



**Shiloh Baptist Church of Chester, Pennsylvania**  
**703 Central Avenue**  
**Chester, PA 19013**  
**E-Mail: [cabner@shilohchester.net](mailto:cabner@shilohchester.net)**

**Pastoral Vacancy Announcement - Position Description**

**Qualifications**

Candidates must be Holy Spirit filled and guided by the Biblical principles set forth in 1 Timothy 3:1-7 and Titus 1:5-9. Candidates must have a passion for discipleship and mentoring individuals, families and the congregation as a whole. Candidates' personal character and financial standing must be above reproach both inside and outside the church. Candidates must possess at least a Master of Divinity degree from an accredited theological seminary and have at least six (6) years of pastoral experience or significant related experience which includes experience in church administration (e.g., Assistant Pastor, Executive Pastor, Associate Minister). Candidates must also be licensed and ordained in the Baptist church.

Candidates must be an effective communicator and demonstrate the ability to prepare and deliver biblically sound, stimulating and Spirit-filled sermons. Candidates should also have a demonstrated aptness for bible-based teaching; have strong interpersonal skills; be approachable; and demonstrate inclusiveness for all demographics of the congregation. In addition, candidates must be able to spiritually counsel members of the congregation; be proficient in the use of technology; and be open to new ideas.

The successful candidate will have a vision for growing church membership that is both educated in the Word of God and strong in relationship with Christ, particularly a vision, commitment and experience for increasing the numbers and spiritual development of youth and young adults in the congregation. The successful candidate will also have a proven record as a skilled administrator and manager of church staff and programs. In addition, the successful candidate will have a proved record of developing leaders. Finally, the successful candidate will have a commitment to Christian Education and a zeal for missions and evangelism.

## **How to Apply:**

### **Required Documents**

All interested and qualified persons must submit an Application Packet consisting of the following information:

1. A current resume or curriculum vitae which should include a summary of relevant ministry professional and educational experiences
2. Copies of any ministerial license you hold
3. Copies of any ordination certificates you have received
4. Copies of diplomas and degrees
5. A color photograph of yourself

### **Submission**

Submit completed application documents via e-mail to the following e-mail addresses:

**E-Mail:** [cabner@shilohchester.net](mailto:cabner@shilohchester.net) and **E-Mail:** [abnerinc@comcast.net](mailto:abnerinc@comcast.net)

### **Application Period**

Applications will be accepted until the position is filled.

All applications must be submitted by June 30<sup>th</sup>, 2014. Any application received after this date will not be considered. **NOTE: Missing information may result in automatic disqualification.** Final candidates must consent to a reference check, a full background check including criminal history a drug test and credit check. These will be performed by an outside agency for complete confidentiality. All information presented will be treated as "Confidential" and For Official Use Only.

## **Pastoral Responsibilities**

Pastoral responsibilities include duties in the following areas:

### **Worship Services**

- Preaching (Preach the gospel by preparing and delivering relevant, Spirit-filled sermons)
- Worship Leadership (Plan and conduct the worship services)
- Administration of the Holy Ordinances (Baptism and Communion)
- Officiate at Weddings, Funerals, Baby Dedications, etc.

### **Teaching Role**

- Teaching (Bible Study, Membership Classes, seminars and other Christian Education training)
- Training Leaders
- Evangelistic, Ethical or Discipleship concerns and issues
- Premarital/Marital counseling of church members

### **Pastoral Care**

- Spiritual counseling of church members
- Visitation (Evangelism)
- Minister to ill and bereaved church members (Homes, Hospital, Nursing Homes)

### **Administration**

- Serve as the chief officer of the church, carrying out, with the church officers, the policies and mandates duly approved by the congregation
- Serve as moderator of church business meetings except in meetings where the tenure of the pastor is discussed
- Serve as ex-officio member of all ministries, committees, and organizations of the church
- Collaborate with the Joint Board of Directors to lead the congregation in developing a comprehensive business operation plan for the church
- Develop and implement a strategic plan for healthy church growth, to include among other things, spiritual growth, membership growth, financial growth and facility growth
- Supervise, mentor and prepare written annual evaluations of the paid ministerial staff
- Perform other duties as may be required

### **Worship**

- Leads the congregation with an attitude and lifestyle of worship through:
  - Preaching and teaching God's Word
  - Evangelism outreach
  - Music and praise
  - Commitment to marriage and family
  - Building relationship
  - Dedication to prayer
  - Integrity in the workplace and in all things for the Glory of God

**Discipleship:** Equips the saints for acts of service, evangelism, and discipleship training; recognizes the gifts and talents of the church body; actively promotes opportunities to share the gospel with the unsaved and to grow all believers to maturity in Christ.

### **Administration:**

- Works with and guides existing church staff; delegates responsibilities and appropriately; works collaboratively with and encourages the efforts of church boards, committees, ministries to successfully function as a church body; does not micromanage; strong and effective communicator; strong organizational skills, embraces and leverages technology as a tool for administration and effective ministry.

### **Personal Character:**

- Is a role model; maintains the highest standard for ethical conduct and integrity; transparent willing to admit failures; a living example; a living example; demonstrated good stewardship in managing personal finances.

## **Pastoral Profile**

**Experience:** A licensed or ordained minister holding to Baptist teachings; six years or more of senior pastoral experience with a congregation of similar size and demographic as Shiloh is preferred; significant related experience which includes experience in church administration (e.g., Assistant Pastor, Executive Pastor, Associate Minister); the applicant's education must include at least a Master's degree from an accredited theological seminary.

**Preaching:** Preaches with an emphasis on exegetical/expository preaching with a sound, unwavering commitment to the Word of God; carefully guards the pulpit entrusted to him from strange doctrines and worldly thinking; preaches the whole counsel of God, not for personal agendas, political correctness, nor fear of man's opinions.

**Teaching:** Emphasizes Christian Education; has a demonstrated aptness for bible-based teaching; leads and teaches stimulating Bible studies, classes and seminars.

**Leadership:** Leads by biblical example and lifestyle, putting God first, family, and church family; eager to serve with humility; has a teachable spirit, and sees himself as an equal part of the body of Christ under His headship – first among equals.

**Shepherding:** Considers the needs of the entire church family; watches over the flock; guards the church body from false teachings, and secular ideas; encourages and reaches out to all members of the church family regardless of age or gender; works to bridge generational gaps; promotes a spirit of unity and of love among all members of the body.

**Pastoral Counseling:** Gives sound, biblical counsel, advice, and guidance; encourages mature believers in the faith to assist with counseling opportunities through various ministries and outreach opportunities.

**Prayer:** Prays dedicatedly for the saints and encourages a lifestyle of prayer; is committed to both public prayer (congregational/small group outreach) and private prayer (with spouse and children/personal alone time); leads by example.

**Outreach/Evangelism:** Is committed to making an impact on the surrounding communities and then throughout all the earth with the gospel of Jesus Christ, with various ministries, missions and outreach opportunities.

**Vision:** Understands the strengths and weaknesses of the church and family; learns from past successes and failures; recognizes the gifts, talents, and faithfulness of its members; builds upon the biblical principles and standards which have endured for generations in order to cast a vision for the future of God's people at Shiloh Baptist Church.

**Fellowship:** Actively encourages and promotes both intra-and interchurch fellowship with those of like faith (not necessarily of like denomination).