

St. Mark Baptist Church, Omaha, Nebraska

Position Title BAPTIST PASTOR

Date Posted: January 9, 2017

Application Deadline: March 10, 2017

Knowledge, Skills and Abilities:

The pastor is expected to have a wide range of knowledge, skills, and abilities.

- Extensive knowledge of theology, the Bible, and Baptist worship methodology, including the church's history and evolution
- Knowledge of leadership, management, and administrative practices
- Basic understanding of counseling techniques and ability to recognize and refer someone to a professional, licensed counselor or health care professional
- Excellent public speaking skills
- Excellent interpersonal communication skills
- Excellent speaking, teaching, and writing skills
- Knowledge of generally accepted accounting practices; budgeting and church finances
- Knowledge of basic computer programs, office equipment, and basic office procedures
- Strong organizational and time management skills
- Excellent problem solving and decision making skills
- Ability to think and operate creatively and strategically
- Ability to develop and communicate visions and goals
- Ability to identify, develop, and support leaders within the church

Education and Experience: (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

- Degree from a post-secondary accredited seminary or theological school preferred; Two or more years of education from an accredited seminary or theological school required;
- Three or more year's pastoral experience over a Baptist congregation
- OR any equivalent combination of education and experience

Special Qualifications: Emphasis in teaching, evangelism and counseling is highly desired.

Salary and Benefits: To be negotiated

Who Can Apply: Any ordained Baptist minister who meets the qualifications and other requirements described in this posting. A structured Interview for the top candidates will be scheduled at a later date.

How to Apply:

The requested information must be submitted via United States Postal Service, post marked on or before March 10, 2017. St. Mark Baptist Church will not be responsible for delayed, lost, or misdirected mail. Applications will not be considered complete until all required materials have been received at the specified Contact address. All materials submitted to St. Mark Baptist Church become property of St. Mark Baptist Church and will not be returned.

Contact - Submit all requested application materials to:

**St. Mark Baptist Church
PSC
PO Box 11219
Omaha, NE 68111**

Required Information:

1. Professional résumé of qualifications relevant to the position
2. Biography of achievements, credentials, awards, personal information; include a recent (< 1 year) photograph
3. Legible photocopies of ordination and licensing credentials
4. Official transcripts from the post-secondary accredited seminary or theological school attended. Please request the transcripts to be mailed directly from the school to the specified Contact address and submit a copy of your letter of request or a copy of the electronic verification of your online request.
5. References from three sources, which could be professional, religious, academic, and/or civic
6. Video samples on DVD: Sermon (no longer than thirty (30) minutes) and teaching (no longer than fifteen (15) minutes)

Scope of Work

The Pastor serves under the guidance of the Holy Spirit and the Church Body. He directly receives counsel from the Deacons who serve the congregation. The Pastor is responsible for leading the church body in functioning as a New Testament Church (First Timothy 3:1-7).

The Pastor must, in all things, lead by example. The Pastor is not responsible for doing all the work, but for seeing that it is done and done properly. (“Let all things be done decently and in order (1st Corinthians 14:40).”)

Essential Functions (Include but are not limited to the following. Also, the duties are not necessarily listed in order of importance or frequency of performance.):

- Provide spiritual instruction and strategic leadership to the members, staff and ministries of the church.
- Plan and conduct worship services--develop sermons, plan with music leadership and lead in the observance of ordinances.
- Lead the congregation in effective programs to fulfill the Great Commission with vision, purpose and priority.
- Lead and demonstrate effective ways to witness and win the lost to salvation through Jesus Christ.
- Visit and minister to members and prospective members in homes, nursing care facilities, hospitals, jails, prisons, etc.
- Conduct counseling sessions, perform wedding ceremonies, conduct funeral services, and perform baby dedications.
- Work with Deacons and other key leadership to carry out the mission and purpose of the church.
- Serve as presiding officer and parliamentarian in business meetings (conferences, workshops, etc.).
- Represent the church in regard to associational, state and denominational leaders in matters of mutual interest and concern.
- Serve as Overseer/Administrator of paid and volunteer church staff; defining the scope of, supervising and evaluating the tasks assigned to each.
- Serve as an ex-officio member of boards, ministries, committees, teams, etc., of the church to provide guidance and advice.
- Oversee, along with Deacons, all church disciplinary matters and the management of conflict issues in the church.
- Communicate with the congregation in general through articles or announcements, written and spoken, using church newsletter, bulletins, worship services, and church business meetings.
- Comply with the Church Bylaws and Policies and Procedures adopted by the church.
- Maintain a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
- Maintain proper management of household.

Conditions of Employment

Candidates must provide proof of U.S. citizenship or proof of permanent residency or authorization to work. St. Mark Baptist Church (SMBC) reserves the right to conduct criminal history, reference and credit checks and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and a credit check, is required as a condition of employment. SMBC will require that you successfully pass a pre-employment drug test. Failure to provide the information requested in the application process in a truthful, accurate and complete manner may result in disqualification, revocation of conditional employment or termination.