

# SHILOH MISSIONARY BAPTIST CHURCH

PO Box 4974  
Cleveland, TN 37320

## *PASTORAL VACANCY ANNOUNCEMENT*

*(with APPLICATION)*

**Annual Salary range: \$18,200.00 to \$23,400.00**

Shiloh Missionary Baptist Church (SMBC), was organized around 1895 and is prayerfully seeking a part-time bi-vocational Senior Pastor, called by God who will be the spiritual leader of the congregation. The qualified candidate is responsible to God and the church to preach the gospel of Jesus Christ, to teach the Holy Bible, to provide Christian leadership in all areas of the church and to engage in pastoral care for the congregation. The candidate must be able to articulate a vision for the church that emphasizes spiritual growth and Christian Education and Development.

The Senior Pastor's main responsibilities will be to communicate God's Word, to oversee the ministries of the church, to care for and minister to the spiritual needs of the church body. The Senior Pastor will also provide biblical leadership for the church. The person ultimately called to serve as the Senior Pastor of the congregation will possess the qualities listed in 1 Timothy 3:1-7 and Titus 1:5-9, 2:1-8.

Shiloh Missionary Baptist Church has been in existence for one hundred and twenty-one years. The active membership is approximately 100. The selected individual is expected to possess and use appropriate skills in teaching the Word of God to transform lives, and to promote Christian discipleship to facilitate maturational growth of the congregation.

Priority consideration will be given to candidates that currently possess an Associate or greater degree with relevant Divinity training from an accredited institution. Candidates should have three (3) or more years of pastoral experience at a church of comparable size. Candidates must be knowledgeable of Baptist Doctrine, licensed and ordained to the Gospel Ministry by creditable religious organizations.

***Closing Date: May 15, 2017***

***All interested persons must submit a complete application package consisting of the following information:***

The application can be found at: [www.nationalbaptist.com](http://www.nationalbaptist.com) and search for pastor openings.

1. A cover letter, current resume (include detailed listing of ministerial/pastoral experiences, accomplishments and immediate family).
2. A video of a sermon delivered within the past year – optional
3. Copies of diploma(s), and/or degree(s) from an accredited institution.

4. Reference letters from each of the following: current and/former pastor (1); current professional colleague (1); personal, but unrelated, references (2)
5. Ministerial license(s), ordination certificate with the appropriate seal
6. A completed and signed application checklist (located within this package)
7. Copy of Driver's License or State Identification

***Any Candidate Package received after the closing date 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, a criminal history background check, a drug screening test, and a credit and financial history review (performed through outside agencies for complete confidentiality).

All information presented will be treated as "Confidential." For additional information or questions please submit your request to Pastoral Search Committee at [pastor-search@smbc3406.org](mailto:pastor-search@smbc3406.org) or Shiloh Missionary Baptist Church, c/o Pastoral Search Committee, PO Box 4974, Cleveland, TN 37320.

**Mail OR Email:**

Shiloh Missionary Baptist Church c/o Pastoral Search Committee PO Box 4974, Cleveland, TN 37320;  
Email: [pastor-search@smbc3406.org](mailto:pastor-search@smbc3406.org)

**(Include "Pastoral Search Committee in the subject line of all email correspondence.)**

**NO PHONE CALLS PLEASE**

## ***QUALIFICATIONS***

- \* Must have a minimum of three (3) years of pastoral experience as a Baptist pastor
- \* Meet qualifications as set forth in Timothy 3:1-7 and Titus 1:5-9; 2:1-8
- \* Must be a licensed minister and duly ordained in accordance with the Baptist Church
- \* Must be able to articulate a vision for the church that emphasizes spiritual growth and Christian Education development
- \* Must be able to plan and conduct worship services
- \* Must be an 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/education
- \* Must be willing to attend, support, and encourage members to attend local, state and national congresses and conventions for religious education and ideas that will enhance the church's ministries as well as establish other ministries
- \* Is willing to be involved in community and mission activities
- \* Must have a clear understanding of the Baptist Doctrine 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 possess strong leadership skills to increase the church membership

## ***RESPONSIBILITIES OF THE SENIOR PASTOR***

- \*The Pastor will be responsible as an ex-officio member of all church ministries/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 in a certain position within the corporation.
- \*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, confined to home, incarcerated 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 work with various ministries to provide leadership in planning, organizing, and coordinating programs in discipleship and ministry.
- \*The Pastor must demonstrate an intergenerational approach to spiritual growth and congregational formation.
- \* Refer to appendix A for specific part-time responsibilities

***[APPLICATION TO FOLLOW]***

## ***SECTION I: PASTORAL APPLICATION***

### **PERSONAL INFORMATION:**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Are you known by another name: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_ 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):*

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Home Address:	City	State Zip Code
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Home Address:	City	State Zip Code
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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. Twitter handle, LinkedIn, Facebook page, Instagram, etc.)(If applicable): \_\_\_\_\_

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Digital media footprint (e.g. Links to podcasts, blogposts, etc. if applicable): \_\_\_\_\_

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Are you able to perform essential functions of this position with or without reasonable accommodations?

Yes  No . If needed, please explain (Attach an additional sheet if necessary): \_\_\_\_\_

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

If married: spouse's name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Number of years of marriage: \_\_\_\_\_ Number of children \_\_\_\_\_

Ages/Names: \_\_\_\_\_

List your marital history (any prior marriages): \_\_\_\_\_

Have you ever been divorced? Yes  No . 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: \_\_\_\_\_



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**SECTION III: EDUCATIONAL & MILITARY BACKGROUND AND  
EMPLOYMENT HISTORY**

**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:** \_\_\_\_\_

**MILITARY BACKGROUND:**

**Are you a Veteran?** Yes  No  Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**Awards:** \_\_\_\_\_

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**EMPLOYMENT HISTORY:**

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

**Employer #1 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Type of Employment: Full-Time:  Part-Time:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #2 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Type of Employment: Full-Time:  Part-Time:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #3 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Type of Employment: Full-Time:  Part-Time:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer #4 Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

Position/Title: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Type of Employment: Full-Time:  Part-Time:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Add additional pages if needed.

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## ***SECTION IV: REFERENCES***

### **REFERENCES:**

Please list three references consisting of clergy, employer and personal (but not related to you).

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

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## SECTION V: BACKGROUND INFORMATION

### BACKGROUND INFORMATION

*(Each candidate will be subject to a background check, a credit check and a drug screen.)*

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 automatically be abarred from employment. 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.

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 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 or a plea of "no contest" (nolo contendere), 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.)* \_\_\_\_\_

\_\_\_\_\_

E. 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.)*

\_\_\_\_\_

\_\_\_\_\_

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 charge(s), when and where charged and the case 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 the 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/alcohol abuse? Yes  No  If yes, please state nature of the action(s), when and where and the disposition. (*Attach additional sheet if necessary.*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Has your Driver's License ever been suspended? \_\_\_\_\_ or revoked? \_\_\_\_\_. If yes, 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, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N. What has led you to consider the pastoral position with Shiloh Missionary Baptist Church?  
\_\_\_\_\_  
\_\_\_\_\_

O. Pastoral Experience (Begin with present or most current, if different from employer's list): (add additional sheets if needed)

Name of Church: \_\_\_\_\_ Position: \_\_\_\_\_  
Church Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To: \_\_\_\_\_  
Name of pastor (if applicable): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Name of Church: \_\_\_\_\_ Position: \_\_\_\_\_  
Church Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To: \_\_\_\_\_  
Name of pastor (if applicable): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Name of Church: \_\_\_\_\_ Position: \_\_\_\_\_  
Church Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To: \_\_\_\_\_  
Name of pastor (if applicable): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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## ***SECTION VI: PERSONAL EVALUATION AND DOCTRINAL INFORMATION***

### **PERSONAL EVALUATION:**

What do you perceive your primary task as a senior pastor to be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 | ___ Discipleship                           |
| ___ Evangelism     | ___ Building relationships                 |
| ___ Visitation     | ___ Motivating Others                      |

Please briefly provide your philosophy of ministry. Include your convictions regarding:

- (a) The role of church leaders: \_\_\_\_\_  
\_\_\_\_\_
  - (b) Discipleship: \_\_\_\_\_  
\_\_\_\_\_
  - (c) Evangelism: \_\_\_\_\_  
\_\_\_\_\_
  - (d) Church Government: \_\_\_\_\_  
\_\_\_\_\_
  - (e) Provide a written statement of Doctrine: \_\_\_\_\_  
\_\_\_\_\_
  - (f) What is your position on LGBT and what is your position on a minister who is not heterosexual?: \_\_\_\_\_  
\_\_\_\_\_
  - (g) Any other issues you believe are important: \_\_\_\_\_  
\_\_\_\_\_
-

## ***SECTION VII: APPLICATION CHECKLIST***

### **APPLICATION CHECKLIST:**

- A cover letter, current resume (include detailed listing of ministerial/pastoral experiences, accomplishments and immediate family).
- A completed application.
- A video of a sermon delivered within the past year - **optional**
- Copy of ministerial license(s), ordination certificate with the appropriate seal
- Copies of degree(s) from accredited institution
- Reference letters from each of the following:
  - Current and/or former pastor (1);
  - Current Professional Colleague (1); and
  - Personal (but unrelated) references (2).
- A completed and signed application checklist.
- Copy of Driver's License or State Identification.

**NOTE:** Any application package that does not include the items above will NOT BE CONSIDERED.

Applicant Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## ***SECTION VIII: CERTIFICATION AND SIGNATURE***

### **CERTIFICATION AND SIGNATURE:**

Please read and **initial** each of the below statements and sign 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 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 neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with Shiloh Missionary Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Shiloh Missionary Baptist Church it will be on at-will basis. This means that either Shiloh Missionary Baptist church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

\_\_\_\_\_ I authorize the release of national and state criminal records, as well as credit history report to Shiloh Missionary Baptist Church. I authorize the schools, my former employers, and people named in this application to release to Shiloh Missionary Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them. I also give Shiloh Missionary 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 a drug screening test.

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position: Part-Time Bi-Vocational Senior Pastor

### ***Mail or Email Application to:***

Shiloh Missionary Baptist Church  
c/o Pastoral Search Committee  
PO Box 4974  
Cleveland, TN 37320

Email: [pastor-search@smbc3406.org](mailto:pastor-search@smbc3406.org)