goals and objectives of the church
- f. Act as moderator for church business meetings
- g. Serve as a representative of the church in civic matters

### **Education and Experience Requirements:**

- Minimum: Bachelor's Degree
- Preference: Master's Degree from a graduate theological school
- 5-15 years as a Senior Pastor or Associate Pastor

### **Compensation and Reporting**

- The Pastor will file quarterly, written reports to the Deacon Board that detail ministry accomplishments and activities. An annual performance evaluation and review of the compensation package will be conducted.
- Salary and benefits commensurate with experience and are negotiable



# PASTOR PROFILE

## **Pastoral Experience**

- 5-15 years as a Senior Pastor or Associate Pastor in a church of similar size
- Evidence of involvement in growing a church with documented results

## **Education**

- Minimum: Bachelor's degree in Biblical or Theological Studies and/or Ministry Leadership
- Preference: Master's Degree in Divinity from a graduate theological school

## **Age**

- Preference: Between the ages of 40-55

## **Skills/Gifts**

- Preaching and Discipleship– The pastor is expected to spend significant time in the study of God's Word to proclaim a relevant message. The pastor should be able to connect with the congregation, community, Word of God and the Holy Spirit in a process of discerning God's will for our church and creating a shared vision for the church.
- Relationships –The pastor is expected to provide pastoral care to the church including responding to emergencies such as death, sudden illnesses and/or other traumatic events in the lives of members.
- Counseling – The pastor should be qualified and committed to spending time with members who need to be helped with their concerns or problems.
- Bible Study – The pastor is expected to conduct bible study on a weekly basis. Preaching/Teaching.
- Administration – The pastor should manage the business of the congregation effectively and be skilled in good planning, organization, delegation, and management of the day-to-day affairs of the congregation.
- Organizational leadership (Ezekiel 34:23-24, Jeremiah 3:15)

## **Associations/Cooperation**

- Eastern Union Missionary Baptist Association
- Full Gospel Baptist Fellowship



# OAKLEY FULL GOSPEL BAPTIST CHURCH

## **Experience with Multi-Staff Church**

- Relationship-Oriented Role
  - Shares responsibility; supports and equips the saints for ministry
  - Seeks to model Christian relationships and quality ministry through staff interactions
  - Develops church mission that is supported by staff and ministries
  - Commits to decisions and plans of action
  - Delegates as appropriate
  - Holds him/herself accountable as well as staff
  - Manages conflict
  - Focuses on achievement of collective results
  
- Administrative Role
  - Asks questions to gauge and learn church environment and culture
  - Builds trust
  - Communicates and displays love for the role
  - Schedules staff and ministry meetings as an opportunity to communicate and manage the mission
  - Plans for effective staff and ministry meetings
  - Holds him/herself accountable as well as staff

## **Leadership Style-It is necessary for all spirit-led leaders to be in communion with the Lord as they lead the Church and to realize that different styles are needed in different situations.**

- Oakley desires a leadership style characterized by God-led, individual control over all decisions. It is also necessary to possess a diverse leadership style that is characterized by involvement in every detail of work and decisions that promotes ministry leads and staff accountability. A successful Pastor is a leader who consults others before acting, as needed. They also help others to help themselves, and seek church leadership consensus as necessary; empowering the Diaconate and Elders to promote the Pastoral vision to the body.

## **Other Characteristics**

- Oakley desires a shepherd who brings a message of practical application of the Word of God to teach the flock how to live a Christian lifestyle daily. The successful Pastor will be an excellent steward of resources and time, with demonstrated experience in church growth and community involvement.



# PASTOR APPLICATION

## OAKLEY FULL GOSPEL BAPTIST CHURCH

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE (Evening): \_\_\_\_\_ TELEPHONE (Day): \_\_\_\_\_

EMAIL: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_

CHILDREN'S NAMES: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

EDUCATION:

High School: \_\_\_\_\_

College: \_\_\_\_\_

Name of School	Location (provide complete mailing address)	Dates attended	Degree Earned	Graduation Date



# PASTOR APPLICATION

## LICENSES AND CERTIFICATIONS:

License\Certification	License\Certification # (if applicable)	Date Ordained	Issuing Entity

## CHURCH EXPERIENCE:

DATE (From)	DATE (To)	CHURCH NAME	CHURCH SIZE	MINISTRY POSITION

Have you ever filed bankruptcy?

If yes, state the nature and circumstance of bankruptcy:

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Have you ever been convicted of a felony offense?

If yes, state the nature of the crime (s) when and where convicted and disposition of the case:

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# PASTOR APPLICATION

**ACCOMPLISHMENTS/AWARDS:** \_\_\_\_\_

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**CIVIC INVOLVEMENT:** \_\_\_\_\_

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**PHILOSOPHY OF MINISTRY:** \_\_\_\_\_

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**WHAT IS YOUR MANAGEMENT STYLE?**

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**WHAT IS YOUR LEADERSHIP STYLE?**

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**DESCRIBE YOUR MINISTRY VISION FOR THE OAKLEY FULL GOSPEL BAPTIST CHURCH.**

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# PASTOR APPLICATION

WHAT ATTRACTED YOU TO OAKLEY FULL GOSPEL BAPTIST CHURCH?

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WHAT HAVE YOU FOUND TO BE THE MOST CHALLENGING MINISTRY AREA IN YOUR CURRENT CHURCH? WHY? HOW DID YOU ADDRESS AND IMPROVE THIS AREA?

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WHY ARE YOU CONSIDERING A CALL TO A NEW CHURCH?

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Applicant must provide the following documentation with your application:

1. Cover Letter
2. Current Resume
3. Recent color photograph (optional)
4. List three (3) references complete with current contact information to include: their name and title, mailing address, telephone numbers, email address, affiliation and the length of time they have known you. References should not be family members.
5. Copy of all transcripts from colleges and seminary.
6. Copy of ordination certificate and license
7. List of associations, achievements, professional affiliation and honors received.
8. List of all articles written, where publishes and when if applicable.
9. Completed application



# PASTOR APPLICATION

## AUTHORIZATION:

I authorize Oakley Full Gospel Baptist Church located at 3415 El Paso Drive, Columbus, Ohio to contact references on my resume' and other entities or persons as necessary who may know of my qualifications for ministry (including a full background check). Further, I authorize any person, school, past employer(s) and organizations to provide Oakley Full Gospel Baptist Church with relevant information and opinions that may be useful in deciding my consideration as a candidate for the pastoral position and/or to verify my qualifications for ministry. I, hereby, release such persons and organizations from any legal liability in providing such information and opinions.

I certify that all information provided in this application is true. Any false statements contained in this application or related documents will result in immediate disqualification from the process and/or immediate dismissal from the application process or pastoral assignment if called.

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(Signature)

(Date)