MOUNT CARMEL MISSIONARY BAPTIST CHURCH
610 S.E. LIME STREET TOPEKA, KS 66607
(785) 234-4422

PASTORAL VACANCY ANNOUNCEMENT AND APPLICATION

Salary Range: $45,000 - $50,000 Annually

The Mount Carmel Missionary Baptist Church (MCMBC) was founded in April 1908 and is prayerfully seeking a full-time Pastor, called by God who will serve as the spiritual leader of the congregation. The MCMBC enjoys a rich history and is recognized as a "pillar church" among sister churches and in Baptist associations at the local, district, state, and national levels. The qualified candidate is accountable to God and the Church to proclaim the Gospel of Jesus Christ, to teach the Holy Bible, God's Word, to provide Christian leadership in all areas of the Church and its ministries, and to engage in good pastoral care of the congregation. The candidate must be able to articulate a vision for the church that emphasizes spiritual growth, discipleship and Christian Education.

The Pastor's primary responsibilities will be to effectively communicate God's Word, minister to the spiritual needs of the congregation and provide Biblical leadership of the Church. The person ultimately called to serve as the spiritual leader will possess the qualities listed in 1 Timothy 3:1-7 and Titus 1:5-9. The Mount Carmel Missionary Baptist Church is trusting God to fulfill the prophetic promise expressed in Jeremiah 3:15 which states ***"And I will give you pastors according to mine heart, which shall feed you with knowledge and understanding."*** The selected individual will possess and use appropriate skills in teaching the Word of God to transform lives and promoting Christian discipleship in order to help facilitate spiritual growth of the congregation.

Qualifications: Proof of a licensed and ordained Baptist minister. Bachelor's Degree, ideally from an accredited seminary in the United States, and five (5) years of pastoral ministry experience including leadership, administrative, organizational, and managerial skills. Relevant experience will be substituted for education, on a year-for-year basis.

Preference may be given to candidates who currently possess a Master's degree (preferably, a Master's of Divinity Degree from an accredited institution). Five (5) or more years of pastoral experience at a church of comparable size is preferred. Candidates must be knowledgeable of the Baptist Doctrine, licensed and ordained to the Gospel Ministry by creditable religious organizations.

OPENING DATE: <u>February 6, 2017</u>; CLOSING DATE: <u>March 8, 2017</u>

(The Applicant Packet, including all supporting documents and information must be received or postmarked <u>no later</u> than March 8, 2017.)

All interested applicants must submit a complete Application Packet consisting of the information listed below. The announcement, application and job description may be found at: www.mountcarmeltopeka.org. Click on the Pastoral Selection Information tab. The application is an online, fillable form and may be printed only when completed.

1. A letter of interest, current résumé including a detailed listing of ministerial/pastoral experiences, accomplishments, and information about immediate family.
2. Completed application.
3. DVD of a sermon delivered within the past year.
4. Certified copies of higher education diplomas, degrees mailed from the issuing accredited institution.
5. Reference letters from each of the following: current and/or former pastor (1); current and/or former instructor (1); and personal references (2).
6. Ministerial license(s), ordination certificate with the appropriate seal.
7. Completed and signed Application Checklist.
8. Current color photo (head shot) (5 x7) and family photo (if applicable).
9. Copy of valid Driver's License or State Identification.
10. Copy of DD214, if reporting Military status.

Any Application Packet received after the closing date will not be considered. There are no exceptions. Please Note: Missing information will result in automatic disqualification. In describing your experience, please be clear and specific. Final candidates will be asked to provide additional information later in the selection process. Final candidates must consent to reference checks, a criminal history and background search, a pre-employment drug screen, and a credit and financial history review (performed through outside professional agencies for confidentiality).

All information submitted will be treated as "Confidential". Should you have any questions or need additional information, please email your request to the Pastoral Search Committee at: MCMBCPastoralSearchCommittee@gmx.com.

Mail Application Packet to: **Mount Carmel Missionary Baptist Church**
C/o Ms. Paula Johnson, Chairman
Pastoral Search Committee
P.O. Box 2532
Topeka, KS 66601-2532

(Please include "Pastor Search Committee" in the subject line of all email correspondence.)

(NO TELEPHONE CALLS, PLEASE)

PASTORAL QUALIFICATIONS

- Must have a minimum of five (5) years of senior pastoral experience as a Baptist Pastor.
- Meet qualifications set forth in 1 Timothy 3:1-7 and Titus 1:5-9.
- Proof of a licensed and ordained Baptist minister and duly ordained in accordance with the Baptist Church.
- Ability to articulate a vision for the church that emphasizes spiritual growth and Christian Education.
- Ability to plan and conduct relevant, spirit-filled worship services.
- Effective leader with managerial and administrative abilities (Pastoral or appropriate experience).
- Must be committed to church growth and membership retention.
- Must be committed to further religious training and education.
- Full-Time and available 24/7 with set office hours.
- Willingness to attend, support and encourage members to attend local, state, and national Congress of Christian Education classes, Baptist Association meetings, and district and state conventions for religious education and ideas to enhance the Church's ministries, as well as establish other ministries.
- Demonstrated record of community and mission involvement.
- Knowledge of the Baptist Doctrine and Beliefs, with ability to effectively communicate in teaching sound doctrine and preaching from the Holy Bible.
- Must have proficient written and oral communication skills.
- Ability to maintain an objective perspective in difficult or potential conflict situations.
- Experience and proven history of biblically-based counseling (family, marital, substance, abuse, etc.)
- Must be willing to give tithes and offerings.

ESSENTIAL JOB FUNCTIONS OF A PASTOR

- The Pastor will serve as an ex-officio member of all church ministries and committees. *Ex-officio is Latin for "from the Office", to describe someone who has a right because of an office held, such as being allowed to sit on a committee simply because one is Pastor of the corporation.*
- Preside over worship services, funeral services, weddings, and baby dedications, etc., and may designate an official to perform these functions in his absence.
- Lead, counsel and perform the Holy Ordinances of Baptism and the Lord's Supper (Communion).
- The Pastor will visit members, who are hospitalized, confined to home or in an extended care facility, and provide spiritual and emotional support communicating an attitude of care.
- The Pastor will work with various ministries to provide leadership in planning, managing and organizing programs for discipleship and ministry that nourishes and inspires God's people.
- The Pastor must be aware and demonstrate an inter-generational approach to ministry, spiritual growth and congregation formation.
- The Pastor will get to know and listen to the congregation, inviting diverse perspectives and encouraging open and godly communication in order to seek God's will for the Church, discover the needs, gifts, goals, and vision of the congregation.

SECTION I: PASTORAL APPLICATION

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Are you known by another name: _____

Current Address: _____
Street City State Zip

Mailing Address, if different: _____
Street City State Zip

Numbers: Home: _____Cell: _____Business: _____ Other: _____

E-mail Address: _____Driver's License State/Number: _____

Preferred method of contact regarding this position? Home: ☐ Cell: ☐ Business: ☐ Email: ☐ Mail: ☐

Birth Date: _____ Birth Place: _____Number of years lived in the U.S.? _____

If hired, can you present 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: _____
Street City State Zip

Home Address: _____
Street City State Zip

Home Address: _____
Street City State Zip

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)*.

_____

_____

_____

PERSONAL INFORMATION CONTINUED:

Marital Status: (Check one): Single ☐ Married ☐ Widowed ☐ Divorced ☐

If married, Spouse's Full Name: _____

Number of years of marriage: _____ (Please include a copy of the marriage license.)

Number of Children: _____ Children Ages/Names: _____
_____
_____

Have you ever been divorced? If so, please list your marital history (names/dates/children):
_____
_____
_____
_____

Please list your hobbies and special interests: _____
_____
_____
_____

Please list the training and major interests of your spouse: _____
_____
_____
_____

Please list your spouse's attitude toward your vocation: _____
_____
_____
_____

Do you have any other vocational or jobs skills? _____
_____
_____
_____

Please list the approximate amount of debt owed other than mortgage: _____
_____
_____
_____

SECTION II: ORDINATION AND CURRENT CHURCH

Are you licensed? Yes ☐ No ☐ Are you ordained? Yes ☐ No ☐

Ordination date and place: _____ By Whom: _____

Address: _____
Street City State Zip

Name of your current church-home? (Where you presently hold membership.)

_____ Phone: _____

Address: _____
Street City State Zip

SECTION III: EDUCATIONAL BACKGROUND

Undergraduate School: _____

From: _____To: _____ Did you graduate? Yes ☐ No ☐

Degree: _____

Major: _____ Minor: _____

Seminary School: _____

From: _____To: _____ Did you graduate? Yes ☐ No ☐

Degree: _____

Graduate School: _____

From: _____To: _____ Did you graduate? Yes ☐ No ☐

Degree: _____

Doctorate (If applicable): _____

From: _____To: _____ Did you graduate? Yes ☐ No ☐
Degree: _____

Other School: _____

From: _____To: _____ Did you graduate? Yes ☐ No ☐

Degree: _____

Major: _____ Minor: _____

SECTION IV: MILITARY BACKGROUND

Are you a Veteran? Yes ☐ No ☐

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

SECTION V: EMPLOYMENT WORK HISTORY

Please list your employers, beginning with the current or most recent employer first.

Employer #1 Name: _____
Street Address:_____
City State Zip Code

Position/Title: _____Type of Employment: Full-Time: ☐ Part-time: ☐
Start Date: _____End Date: _____ Supervisor: _____
Reason for Leaving:_____

Employer #2 Name: _____
Street Address:_____
City State Zip Code

Position/Title: _____Type of Employment: Full-Time: ☐ Part-time: ☐
Start Date: _____End Date: _____ Supervisor: _____
Reason for Leaving:_____

Employer #3 Name: _____
Street Address:_____
City State Zip Code

Position/Title: _____Type of Employment: Full-Time: ☐ Part-time: ☐
Start Date: _____End Date: _____ Supervisor: _____
Reason for Leaving: _____

Employer #4 Name: _____
Street Address:_____
City State Zip Code

Position/Title: _____Type of Employment: Full-Time: ☐ Part-time: ☐
Start Date: _____End Date: _____ Supervisor: _____
Reason for Leaving: _____

Employer #5 Name: _____
Street Address:_____
City State Zip Code

Position/Title: _____Type of Employment: Full-Time: ☐ Part-time: ☐
Start Date: _____End Date: _____ Supervisor: _____
Reason for Leaving:_____

SECTION VI: REFERENCES

Please list a minimum of four (4) references consisting of clergy, employer and personal (persons not related to you).

Full Name: _____ Relationship:_____

Organization: _____Telephone Number: _____

Address: _____

Street City State Zip

Email: _____

Full Name: _____ Relationship:_____

Organization: _____Telephone Number: _____

Address: _____

Street City State Zip

Email: _____

Full Name: _____ Relationship:_____

Organization: _____Telephone Number: _____

Address: _____

Street City State Zip

Email: _____

Full Name: _____ Relationship:_____

Organization: _____Telephone Number: _____

Address: _____

Street City State Zip

Email: _____

Full Name: _____ Relationship:_____

Organization: _____Telephone Number: _____

Address: _____

Street City State Zip

Email: _____

SECTION VII: BACKGROUND INFORMATION

Each candidate will be subject to reference checks, a criminal and background search, a credit and financial history review, and a pre-employment drug screen.

If you answer "Yes" to any of the questions in the section below, 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. Information concerning an arrest or a conviction record will not automatically bar an applicant from employment. Factors such as 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 of any crime? 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. Have you ever been charged in administrative, civil or criminal proceedings with improprieties regarding children? Yes ☐ No ☐
If yes, please state the nature of the action(s), when and where and the disposition.
(Attach additional sheet, if necessary.)

_____

_____

D. Have you ever entered a plea of not guilty or guilty over plea of no contest, 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.)

_____

_____

_____

SECTION VII: BACKGROUND INFORMATION CONTINUED:

E. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave or vacate your job or volunteer position on the grounds of any unlawful sexual behavior, or violation of the 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.)

_____
_____
_____

F. 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 charges(s), when and where charged 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 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 or 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 VII: BACKGROUND INFORMATION CONTINUED:

J. Driver's License _____ Suspended _____ (or) Revoked _____ If yes, please explain:

_____

_____

K. Have you held a position that required bonding? Yes ☐ No ☐
If yes, please state nature of the position. *(Attach additional sheet, if necessary.)*

_____

_____

L. Have you ever been accused or charged of sexual harassment? Yes ☐ No ☐
If yes, please state nature of the action(s), when and where and the disposition.
(Attach additional sheet, if necessary.)

_____

_____

M. Have you ever filed bankruptcy? If so, please explain:

_____

_____

N. What has led you to consider the pastoral position with Mount Carmel Missionary Baptist Church? *(Attach additional sheet, if necessary.)*

_____

_____

_____

O. Pastoral Experience (Begin with present or most current, if different from employer's list.)
(Attach additional sheet, if necessary.)

Name of Church: _____ Position: _____
Church Address: _____ City/State/Zip: _____
Employment Dates: From _____ To _____
Name of Pastor (if applicable): _____
Reason for leaving: _____

Name of Church: _____ Position: _____
Church Address: _____ City/State/Zip: _____
Employment Dates: From _____ To _____
Name of Pastor (if applicable): _____
Reason for leaving: _____

P. Please describe your experience concerning church growth and membership retention.
(Attach additional sheet, if necessary.)

_____

_____

_____

SECTION VIII PERSONAL EVALUATION AND DOCTRINAL INFORMATION

PERSONAL EVALUATION

What do you perceive your primary task and role to be as a Pastor? Please explain in detail.

DOCTRINAL INFORMATION

With number 1 being the most important and number 10 being the least important, please number each item in the order of importance according to your philosophy of ministry:

☐ Preaching	☐ Teaching
☐ Counseling	☐ Dealing with Interpersonal differences
☐ Administration/Leadership	☐ Discipleship
☐ Evangelism	☐ Building Relationships
☐ Visitation	☐ Motivating and Inspiring Others

Briefly, please provide your philosophy of ministry. Include your convictions regarding:

The Role of Church Leaders:

Discipleship:

Evangelism:

Church Polity

Any other areas of ministry you believe are important:

SECTION IX: APPLICANT CHECKLIST

☐ Letter of Interest, current resume (including detailed listing of ministerial/pastoral experiences, accomplishments, and information on immediate family).

☐ Completed application.

☐ DVD of a sermon delivered within the past year.

☐ Current, relevant Ministerial License (s), Ordination Certificate with the appropriate seal.

☐ Certified copies of degrees mailed from the issuing accredited institution(s).

☐ Reference letters from each of the following:

- Current and/or former Pastor (1)
- Professional Colleague (1)
- Personal (not related) (2)

☐ Completed and signed Application Checklist.

☐ Current color photo (head shot) (5x7) and family photo (if applicable).

☐ Copy of Driver's License or State Identification.

☐ Copy of DD214, if reporting Military Status.

NOTE: Any Application Packet that does not include the items listed above WILL NOT BE CONSIDERED. THERE ARE NO EXCEPTIONS.

Applicant Print Name: _____

Applicant Signature: _____

Date: _____

(NO TELEPHONE CALLS, PLEASE)

SECTION X: CERTIFICATION AND RELEASE OF INFORMATION

The Pastoral Search Committee reserves the right to verify any information provided by the applicant. Please read and initial the statements listed below, then sign the 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 accurate to the best of my knowledge and have been made with no mental reservations whatsoever. Further, I have not withheld any information that may adversely affect my opportunity for consideration of employment. I understand that misleading or false statements will constitute sufficient cause for refusal of hire, immediate termination of employment and covenant agreement.

_____ I understand that neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with the Mount Carmel Missionary Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with the Mount Carmel Missionary Baptist Church it will be on an **"at-will" basis**. This means that either the Mount Carmel Missionary Baptist Church or I have the right to terminate the employment relationship any time for any reason, with or without cause, without incurring legal liability.

_____ I authorize the release of national and state criminal records, as well as credit and financial history report to the Mount Carmel Missionary Baptist Church. I authorize the schools, my former employers, and people named in this application to release to the Mount Carmel Missionary Baptist Church any information requested to verify the information on this application, including my education, character and employment history. I also give the Mount Carmel Missionary Baptist Church permission to use the information acquired to conduct a criminal history and background search on me.

_____ I further understand that if I am a finalist, I must submit to a pre-employment drug screen.

Name: _____

Signature of Applicant: _____ Date: _____

Mail Application Packet to:

Mount Carmel Missionary Baptist Church
C/o Ms. Paula Johnson, Chairman
Pastoral Search Committee
P.O. Box 2532
Topeka, Kansas 66601-2532