

PROVIDENCE MISSIONARY BAPTIST CHURCH

Pastoral Recommendation Committee
2209 Clifton Avenue
Rockford, IL 61102-3578

Job Description – Pastor

We **believe** the ideal candidate God is sending to pastor Providence Missionary Baptist Church of Rockford, Illinois is born-again, spirit-filled and a good role model of Christian moral and ethical conduct as described in 1 Timothy 3:1-7 and Titus 1:6-9. The ideal candidate must be divinely called by God to lead our Church, according to God's will and purpose, and possess the skills and vision to shape Providence to be more effective in the 21st century.

The candidate must have a dedicated, committed life to Christ and should reflect the leadership of the Holy Spirit. The candidate must demonstrate a burning zeal to minister to and nurture each member of the church, and the congregation as a whole, to Christian maturity.

The additional qualifications are as follows:

Principle Function:

The Pastor is to be the spiritual leader of the church who is responsible to the Lord and the church to primarily proclaim the Gospel and teach the Bible. The Pastor is also expected to engage in pastoral care, provide leadership to all ministries and assist with the operation of the church.

Education/Training:

- Is a licensed and ordained Baptist minister to preach and teach the Gospel.
- Has pastoral experience.
- Has a seminary and/or college degree.
- Is actively involved in continuous religious education.
- Embraces and supports the use of technology.

Ministry Requirements and Responsibilities:

- Adhere to the church's Constitution and By-laws.
- Plan and lead worship services; prepare and deliver sermons; properly lead the congregation in observing the church ordinances of Baptism and the Lord's Supper.
- Officiate at the weddings, christenings, funerals of church members, and at the ordination service of Deacons and Associate Ministers.
- Lead the church in an effective evangelism program and in a caring ministry for those in the church and community.
- Establish an effective program for visitors and prospective members.
- Lead the church in planning, organizing, directing, coordinating and evaluating the total mission of the church.
- Act ethically and honestly and promote mutual trust.
- Know the importance of and respect confidentiality.

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- Exhibit genuine concern for congregation.
- Provide guidance and support to the youth.
- Participate with the leadership of the local association, Baptist General State Convention of Illinois, Baptist General State Congress of Christian Education, National Baptist Convention, USA, Inc. and National Baptist Congress of Christian Education in matters of mutual interest and concern.
- Represent the church in civic matters.
- Act as facilitator of the church business meeting. (Unless someone else is appointed as facilitator).
- Work with Deacons, Board of Directors, Trustees, church officers, ministries and committees as they perform their assigned responsibilities.
- Supervise the work of the ministerial staff; both volunteer and paid ministers.
- Utilize biblical principles to discipline in love with the goal of restoration.

If you meet these qualifications, and wish to be considered for the Pastor opening at Providence Missionary Baptist Church of Rockford, Illinois, please submit the following in typed format:

1. **Cover Letter**
2. **Personal Statement** (double spaced with a maximum of 750 words)
 - Tell us about your conversion experience.
 - Tell us about your calling to the Ministry.
 - Why should you be the next Pastor for Providence?
3. **Resume**
4. **Three Letters of References**
 - Clergy
 - Professional
 - Personal
5. **Copy of Ministerial License**
6. **DVD of Recent Sermon Preached within the past 12 Months**

A checklist for the requested information is provided and **must** be returned with your submissions to one of the following addresses **ONLY**:

U.S. Mail

Providence M. B. Church
Pastoral Recommendation Committee
2209 Clifton Avenue
Rockford, IL 61102-3578

OR

Email

[**providencebaptist@aol.com**](mailto:providencebaptist@aol.com)

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If you are unable to provide any of the requested information, please use the comments section on the checklist to explain why.

The final candidate(s) will be required to submit to a background check. All material submitted, regardless of medium, will be kept confidential and become the property of Providence Missionary Baptist Church of Rockford, Illinois.

If you have any questions, please direct them to providencebaptist@aol.com.

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CANDIDATE CHECKLIST

PERSONAL INFORMATION

Candidate Name:	
Address:	
Telephone number:	
E-Mail Address:	

CHECKLIST

<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	Personal Statement
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Three Letters of Reference: Personal (1), Professional (1), Clergy (1)
<input type="checkbox"/>	Copy of Ministerial License
<input type="checkbox"/>	DVD of Sermon (Preached within the past 12 months.)
<input type="checkbox"/>	Completed Candidate Checklist

COMMENTS
