

Pleasant Grove Baptist Church

**908 S. Martin Luther King Dr.
Springfield, IL 62703**

Pleasant Grove Baptist Church 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 and community.

Full Time Pastor Job Description

Opening Date: February 7, 2017- Application Postmarked Date: April 30, 2017

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

1. Cover Letter and Current Resume
2. Official transcripts mailed from the issuing institution;
3. Three recommendation letters (clergy, layperson and personal);
4. DVD of a sermon delivered within the past year (if available)
5. Current color photo (5x7);
6. Copy of Driver's License or State issued Identification;
7. A completed and signed application checklist;

Submission: Submit the Candidate Packets by certified mail, return receipt:

Mail to:

**Pastoral Search Ministry
Pleasant Grove Baptist Church
Post Office Box 6275
Springfield, Illinois 62708**

Any Candidate Packets postmarked after April 30, 2017 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, criminal history background check, drug screening test, and credit and financial history review (performed through outside agency to ensure complete confidentiality).

All information presented will be treated as **CONFIDENTIAL**. For additional information or questions, please submit your request to the **Pastoral Search Ministry**, at the above address.

No Phone Calls Please

QUALIFICATIONS

- ▶ Must be a licensed and ordained Baptist minister and 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 skills in written and oral communication;
- ▶ Must have a minimum five years of experience as a Baptist pastor;
- ▶ Must be an effective leader with proven managerial and administrative abilities;
- ▶ Must be proficient in the use of modern technology to enhance education and outreach;
- ▶ Must be committed to further religious training;
- ▶ Must be committed to church growth and membership development;
- ▶ Must be able to articulate a vision for the church that emphasizes spiritual growth, Christian service and ongoing Christian Education development;
- ▶ Must be willing to attend, support and encourage membership to attend (Associations, Conventions and Congress) and the State and National Convention for religious education and ideas that will enhance the church's ministries as well as establishing new ministries;
- ▶ Must demonstrate a record of community and mission outreach;
- ▶ Must be able to plan and conduct worship services;
- ▶ Must possess strong leadership skills to increase the church membership;
- ▶ The Pastor must demonstrate an intergenerational approach to spiritual and congregational growth;
- ▶ The Pastor should be able to counsel and work with youth as well as promote and develop youth programs;
- ▶ The Pastor should be able to provide spiritual counseling in the areas of bereavement, marital, and other various individual needs of the congregation

RESPONSIBILITIES OF A PASTOR

- ▶ The Pastor will be responsible as an ex-officio member of all church ministries/committees;
- ▶ The Pastor will preside over worship services, funeral services, weddings and baby dedications or designate someone else to perform these functions in his absences;
- ▶ 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, or confined to home or in an extended care facility as well as delegating these responsibilities to the Deacon/Deaconess Ministry and/or Church leaders as appropriate;
- ▶ The Pastor will moderate church meetings;
- ▶ The Pastor will work with various ministries to provide leadership in planning, organizing and coordinating programs in discipleship and ministry;

SECTION I – PASTORAL APPLICATION
PERSONAL INFORMATION

Full Name: (Last) _____ First _____ Middle _____

Are you known by another name: _____

Address: _____ City _____ State _____ Zip _____

Mailing Address if different (City/State/Zip) _____

Phone Numbers (home) _____ Cell _____ Business _____

Email Address _____

Birth Date _____ Birth Place _____ Are you a US Citizen? _____

If hired, can you present proof of your legal right to live and work in this country? Yes _____ No _____

Please list all addresses and residence periods for the last ten years:

Previous Address Information (complete only if at current address for less than ten years, attach additional sheet if necessary)

Home address	City	State	Zip code
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Home address	City	State	Zip code
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Social media footprint (e.g. Facebook, Twitter handle, Instagram, LinkedIn, etc.) (if applicable)

Digital Media (e.g., Links to podcast, blogpost, etc. if applicable) _____

Are you able to perform essential functions of the position with or without reasonable accommodations?
Yes _____ No _____ please explain _____

Spouse's name (Last) _____ First _____ Middle _____

Number of Children _____ Ages _____

Are you a Veteran? Yes _____ No _____

List your marital history (any prior marriages) dates and place: _____

SECTION II ORDINATION AND CURRENT CHURCH

Are you a licensed Baptist Minister? Yes _____ No _____

Are you an ordained Baptist Minister? Yes _____ No _____

Licensed date and place: _____ By Whom: _____

Ordination Date and Place: _____ By Whom: _____

Address _____

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 & EMPLOYMENT HISTORY

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 _____

Military Service: Branch _____ From _____ to _____

Rank at Discharge: _____

SECTION IV EMPLOYMENT HISTORY

Please list your employers starting with the current or most recent one first

Employer #1 Name _____

Street Address/City/State/Zip _____

Your Position _____ Date Started _____ Date Ended _____

Type of Employment? Full time _____ Part time _____ Reason for leaving _____

Employer #2 Name _____

Street Address/City/State/Zip _____

Your Position _____ Date Started _____ Date Ended _____

Type of Employment? Full time _____ Part time _____ Reason for leaving _____

Employer #3 Name _____

Street Address/City/State/Zip _____

Your Position _____ Date Started _____ Date Ended _____

Type of Employment? Full time _____ Part time _____ Reason for leaving _____

Employer #4 Name _____

Street Address/City/State/Zip _____

Your Position _____ Date Started _____ Date Ended _____

Type of Employment? Full time _____ Part time _____ Reason for leaving _____

Employer #5 Name _____

Street Address/City/State/Zip _____

Your Position _____ Date Started _____ Date Ended _____

Type of Employment? Full time _____ Part time _____ Reason for leaving _____

SECTION V- BACKGROUND INFORMATION

Please share any matters and/or concerns that will be of importance for the Pastoral Search Ministry 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 disqualify candidate from consideration. 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.

- ◆ Have you ever been arrested for any offense? Yes_____ No_____
If yes, please state nature of the arrest(s), when and where arrested and the case disposition.
(Attach additional sheet if necessary or use the back of this sheet)

- ◆ 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 or use the back of this sheet)

- ◆ 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 or use the back of this sheet)

- ◆ 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 or use the back of this sheet)

- ◆ Have you ever been charged in administrative, civil or criminal proceeding 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 or use the back of this sheet)

- ◆ Have you ever entered a pleas of not guilty, guilty, a plea of “no contest”, or has any court ever deferred further proceedings without entering a finding or guilty and placed you on probation or in a community 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 or use the back of this sheet)

- ◆ 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 or use the back of this sheet)

- ◆ 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 or use the back of this sheet)

- ◆ 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 or use the back of this sheet)

- ◆ Driver's License _____ Suspended (or) Revoked. If yes, explain _____

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- ◆ Have you held a position that required bonding? Yes _____ No _____
(in what capacity?)

SECTION VI – APPLICANT CHECKLIST

1. _____ Cover Letter and Resume
2. _____ Official Transcripts
3. _____ Three recommendation letters (clergy, layperson and personal)
4. _____ DVD of recent sermon, if available
5. _____ Current color photo (5x7)
6. _____ Copy of Driver's License or State Issued Identification
7. _____ A completed application
8. _____ A copy of a license and ordination certificate
9. _____ A completed and signed application checklist

Note: Any application packet that does not include the items above WILL NOT BE CONSIDERED

Printed Applicant Name _____

SECTION VII - CERTIFICATION and SIGNATURE

Applicant Sig _____

Please read and initial the below statements and sign application

_____ I certify that the responses given by me to the following questions on this application, including representation 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 the receipt of this application nor the subsequent entry into any type of employment and covenant relationship with Pleasant Grove Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Pleasant Grove Baptist Church it will be on at-will basis. This means that either Pleasant Grove Baptist Church or I have the right to terminate the employment relationship at any time, for a reason, with or without cause.

_____ I authorize the release of national and state criminal records, as well as credit history to Pleasant Grove Baptist Church. I authorize the schools, my former employers and people named in the application to release to Pleasant Grove Baptist Church any information on this application, and my education, character and employment history with them. I also give Pleasant Grove 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.

Printed Applicate Name _____

Signature of Applicant _____ Date _____

Position: Full Time Pastor

Contact: Pastoral Search Ministry of Pleasant Grove Baptist Church

Mail to:
Pastoral Search Ministry
Pleasant Grove Baptist Church
Post Office Box 6275
Springfield, Illinois 62708

No Phone Calls Please