



## **Pastoral Vacancy Announcement**

New Life Missionary Baptist Church established in 1937 with a current membership of approximately 200 located in Cincinnati (West College Hill), Ohio is seeking its third Pastor. The candidate qualifications must align with the scriptures as outlined in 1 Timothy 3:1-7; Titus 1:6-9; and 1 Peter 5:1-4. The candidate must be a visionary with strong leadership skills who will preach the gospel of Jesus Christ, teach sound Baptist doctrine, promote spiritual growth and development, and engage in pastoral care. We are praying that God sends us a Pastor that fears God and exhibits a humble, honest, loving and welcoming spirit.

### ***A successful candidate must meet the following qualifications:***

- Must be a licensed and ordained Baptist Minister called by the Holy Spirit
- Ability to develop and deliver biblically sound and spirit-filled sermons in a way that connects with the people and current life experiences
- Ability to plan and conduct relevant, spirit-filled services with a welcoming spirit
- Ability to articulate a vision for the church that emphasizes spiritual growth, Christian education and connection with the millennials
- Must have a sound knowledge of Baptist Doctrine and the Articles of Faith
- Strong leadership and communication skills with a personal character that is above reproach
- Ability to work effectively with the Deacons, church leaders and the congregation
- Must be committed to church growth and membership retention
- Promote evangelism outreach; collaboration with the local churches and the community

### ***Primary Duties and Responsibilities***

- Serve as the spiritual leader and direct the order of worship service
- Promote spiritual growth through preaching, teaching and bible study
- Preside over worship services, baptisms, Lord's Supper, weddings, funerals, baby dedications, etc.

***New Life Missionary Baptist Church ~ 6434 Simpson Ave ~ Cincinnati, Ohio 45224***

- Work in a cooperative spirit with the Deacons, Trustees and leaders of the church organizations
- Provide vision and strategic goals for the church supported with a plan of implementation and execution
- Adhere to the church Constitution and Bylaws, policies and procedures and provide leadership to the congregation to ensure that all church matters are handled decent and in order
- Provide pastoral care for the congregation which includes counseling (family and pre-marital), bereavement, and other life challenges (such as illness, hardships, substance abuse, financial matters, etc.)
- Must be familiar with the administration of all the church offices/staff, ministries and organizations
- Knowledge of sound financial management
- Act as moderator for the church business meetings

**How to Apply:**

Please mail a letter of interest to explain the reasons for applying for this opening and a completed **New Life Missionary Baptist Church Pastoral Application packet**. Application can be downloaded from website at [newlife-mbc.com](http://newlife-mbc.com). It is very important that you complete the **APPLICANT CHECKLIST PAGE** to ensure that all requested information is enclosed. Send the completed packet to the address listed below:

**New Life Missionary Baptist Church  
c/o Pastoral Search Committee  
P.O. Box 24335  
Cincinnati, Ohio 45224**

**Notes:**

- The Pastoral Search Committee will acknowledge receipt of all applications
- Only applications received by Postal Mail will be accepted
- Missing or incomplete information and applications received after the **DEADLINE FOR SUBMISSION – JANUARY 31, 2019** may result in automatic disqualification
- Final candidates will be notified and may be required to provide additional information later in the selection process. Final candidates must consent to a reference check, criminal and credit background check and a drug screening test. **The background checks will be conducted through an outside agency for complete confidentiality.** All information forwarded to New Life Missionary Baptist Church will be **“CONFIDENTIAL”**.

**NO PHONE CALLS, PLEASE!  
NO EMAILS**

**THANK YOU**

*New Life Missionary Baptist Church ~ 6434 Simpson Ave ~ Cincinnati, Ohio 45224*

## PASTORAL CANDIDATE APPLICATION



*New Life Missionary Baptist Church ~ 6434 Simpson Ave ~ Cincinnati, Ohio 45224*

Thank you for your interest in the position of

**PASTOR**

New Life Missionary Baptist Church

Please submit your completed **"CANDIDATE PACKAGE"** to:

New Life Missionary Baptist Church  
Pastoral Search Committee  
P.O. Box 24335  
Cincinnati, Ohio 45224

**SECTION I: PASTORAL APPLICATION PERSONAL INFORMATION**

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

If you're known by another name, please enter: \_\_\_\_\_

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

Mailing Address, if different: \_\_\_\_\_  
Street 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, you must present proof of your legal right to live and work in this country.

**Please list all address and residence periods for the last five (5) years:**

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

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

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

accommodation? Yes  No  If needed, please explain (*Attach an additional sheet, if necessary*).

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

**PERSONAL INFORMATION CONTINUED:**

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

If married, Spouse's Full Name: \_\_\_\_\_

Number of years of marriage: \_\_\_\_\_ (Please include a copy of the marriage license.)

Number of Children: \_\_\_\_\_ Children Ages/Names: \_\_\_\_\_

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

Have you been divorced? 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 qualities and characteristics toward your vocation:

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

Do you have any other vocational or jobs skills? \_\_\_\_\_

\_\_\_\_\_



**SECTION IV: MILITARY BACKGROUND**

Are you a Veteran? Yes  No

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

**SECTION V: EMPLOYMENT WORK HISTORY**

**Please list your employers within the last ten (10) years.**

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

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

City State Zip

Position/Title: \_\_\_\_\_ Type of Employment: Full-Time:  Part-time:

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

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

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

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

City State Zip

Position/Title: \_\_\_\_\_ Type of Employment: Full-Time:  Part-time:

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

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

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

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

City State Zip

Position/Title: \_\_\_\_\_ Type of Employment: Full-Time:  Part-time:

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

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

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

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

City State Zip Code

Position/Title: \_\_\_\_\_ Type of Employment: Full-Time:  Part-time:

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

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

**Employer #5 Name:** \_\_\_\_\_

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

Position/Title: \_\_\_\_\_ Type of Employment: Full-Time:  Part-time:

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

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

**SECTION VI: REFERENCES**

**Please list a minimum of four (4) references consisting of clergy, employer and personal (persons not related to you). Each reference shall be contacted.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**SECTION VII: BACKGROUND INFORMATION**

**If you answer “Yes” to any of the questions in the section below**, 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. Information concerning an arrest or a conviction record will not automatically bar an applicant from employment. Factors such as 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.)*

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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.)*

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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 the nature of the action(s), when and where and the disposition. *(Attach additional sheet, if necessary.)*

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D. Have you ever entered a plea of not guilty or guilty over plea of no contest, 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.)*

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E. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave or vacate your job or volunteer position on the grounds of any unlawful sexual behavior, or violation of the 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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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 charges(s), when and where charged and the disposition. *(Attach additional sheet, if necessary.)*

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G. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?

Yes  No

If yes, please state nature of action(s), when and where and the disposition. (*Attach additional sheet, if necessary.*)

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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.*)

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I. Have you ever been treated for substance or alcohol abuse? 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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J. Driver's License \_\_\_\_\_, Suspended \_\_\_\_\_ (or) Revoked \_\_\_\_\_ If yes, please explain:

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K. Have you held a position that required bonding? Yes  No

If yes, please state nature of the position. (*Attach additional sheet, if necessary.*)

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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. What has led you to consider the pastoral position with New Life Missionary Baptist Church? *(Attach additional sheet, if necessary.)*

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

N. Pastoral Experience (Begin with present or most current, if different from employer's list. Attach additional sheet, if necessary.) If no Pastoral experience, please explain why you feel that you are qualified to fill this vacancy.

Name of Church: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

Employment Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Name of Pastor (if applicable): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Church: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Pastor (if applicable): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

O. Please describe your experience concerning church growth and membership retention. *(Attach additional sheet, if necessary.)*

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

## **SECTION VIII: PERSONAL EVALUATION INFORMATION**

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

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

The Role of Church Leaders:

Discipleship:

Evangelism:

Church Polity:

Any other areas of ministry you believe are important:

**SECTION IX: APPLICANT CHECKLIST**

- Letter of Interest, current resume (including detailed listing of ministerial/pastoral experiences and accomplishments).
- Completed application.
- DVD/CD of a sermon delivered within the past year.
- Current, relevant Ministerial License(s), Ordination Certificate with the appropriate seal.
- Certified copies of degrees mailed from the issuing accredited institution(s).
- Reference letters from each of the following:
  - Current and/or former Pastor (1)
  - Personal (not related) (3)-one must be from a lay person/member of a church
- Current color photo not larger than 5x7.
- Copy of Driver's License or State Identification.
- Copy of DD214, if reporting Military Status.
- Completed and signed Application Checklist.

**NOTE: Any Application Packet that does not include the items listed above MAY NOT BE CONSIDERED.**

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

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

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

**SECTION X: CERTIFICATION AND RELEASE OF INFORMATION**

**The Pastoral 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 New Life Missionary Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with the New Life Missionary Baptist Church it will be on an **“at-will” basis**. This means that either the New Life Missionary Baptist Church 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, as well as credit and financial history report to the New Life Missionary Baptist Church. I authorize the schools, my former employers, and people named in this application to release to the New Life Missionary Baptist Church any information requested to verify the information on this application, including my education, character and employment history. I also give the New Life Missionary Baptist Church permission to use the information acquired to conduct a criminal history and background search on me.

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

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

**Print, Sign (*where applicable*), Date and Mail**

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

**Mail Application Packet to: New Life Missionary Baptist Church  
Pastoral Search Committee  
P.O. Box 24335  
Cincinnati, Ohio 45224**