



The Church

Bethlehem Baptist Church, Newton County's oldest African American church, is located in historic Covington, Georgia. Since 1849, this historically significant church has been serving the Lord as an organized body of Christ with a dedicated and vibrant membership. We are a church that flourishes in an environment built on close relationships, community involvement/advocacy, and spiritual influence. In 167 years, we have been blessed with continuous leadership under the guidance of only twelve pastors. ***"We are a Praying, Praising People Serving A Powerful God"*** is the statement that greets parishioners as they enter our sanctuary. Our intergenerational congregation, consists of thirty-two ministries, and serves as a beacon of light in this community.

The Senior Pastor will... provide general oversight of shepherding the congregation, in collaboration with the Deacons and other caring ministries; so that the body is edified and equipped to do the work of Jesus Christ. This individual will preach the Word of God as detailed in the Holy Bible, while performing all the spiritual duties of his/her office. They will oversee the spiritual development of the church body through life-changing preaching and teaching that is biblically sound, relevant, and challenging. His/her passion to know and glorify God should be apparent through vital personal and shared worship, edification of the body, discipleship, outreach and effective leadership of staff and congregation.

Specific Duties and Responsibilities

- Plan, in collaboration with ministry leaders, Bible-based, theologically sound worship services and complimentary activities.
- Preach the Word during weekly services; lead our two sacred ordinances (the Lord's Supper and Baptism), conduct funerals, administer the sacred vows of matrimony and other functions as requested.
- Maintain office hours, be available for appointments, i.e., premarital, bereavement and general counseling, and other matters as aligned with the mission and vision of the church.
- Guide and provide oversight to the care and nurturing of the church membership through visitation and crisis intervention and other aspects of pastoral care.
- Ensure that administrative functions of the church are carried out directly or under his/her supervision.

- Supervise, mentor, and provide direction to and oversee development of ministry leaders, staff, as well as individual church ministries through development and implementation of a comprehensive Christian Education Program.
- Create, implement, and administer structured ministerial training and continuing development before and after licensing and ordination of Associate Ministers.
- Develop and facilitate implementation of a plan for church growth both spiritually and numerically.
- Lead and serve in community and ecumenical activities and programs, to include social action activities. Work collaboratively with other religious and civic leaders in the community.
- Emphasize discipleship, evangelism, and missions.
- Fulfill these duties as previously outlined as a *full-time pastor* undertaking and maintaining scheduling, while being flexible, as needed.

Knowledge & Skills

- Demonstrated ability to teach, preach, and apply God's Word by sharing the Gospel in a way that connects with the people and relates the Bible to the lives of all age groups.
- Demonstrated familiarity with computer-related technology and ability to effectively incorporate in ministry.
- Demonstrated ability to effectively communicate goals and strategies using strong spiritual and administrative leadership skills.
- Demonstrated skills in inter- and intra-personal conflict resolution, team building, and community activism.

Attributes

- Biblically qualified as recorded in our sacred scriptures, Titus 1:5-9, 1 Timothy 3:1-7, 1 Peter 2:25, and Luke 15:4-7.
- A born-again, baptized believer, who loves the Lord; is spirit-filled, energetic, enthusiastic, and dynamic.
- An excellent role model of moral and ethical conduct.
- Must demonstrate extraordinary pastoral care abilities with proven successes.
- Emulate strong interpersonal skills that foster a spirit of inclusion and love for all people.

Qualifications

- Must have completed an undergraduate degree from an accredited college or university and have at least a Master of Divinity (MDiv) or its equivalent from an accredited School of Theology/Divinity or Seminary.
- Must have at least five years of experience in church administration as a Senior, Associate or Assistant Pastor.
- Must have demonstrated leadership skills based upon past experiences with church, community associations, and civic activities.

- Must possess demonstrated teaching skills, presentation skills, and interpersonal skills.
- Must be a licensed and ordained Minister.

How to Apply:

- 1) Complete the Senior Pastor Application in its entirety.
- 2) In addition, you will need to submit the following:
 - Cover Letter
 - Resumé
 - Your Philosophy of Ministry
 - Statement of Faith
 - Two Recent Sermons (audio or video) (labeled)
 - Individual or Family Picture
 - Official Academic Transcripts
 - 4 Letters of Reference (Pastor, Colleague, Layperson, and Community)
- 3) Consent to criminal, credit, drug screening, and academic background check, if determined to be a qualified finalist.

Individuals interested in being considered for the position of Senior Pastor should submit required documents via US Mail to Chairman Craig McLeod, P.O. Box 1398, Covington, Georgia 30015 no later than August 31, 2017. Questions should be forwarded to bethlehempscinfo@gmail.com.

(Submitted materials will become the property of Bethlehem Baptist Church and WILL NOT be returned.)

Search Timeline

Announcement Posting and Acceptance of Applications (July 26-August 31, 2017)

Review of Applications (September 1-October 31, 2017)

Posting of Decision (TBD)



BETHLEHEM
BAPTIST CHURCH

2177 Usher Street • Covington, GA 30014

A Praying People Serving a Powerful God

Senior Pastor Application

Section I: Personal Information

Name: Last: _____ First: _____ Middle: _____

Are you known by another name? If so, please list: _____

Address: _____ City: _____ State: _____ Zip: _____

Mailing Address, if different: _____ City: _____ State: _____ Zip: _____

Contact Numbers: Home: _____ Cell: _____ Business: _____

E mail Address(es): _____

Preferred method of contact regarding this position? (Check One) Home Cell Business E-mail Mail

Birth Date: _____ Birth Place: _____ Number of years lived in 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 _____ City _____ State _____ Zip _____

Home Address _____ City _____ State _____ Zip _____

Home Address _____ 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 accommodations?

Yes No If reasonable accommodations are needed, please explain:

Marital Status: Single (Never Married) Married Separated Divorced Widow(er)

Please check one: Male: Female: Number of Children: _____ Ages: _____

Are you a veteran? Yes: No:

List your marital history (include any prior marriages) Dates and Place:

Section II: Ordination and Current Church

Are you licensed minister? Yes: _____ No: _____ Are you an ordained minister? Yes: _____ No: _____
License Date and Place: _____ Ordination Date and Place: _____ By whom? _____

Address: _____ City: _____ State: _____ Zip Code: _____

Denomination: _____ Have you been baptized by immersion? Yes: _____ No: _____

Current Church Name and Address of which you are a member: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Section III-A: Educational Background

Undergraduate School Name: _____ Major: _____ Minor: _____

Did you Graduate? Yes: _____ No: _____ Degree: _____ Dates of Attendance: From: _____ To: _____

Seminary Name: _____ Concentration: _____

Did you Graduate? Yes: _____ No: _____ Degree: _____ Dates of Attendance: From: _____ To: _____

Graduate School Name: _____ Major: _____ Minor: _____

Did you Graduate? Yes: _____ No: _____ Degree: _____ Dates of Attendance: From: _____ To: _____

Post Graduate Studies Name: _____ Area of Study: _____

Did you Graduate? Yes: _____ No: _____ Degree: _____ Dates of Attendance: From: _____ To: _____

Section III-B: Military Service

Branch: _____ DOS: From: _____ To: _____

Date of Discharge: _____ Type of Discharge: _____

Section III-C: Employment History

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

Employer #1 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Your Position: _____ Start Date: _____ End Date: _____

Type of Employment? Full-Time: _____ Part-Time: _____

Reason for leaving:

Employer #2 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Your Position: _____ Start Date: _____ End Date: _____

Type of Employment? Full-Time: _____ Part-Time: _____

Reason for leaving:

Employer #3 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Your Position: _____ Start Date: _____ End Date: _____

Type of Employment? Full-Time: _____ Part-Time: _____

Reason for leaving:

Employer #4 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Your Position: _____ Start Date: _____ End Date: _____

Type of Employment? Full-Time: _____ Part-Time: _____

Reason for leaving:

Employer #5 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Your Position: _____ Start Date: _____ End Date: _____

Type of Employment? Full-Time: _____ Part-Time: _____

Reason for leaving:

Employer #6 Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Your Position: _____ Start Date: _____ End Date: _____

Type of Employment? Full-Time: _____ Part-Time: _____

Reason for leaving:

Section IV: References

Please list four references consisting of at least one each of a Pastor, Colleague, Layperson, and Community.

Full Name: _____ Relationship: _____ Organization: _____
Contact Number: _____ Address: _____ City: _____ State: ____ Zip Code: _____

Full Name: _____ Relationship: _____ Organization: _____
Contact Number: _____ Address: _____ City: _____ State: ____ Zip Code: _____

Full Name: _____ Relationship: _____ Organization: _____
Contact Number: _____ Address: _____ City: _____ State: ____ Zip Code: _____

Full Name: _____ Relationship: _____ Organization: _____
Contact Number: _____ Address: _____ City: _____ State: ____ Zip Code: _____

Additional/Personal References (Two Required)

Full Name: _____ Relationship: _____ Organization: _____
Contact Number: _____ Address: _____ City: _____ State: ____ Zip Code: _____

Full Name: _____ Relationship: _____ Organization: _____
Contact Number: _____ Address: _____ City: _____ State: ____ Zip Code: _____

Section V: Background Information

Please share any matters and/or concerns that will be of importance for the pastoral search committee to be aware of at this time.

If you answer yes to any of the following questions in this section, please attach a separate sheet indicating the nature of the suit, charges of offense, when and where charged, the date, court, and disposition or other appropriate explanation. An arrest or a conviction record will not automatically bar an applicant 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.

- 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.*
 - 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.*
 - 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.*
 - Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate your 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.*
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- 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.*
 - 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.*

- 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.*

- 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.*

- 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.*

- Driver's License ___Suspended (or)___Revoked

If yes, explain:_____

- Have you held a position that required bonding? Yes:___No:___

- Have you ever been accused or charged with sexual harassment? Yes:___No:___

If yes, please explain:

Section VI: Applicant Checklist

- _____ 1. A completed application.
- _____ 2. A DVD of two sermons delivered within the past 12 months.
- _____ 3. A copy of a license and ordination certificate.
- _____ 4. Certified copies of degrees mailed from the issuing institution.
You can submit by either of the following methods: ___ (1) Enclose certified copies with the application
OR ___ (2) Request a certified copy to be mailed from the issuing institution(s)
- _____ 5. Four recommendation letters (Pastor, Colleague, Layperson, and Community).
- _____ 6. A completed and signed application checklist.
- _____ 7. Copy of Driver's License or State Identification.
- _____ 8. Cover Letter, Résumé, Philosophy of Ministry statement, and Statement of Faith
- _____ 9. Statement of Salary Requirements

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

Applicant Typed Name: _____

Applicant Signature: _____
(Signature is required at time of interview)

Date: _____

Section VII: Certification and Signature

Please read and initial 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 Bethlehem Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Bethlehem Baptist Church it will be on an at-will basis. This means that either Bethlehem 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 Bethlehem Baptist Church. I authorize the schools, my former employers, and people named in this application to release to Bethlehem Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them as allowed by law. I also give Bethlehem 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.**

_____ **I understand that if I am a finalist I will have to submit to a background check.**

_____ **I understand that if I am a finalist I will have to provide credit history background check.**

Signature of Applicant

Position Applied For:

**Full-Time Senior Pastor
Bethlehem Baptist Church
2177 Usher Street
Covington, GA 30014**