

Vine Memorial Baptist Church

Pastoral Job Description

Principle Function

The pastor is the spiritual leader of the Vine Memorial Baptist Church who is accountable to God, the Board of Deacons and the congregation. The role of the pastor includes shepherding the congregation so that the church body is edified and equipped to do the work of Jesus Christ. The pastor, with the Board of Deacons and the ministerial staff shall be responsible for establishing the overall direction that God has for the Vine Memorial Baptist Church and communicating that vision to the congregation. In addition, the pastor is expected to implement the vision in collaboration with the Joint Board and the congregation. The pastor will not be directly responsible for carrying out all the duties associated with the ministries of the church. However he/she is accountable for overseeing and directing the effectiveness of the ministries.

Qualifications

- Must meet the requirements of a pastor as stated in 1 Timothy 3: 1-7;
- A minimum of 5 years of pastoral experience or 3-5 years consecutive ministerial experience under a successful pastor;
- Completion of a Master of Divinity degree or higher from an accredited Seminary recognized by the National Baptist Convention;
- Ordained Baptist minister whose credentials are recognized by the National Baptist and Pennsylvania State Baptist Convention;
- Possess excellent teaching skills, presentation skills and interpersonal skills;
- Must consent to criminal and academic background check.

Pastoral Duties

- Full time pastor to preach the Word of God as specified in the Holy Bible;
- Administer the Ordinances of Baptism and the Lord's Supper;
- Plan for the education, growth and development of the congregation;
- Be active in and knowledgeable about local, state and national issues that affect the congregation;
- Provide counseling, conduct weddings, funerals, bereavement counseling and baby dedications;
- Visit the sick and shut-in;
- Moderate and preside at Joint Board and church meetings;
- Be an ex-officio member of all ministries, organizations and committees but need not be present at all such meetings; and
- Perform all spiritual and other duties pertinent to the role of a pastor.

How to apply

The following documents must be submitted when applying:

1. Application
2. Cover letter
3. Resume
4. Transcript(s)
5. Two letters of reference; excluding family members
6. Completed consent form for background check
7. Headshot

Please send complete applications via email to ymbcpastorsearch@gmail.com or via postal mail to the following address:

The Search Committee
Vine Memorial Baptist Church
P.O. Box 5112
West Chester, PA 19380

Vine Memorial Baptist Church

5600 West Girard Avenue, Philadelphia, PA 19131 (215) 472-1189

Pastoral Application

Vine Memorial Pastoral Application Form

This application must be complete in order to be considered.

Personal Information

Date _____

Name: _____

Last

First

Middle

Date of Birth: _____

Present address: _____

Street

City

State

Zip

How long have you resided at present address: _____

Telephone Home: _____ Cell: _____ Business: _____

Email address: _____

Personal website address (if available): _____

Are you a U.S. citizen: Yes No

Marital status: Married Separated Widowed Divorced Single

If married, name of spouse: _____

Is this your first spouse? Yes No

Names and ages of children: _____

Have you been baptized by immersion? Yes No

If you have not been baptized by immersion, would you consider being baptized by immersion?

Yes No

Date of License: _____ (attach copy of license)

Date and place of ordination: _____

(attach copy of certificate)

Vine Memorial Baptist Church Pastoral Application Form

Personal Information

Are you a certified or licensed counselor? Yes No (attach copy of certificate)

List hobbies, special interests and abilities:

If you answer “Yes” to any of the question below, please attach a separate sheet specifying the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically disqualify you. Other mitigating factors will be considered.

1. Have you or your spouse ever filed for bankruptcy? Yes No
2. To your knowledge, are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No
3. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on grounds of any unlawful sexual behavior, or violation of an employer’s sexual misconduct or harassment policy? Yes No
4. Have you ever been fired, suspended, discharged or resigned in lieu of discharge from any position? Yes No

Vine Memorial Baptist Church Pastoral Application Form

Educational Background (please include unofficial transcripts, however official transcript will be required at interview)

Undergraduate Education

Name of school: _____

School location: _____

Address City State Zip

Major/Degree: _____

Date completed

Graduate Education

Name of school: _____

School location: _____

Address City State Zip

Major/Degree: _____

Date completed

Seminary Training/Education

Name of school: _____

School location: _____

Address City State Zip

Major/Degree: _____

Date completed

Other academic experience or continuing education: (attach certificate of completion)

Vine Memorial Baptist Church Pastoral Application Form

Work Experience

Please list your secular employment for the last ten years beginning with your most recent (attach a separate sheet if necessary).

May we contact your employer(s)? Yes No

Name of employer: _____ Date(s): From _____ to _____

Address: _____

Street City State Zip

Telephone number: _____

Position and brief description of duties: _____

Name of employer: _____ Date(s): From _____ to _____

Address: _____

Street City State Zip

Telephone number: _____

Position and brief description of duties: _____

Please list your last five pastoral/ministerial assignment(s) beginning with your most recent (Attach separate sheet if necessary).

Name of church and Pastor: _____

Address: _____

Street City State Zip

Date(s) of employment: From _____ to _____

Telephone number: _____

Reason(s) for leaving: _____

Vine Memorial Baptist Church Pastoral Application Form

Please list experience in church related ministry: _____

Name of church and Pastor: _____

Address: _____

Street City State Zip

Date(s) of employment: From _____ to _____

Telephone number: _____

Please list experience in church related ministry: _____

If currently assigned, please state reason(s) for wanting to leave (be specific).

List other activities (civic/community) or experiences (business, military, etc.):

Vine Memorial Baptist Church Application Form

Church Leadership Responsibilities

Leadership of a church involves several roles. Please check all in which you have been involved.

- General pastoral care
- Preaching/teaching
- Oversight and coordination of day to day operation of the church
- Management and administration
- Youth and Young adult ministry
- Training, counseling, teaching and mentoring
- Outreach to the wider community
- Prayer meeting/Bible study
- Missions
- Evangelism
- Support and oversight of staff and volunteers (leaders/coordinators of various activities)
- Collaborative decision making in boards or committees
- Personal professional development
- Networking, facilitating, partnerships and promoting unity

In which of the above areas are you strongest? _____

What evidence is there to confirm that you have strengths in these areas? _____

Vine Memorial Baptist Church Pastoral Application Form

In which of these areas would you need strengthening? _____

Doctrinal Information

1. How would you incorporate the 18 Articles of Faith* in your teaching and preaching? Attach an example of how you would teach Article VII Regeneration and Article X Sanctification.

2. What are your views about the Vine Memorial Baptist Church Covenant**? Explain your answer in an attachment.

3. What are your views on the following?

a) Role of women in the church:

b) Church discipline:

c) Social drinking:

4. Attach your philosophy of ministry: Include your convictions regarding (a) the role of church leaders, (b) discipleship, (e) evangelism, (d) church government and any other issues you believe are important.

*web link: <http://www.nationalbaptist.com/about-us/what-we-believe.html>

Please see attached **appendix A

Vine Memorial Baptist Church Pastoral Application Form

Professional References

Give two references that are qualified to speak of your spiritual experiences and Christian service. Do not list family members or relatives for references. List your current pastor first, if applicable.

1) Name: _____

Address: _____

Street City State Zip

Telephone number: _____ Position: _____

2) Name: _____

Address: _____

Street City State Zip

Telephone number: _____ Position: _____

Give two references that are qualified to speak of your professional training and experience, if applicable. Do not list family members or relatives for references.

1) Name: _____

Address: _____

Street City State Zip

Telephone number: _____ Position: _____

2) Name: _____

Address: _____

Street City State Zip

Telephone number: _____ Position: _____

Vine Memorial Baptist Church Pastoral Application Form

Agreement (please read carefully before signing)

Please read carefully, initial each paragraph and sign below.

____ I certify that all the information in this application is accurate and complete to the best of my knowledge and I have not knowingly withheld any information that might adversely affect my chances for pastoral assignment. I am aware that any changes or additions to the foregoing information must be submitted promptly to the Pulpit Committee. I understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my pastoral assignment.

____ I understand that neither the acceptance of this application nor subsequent entry into any type of pastoral relationship with the Vine Memorial Baptist Church creates an actual or implied contract.

Signature of applicant _____ Date _____

Please mail the application to: Vine Memorial Baptist Church ATTN: Search Committee Chair, P.O. Box 5112 West Chester, PA 19380 or submit it electronically to:
vmbcpastorsearch@gmail.com

Confidentiality Statement: All confidential information contained within this application remains the exclusive property of the Vine Memorial Baptist Church Pulpit Committee.

****Appendix A**

The Vine Memorial Baptist Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage, and be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courteous in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Saviour, to secure it without delay.

We moreover engage that, when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

And now unto Him, who brought again from the dead, Our Lord Jesus, be Power and Glory forever, Amen.