



BETHEL BAPTIST CHURCH

2165 Fifth Avenue • Post Office Box 927
Troy, New York 12181-0927
Phone: 518-274-4303 • Fax: 518-274-2671

August 25, 2017

Dear Potential Candidate:

We are happy that God has led you to apply for the vacant Pastor position at Bethel Baptist Church in Troy, NY.

Interested candidates must submit an initial Candidate Package comprised of the following items. All documents and other items will be shredded and/or discarded after the initial review process is completed.

- Cover Letter (include vision/mission statement)
- Current Resume (include detailed listing of ministerial/pastoral experiences)
- Statement of Faith
- Copy of Ministerial License and Certificate of Ordination with appropriate seals
- Copy of diploma showing the degree
- A video copy (DVD) or flash drive of a recent sermon (within the last twelve [12] months)
- Completed application

The completed Candidate Package must be postmarked by December 1, 2017. Any package postmarked after that date will be destroyed without consideration. **PLEASE no phone calls, emails or faxes to the Bethel Baptist Church office or to the Pastoral Search Committee members.** This information is confidential and will only be read by the Pastoral Search Committee Members. **The completed application packet should be submitted, by mail, to:**

Bethel Baptist Church
Attn: Pastoral Selection Committee
P.O. Box 593
Troy, New York 12180

The Pastoral Search Committee will acknowledge receipt of all requested items (by email). **NOTE: All pages must be filled out completely in order to be considered an active candidate for the position. Missing information or incomplete pages will result in the entire application being dismissed.** All information will be treated as confidential. All candidates are subject to a Background Check, (performed through an outside agency for complete confidentiality). Upon receipt of aforementioned, and review by the Pastoral Selection Committee, qualified candidates will be contacted in writing with instructions on the next phase of the selection process.

Please note that successful completion of these requirements is no guarantee of employment. Again, thank you for your interest in our Pastor position.

*This is none other but the house of God and this is the gate of heaven...
and he called the name of that place Bethel...Genesis 28:17, 19*

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2165 Fifth Avenue ♦ Troy, New York 12180

Pastor Vacancy Announcement

OPENING DATE: SEPTEMBER 1, 2017

CLOSING DATE: DECEMBER 1, 2017

POSITION OVERVIEW

Bethel Baptist Church was founded in 1936 and is located in Troy, New York. The church has been in existence for 81 years under the direction of five previous pastors. Bethel serves as home to approximately 150 members. Additional information regarding our Church can be found at <http://www.betheltroyny.com/about-us/church-history>

We are prayerfully seeking to identify the next pastor the Lord has already chosen to lead this congregation in pursuing the Holy Spirit's direction in service to our church family, our community, and the lost. The Pastor has the primary responsibilities of preaching and teaching the Word of God, engaging in pastoral care ministries, and providing administrative leadership in all areas of the church.

We are seeking a licensed and ordained pastor who is called by God and equipped by the Spirit to lead our congregation and embody the qualifications set forth in *1 Timothy 3: 1-7; Titus 1: 6-8; and Habakkuk 2:3*. The Pastor shall execute their duties as they pertain to the administration and spiritual development of the church body. The Pastor must be able to teach and preach the Gospel of Jesus Christ.

If you feel that God is directing you to seek the office of Pastor at Bethel Baptist Church, we would like to hear from you.

RESPONSIBILITIES

- Set the vision and mission for the church.
- Plan and conduct worship services, develop sermons, and lead in the observance of the church ordinances.
- Lead the congregation in effective programs to fulfill the Great Commission with vision, purpose and clarity.
- Lead and demonstrate effective ways to witness and win the lost to salvation through Jesus Christ.

- Visit and minister to members and prospective members in homes, nursing care facilities and hospitals.
- Conduct counseling sessions, perform wedding ceremonies and conduct funeral services.
- Work with the Deacons and other key leadership to carry out the mission and purpose of the church.
- Act as the moderator at all Church business meetings.
- Be active in and knowledgeable about associational, state, national and denominational leaders in matters of mutual interest and concern.
- Serve as Overseer/Administrator of paid church staff supervising and evaluating the tasks assigned to each.
- Serve to recommend and advise committees and teams as an ex-officio member.
- Oversee, along with Deacons, all church discipline matters and the management of conflict issues in the church.
- Communicate with the congregation through articles or announcements, written and spoken using bulletins and worship services.
- Give full support biblically to the development of the Budget of the church.
- Adhere to the Church Bylaws and Policies and Procedures adopted by the church.
- Maintain a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
- Be a contributing member of the church.
- Plan for the education, growth and development of the congregation

QUALIFICATIONS

- Earned theological degree from an accredited institution of higher education*
- Must meet the requirements of a pastor as stated in 1Timothy 3: 1-7;
- A minimum of 6-10 years of pastoral experience or 3-5 years consecutive years of ministerial experience under an established pastor;
- Ordained Baptist minister
- Experience in Pastoral and/or Biblical Counseling
- Demonstrate the ability to deliver biblically sound, inspirational sermons
- Have a working knowledge of Baptist Doctrine

** The theological degree does not have to be completed as long as you are currently working towards a degree in Theology/Ministry,*

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APPLICANT INFORMATION

Full Name _____ Date _____
Last First MI

Address _____ Apt # _____
Street Address

City State Zip Code

Phone _____ E-mail _____

Date Available _____ Desired Salary _____

Are you a citizen of the United States ☐ Yes ☐ No Are you authorized to work in the U.S.? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, explain _____

EDUCATION

High School _____ Address _____

From _____ To _____ Did you graduate? ☐ Yes ☐ No

College _____ Address _____

From _____ To _____ Did you graduate? ☐ Yes ☐ No

College _____ Address _____

From _____ To _____ Did you graduate? ☐ Yes ☐ No

CURRENT EMPLOYMENT

Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Current Salary _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

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PREVIOUS EMPLOYMENT

Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

PREVIOUS EMPLOYMENT

Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

PREVIOUS EMPLOYMENT

Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Ending Salary _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

MILITARY SERVICE

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

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ORDINATION AND CURRENT CHURCH

Are you licensed? ☐ Yes

☐ No

Are you ordained ☐ Yes

☐ No

Licensure date and place _____

Licensed by _____

Denomination _____

Ordination date and place _____

Address _____

Ordained by _____

Denomination _____

Current church name and address where you are a member

Name _____

Address _____

DISCLAIMER AND SIGNATURE

Please read and initial the statements below and sign and date application

_____ I certify that the information given by me to the questions on this application, including representations 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 or employment termination.

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

Applicant's Printed Name _____

Applicant's Signature _____ Date _____