

**FIRST BAPTIST CHURCH OF QUINDARO**  
**3030 STACY E. HOPKINS AVE (formerly Farrow Ave)**  
**KANSAS CITY, KS 66104**  
**(913) 621-4510**

## **PASTOR VACANCY ANNOUNCEMENT AND APPLICATION**

The First Baptist Church of Quindaro (FBQ) was organized on June 17, 1902 and is prayerfully seeking a Pastor, **called by God**, who will serve as the spiritual leader of the congregation. The FBQ enjoys a rich history and is recognized as a “pillar church” among sister churches and in Baptist associations at the local, district, state, and national levels. The qualified candidate is accountable to God and the Church to proclaim the Gospel of Jesus Christ, to teach the Holy Bible, God’s Word, to provide Christian leadership in all areas of the Church and its ministries, and to engage in good pastoral care of the congregation. The candidate must be able to articulate a vision for the church that emphasizes spiritual growth, discipleship and Christian Education.

The Pastor’s primary responsibilities will be to effectively communicate God’s Word, minister to the spiritual needs of the congregation and provide Biblical leadership of the Church. The person ultimately called to serve as the spiritual leader will possess the qualities listed in 1 Timothy 3:1-7 and Titus 1:5-9. The First Baptist Church of Quindaro is trusting God to fulfill the prophetic promise expressed in Jeremiah 3:15 which states **“And I will give you pastors according to mine heart, which shall feed you with knowledge and understanding.”** The selected individual will possess and use appropriate skills in teaching the Word of God to transform lives and promoting Christian discipleship in order to help facilitate maturational growth of the congregation.

Preference may be given to candidates who currently possess a degree (a Certificate, Bachelor’s or Master’s Degree, preferably from an accredited Theological institution). Six (6) or more years of pastoring experience at a church of comparable size is preferred. Candidates must be knowledgeable of the Baptist Doctrine, licensed and ordained to the Gospel Ministry by credible religious organizations.

**OPENING DATE: July 15, 2018**

**CLOSING DATE: September 16, 2018, or upon finding the candidate that God has ordained for us.**

The announcement, application and job description may be found online at:

<https://www.facebook.com/groups/1876143685740306/files> OR

<https://impp69.wixsite.com/FBQpulpitsearch>

These pages are set-up specifically to only provide access to the Pastor Application. The application is an Adobe, fillable form and may be printed when completed. You will need Adobe Acrobat, Adobe Acrobat Reader or any program that will allow you to complete an Adobe form. (Adobe Reader is a FREE download; to get Adobe Reader, click here: <https://get.adobe.com/reader>)

All interested applicants must submit a complete Application Packet consisting of the information listed below.

1. A cover letter, current resume including a detailed listing of ministerial/pastoral experiences, accomplishments and information about immediate family.
2. Completed application.
3. CD/DVD of 3 sermons delivered within the past year as follows: 2<sup>nd</sup> Sunday in March; 1<sup>st</sup> Sunday in July and 3<sup>rd</sup> Sunday in November. (If available)
4. Certified copies of higher education diplomas/degrees mailed from the issuing accredited institution.
5. Ministerial License(s) and Ordination Certificate with the appropriate seal.
6. Completed and signed Application Checklist.
7. Current color photo (head shot) (5 x7) and family photo (if applicable).
8. Copy of DD214, if a veteran.
9. **Fully executed FBI background check.** To get the background check, go to <https://www.edo.cjis.gov> and follow the instructions presented under the section heading of “How To Submit A Request”. **The background check must be paid by the applicant and will not be reimbursed. DO NOT DELAY IN GETTING YOUR BACKGROUND CHECK COMPLETED!** While the background check can be completed in 3 – 5 business days, delays do happen! Have the background check results mailed to the address below.

**Any Application Packet received (postmarked on or before the closing date) after the closing date will not be considered. There are no exceptions. Please Note:** Missing information may result in disqualification. In describing your experience, please be clear and specific. Final candidates will be asked to provide additional information later in the selection process. All candidates must consent to reference checks and execute a criminal history and background search through the Federal Bureau of Investigation (FBI), a pre-employment drug screen, and a credit and financial history review (performed through outside professional agencies for confidentiality).

All information submitted is treated and handled as “Confidential”. Should you have any questions or need additional information about this process, please email your request to the Pastor Search Committee at: [DM2921@kc.twcbc.com](mailto:DM2921@kc.twcbc.com). (Include “Pastor Search” in the subject line of all email correspondence.)

**Mail Application Packet (recommended Certified, Return Receipt Requested) to:**

**First Baptist Church of Quindaro  
ATTN: Pastor Search Committee  
Artis Jones, Chairman/Ronald Hopkins, Secretary  
P.O. Box 4125  
Kansas City, Kansas 66104-9998**

**(NO TELEPHONE CALLS, PLEASE)**

### **PREFERRED PASTOR QUALIFICATIONS**

- A minimum of six (6) years of pastoral experience as a Baptist Pastor.
- Meet qualifications set forth in 1 Timothy 3:1-7 and Titus 1:5-9.
- Proof of license as a Baptist minister and duly ordained (if applicable) in accordance with the Baptist Church.
- Ability to articulate a vision for the church that emphasizes spiritual growth and Christian Education, and connection with younger members (Millennials) of the church.
- Ability to plan and conduct relevant, spirit-filled worship services with a welcoming spirit.
- Effective leader with managerial and administrative abilities (Pastoral and/or appropriate experience).
- Must be committed to church growth and membership retention.
- Must be committed to further religious training and education.
- Full-Time (preferred) and available 24/7 with set office hours.
- Willingness to attend, support and encourage members to attend local, state, and national Congress of Christian Education classes, Baptist Association meetings, and district and state conventions for religious education and ideas to enhance the Church's ministries, as well as establish other ministries.
- Demonstrated record of community and mission involvement.
- Knowledge of the Baptist Doctrine and Beliefs, with ability to effectively communicate in teaching sound doctrine and preaching from the Holy Bible.
- Must have proficient written and oral communication skills.
- Ability to maintain a controlled demeanor and an objective perspective in difficult and/or potential conflict situations.
- Demonstration of a loving, caring and welcoming spirit.
- Experience and proven history of biblically-based counseling (family, marital, substance, abuse, etc.)
- Must be willing to give tithes and offerings.
- Must lead by example.

### **ESSENTIAL JOB FUNCTIONS OF A PASTOR**

- The Pastor will serve as an ex-officio member of all church ministries and 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 Pastor of the corporation.*
- Preside over worship services, funeral services, weddings, and baby dedications, etc., and may designate an official to perform these functions in his absence.
- Lead, counsel and perform the Holy Ordinances of Baptism and the Lord's Supper (Communion).
- The Pastor will visit members, who are hospitalized, confined to home or in an extended care facility, and provide spiritual and emotional support communicating an attitude of care.
- The Pastor will work with various ministries to provide leadership in planning, managing and organizing programs for discipleship and ministry that nourishes and inspires God's people.
- The Pastor must be aware and demonstrate an inter-generational approach to ministry, spiritual growth and congregation formation.
- The Pastor will get to know and listen to the congregation, inviting diverse perspectives and encouraging open and godly communication in order to seek God's will for the Church, discover the needs, gifts, goals, and vision of the congregation.

# PASTOR APPLICATION

Please complete this application in its' entirety; if an answer does not apply, answer with Not Applicable or N/A. Attach separate sheet if required and refer to area required by Section and Question.

Please PRINT or TYPE all information

## SECTION I - PERSONAL INFORMATION

### 1. Name(s) – Please list all names used, including any previous names

Current Name:

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

### 2. Previous Names and time frame used:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Time Frame: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Time Frame: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Time Frame: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Time Frame: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ 4. Birth Place (City, State): \_\_\_\_\_

5. SSN: \_\_\_\_\_ 6. # of years lived in US? \_\_\_\_\_ 7. Driver's license # & State: \_\_\_\_\_

8. If hired, can you provide proof of US citizenship/legal authorization to live and work in US? Yes  No

### 9. Address(es) – Please list your current and any previous address(es) used in the last ten (10) years and time used.

Street Address	City/State/Zip	Timeframe used
Current Address: _____	_____	_____
Mailing Address: _____	_____	_____
Previous Address: _____	_____	_____
Previous Address: _____	_____	_____
Previous Address: _____	_____	_____
Previous Address: _____	_____	_____

### 10. Telephone & Other Contact Information (include area codes)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

11. Are you able to perform essential functions of this position without reasonable accommodation (R/A)? Yes  No   
If R/A is needed/required, please explain (attach separate additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PASTOR APPLICATION

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**12. Social Media Footprint – check all that apply and provide profile name(s). Attach a separate sheet, if necessary.**

Facebook <input type="checkbox"/> _____	Snapchat <input type="checkbox"/> _____
Twitter <input type="checkbox"/> _____	YouTube <input type="checkbox"/> _____
Instagram <input type="checkbox"/> _____	LinkedIn <input type="checkbox"/> _____
Podcasts <input type="checkbox"/> _____	Blogs <input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

**13. Marital Status:** Divorced  Separated  Single  Married  Widowed  Anniversary: \_\_\_\_\_

**14. How many times have you been married?** \_\_\_\_\_ **15. When was your most recent divorce?** \_\_\_\_\_

**Spousal Information**

Last (Maiden): \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**16. DOB:** \_\_\_\_\_ **17. Birth Place (City, State)** \_\_\_\_\_

**18. SSN** \_\_\_\_\_ **19. Number of years lived in US?** \_\_\_\_\_ **20. Driver's license & State** \_\_\_\_\_

**21. Does your spouse live with you?** Yes  No

**22. Do you and your spouse have any children? If so, please provide names, gender and ages.**

Name	Gender	Age	Live with You?
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>
_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> Part Time <input type="checkbox"/>

**23. Please list any specialized training and major interests of your spouse:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PASTOR APPLICATION

Page 3, cont'd

25. Please list your hobbies and special interests: \_\_\_\_\_

26. Do you have any other vocational or jobskills? \_\_\_\_\_

## SECTION II – ORDINATION AND CURRENT CHURCH

Attach a separate sheet, if necessary.

1. Are you licensed? Yes  No  If so, when were you licensed? \_\_\_\_\_

2. Where were you licensed? \_\_\_\_\_

3. Who licensed you? \_\_\_\_\_

4. Are you ordained? Yes  No  If so, when were you ordained? \_\_\_\_\_

5. Where were you ordained? \_\_\_\_\_

6. Who ordained you? \_\_\_\_\_

7. Church Home (where you hold membership)

7a. Church: \_\_\_\_\_

7b. Pastor: \_\_\_\_\_

7c. Address: \_\_\_\_\_

7d. City/State/Zip: \_\_\_\_\_

7e. Phone: \_\_\_\_\_ 7f. Fax: \_\_\_\_\_

7g. Email: \_\_\_\_\_ 7h. Website: \_\_\_\_\_

## SECTION III – EDUCATIONAL BACKGROUND

Attach a separate sheet, if necessary.

Undergrad School: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Degree and Date: \_\_\_\_\_ Major: \_\_\_\_\_

Masters School: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Degree and Date: \_\_\_\_\_ Major: \_\_\_\_\_

# PASTOR APPLICATION

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Doctorate School: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Degree and Date: \_\_\_\_\_ Major: \_\_\_\_\_

Seminary School: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Degree and Date: \_\_\_\_\_ Major: \_\_\_\_\_

## SECTION IV – Military Service Attach a separate sheet, if necessary.

Branch	Rank at Discharge	Service Dates	Discharge Type
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## SECTION V – EMPLOYMENT WORK HISTORY

Please list your employers, beginning with the current or most recent employer first. Attach a separate sheet, if necessary.

Employer Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Contact: Yes  No

Position/Title: \_\_\_\_\_ Full-Time  Part-time

Employer Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Contact: Yes  No

Position/Title: \_\_\_\_\_ Full-Time  Part-time

Employer Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Contact: Yes  No

Position/Title: \_\_\_\_\_ Full-Time  Part-time

# PASTOR APPLICATION

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## SECTION VI – REFERENCES

Please list a minimum of two (2) each reference: clergy, employer and personal (of persons NOT related to you).

Clergy Name: \_\_\_\_\_

Church: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Clergy Name: \_\_\_\_\_

Church: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# PASTOR APPLICATION

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## SECTION VII – BACKGROUND INFORMATION

Each candidate will be subject to reference checks, a credit and financial history review, and a pre-employment drug screen. Additionally, each applicant must apply for a criminal background search through the FBI (Information and Guidelines attached) and have the results forwarded to the Search Committee. **The background search must be paid by the applicant and will not be reimbursed.**

Have you ever been arrested or convicted? **Yes**  **No**  If yes, please state nature of the charge(s), when and where charged and the case disposition. *(Attach additional sheet, if necessary.)*

What led you to consider the pastor position with First Baptist Church of Quindaro? *(Attach additional sheet, if necessary.)*

**Pastoral Experience** (Begin with present or most current; *Attach additional sheet, if necessary.*)

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

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

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

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

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

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

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

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

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

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

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

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

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

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

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

# PASTOR APPLICATION

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## SECTION VIII – PERSONAL EVALUATION AND DOCTRINAL INFORMATION

What do you perceive your primary task and role to be as a Pastor? Please explain in detail. \_\_\_\_\_

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### DOCTRINAL INFORMATION

With '1' being the most important and '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/Leadership | _____ Discipleship                           |
| _____ Evangelism                | _____ Building Relationships                 |
| _____ Visitation                | _____ Motivating and Inspiring Others        |

**Briefly, please provide your philosophy of ministry. Include your convictions regarding:**

**The Role of Church Leaders:** \_\_\_\_\_

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

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

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**Church Polity:** \_\_\_\_\_

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# PASTOR APPLICATION

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## SECTION IX – APPLICATION CHECKLIST

- Cover letter
- Current resume including a detailed listing of ministerial/pastoral experiences, accomplishments
- Completed application
- CD/DVD of 3 sermons delivered within the past year as follows: 2<sup>nd</sup> Sunday in March; 1<sup>st</sup> Sunday in July and 3<sup>rd</sup> Sunday in November. (If available. If those specific dates are not available, please send 3 various dates from the last year, or any available online links to messages you have delivered.)
- Certified copies of higher education diplomas, degrees mailed from the issuing accredited institution
- Ministerial license(s) and ordination certificate with the appropriate seal
- Completed and signed Application Checklist
- Current color photo (head shot) (5 x7) and family photo (if available)
- Copy of DD214, or other military Statement of Service if a veteran
- Fully executed background check. To get the background check, go to <https://www.edo.cjis.gov> and follow the instructions presented. **The background search must be paid by the applicant and will not be reimbursed.** Have the background check results sent to:

**First Baptist Church of Quindaro  
ATTN: Pastor Search Committee  
C/o Mr. Jones, Chairman or Mr. Hopkins, Secretary  
P.O. Box 4125  
Kansas City, Kansas 66104-9998**

**NOTE: Any Application Packet that does not include the items listed above may not be considered.**

**(NO TELEPHONE CALLS, PLEASE)**

# PASTOR APPLICATION

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## SECTION X – CERTIFICATION, RELEASE OF INFORMATION AND SIGNATURE

**The Pastor Search Committee reserves the right to verify any information provided by the applicant. Please read and initial the statements listed below, then sign the 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 accurate to the best of my knowledge and have been made with no mental reservations whatsoever. Further, I have not withheld any information that may adversely affect my opportunity for consideration of employment. I understand that misleading or false statements will constitute sufficient cause for refusal of hire, immediate termination of employment and covenant agreement.

\_\_\_\_\_ I understand that neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with the First Baptist Church of Quindaro creates an actual or implied employment. I understand that, if I am offered and accept employment with the First Baptist Church of Quindaro it will be on an **“at-will” basis**. This means that either the First Baptist Church of Quindaro or I have the right to terminate the employment relationship any time for any reason, with or without cause, without incurring legal liability.

\_\_\_\_\_ I authorize the release of national and state criminal records, including the FBI Background Check, as well as credit and financial history reports to the First Baptist Church of Quindaro. I authorize the schools, my former employers, and people named in this application to release to the First Baptist Church of Quindaro and information requested to verify the information on this application, including my education, character and employment history.

\_\_\_\_\_ I further understand that if I am a finalist, I must submit to a pre-employment drug screen.

**Applicant's Signature:** \_\_\_\_\_

**Applicant's Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### MAIL APPLICATION PACKET TO:

**First Baptist Church of Quindaro  
ATTN: Pastor Search Committee  
C/o Mr. Jones, Chairman or Mr. Hopkins, Secretary  
P.O. Box 4125  
Kansas City, Kansas 66104-9998**