

The Mount Olive Baptist Church

Pulpit Committee
PO Box 1293, Plainfield, New Jersey 07061
(P) 908.754.3505 (E-Mail) mobcpastorsearch1@gmail.com
<http://mobcpastorsearch.weebly.com>

POSITION DESCRIPTION FOR PASTOR

The Mount Olive Baptist Church (MOBC) of Plainfield, New Jersey seeks to fill the position of Pastor to lead its predominantly African American congregation with an individual who is devoted and passionate about following Christ. As a mainstay in the Plainfield community, MOBC is celebrating its 145th Church anniversary. MOBC has one Pastor (Servant-Leader) who is the spiritual leader of the Church. Consideration for the position includes being a God called visionary leader who is vibrant, has an intimate relationship with Christ and has a passion for ALL people. The Pastor (Servant-Leader) is responsible for providing spiritual and administrative leadership to the Mount Olive Baptist Church family. The individual is expected to possess and use appropriate skills proclaiming the Gospel and providing pastoral care to meet the needs of the congregation and community.

Responsibilities include but are not limited to:

1. The Pastor will be directly responsible for the preaching, teaching, and observance of Ordinances of the Lord's Supper and Baptism. The Pastor is responsible for proclaiming the Gospel of Christ and for guiding the spiritual development of the congregation.
2. The Pastor will be the primary preacher for worship services, funerals and weddings and/or designate someone else to perform function on his/ her behalf.
3. The Pastor will provide strategic vision and goals for the congregation in line with the mission of the church.
4. The Pastor will serve to provide spiritual leadership that will lead the congregation to live in service for Christ.
5. The Pastor will work with the Joint Board and the congregation to provide leadership in planning, organizing, and coordinating programs in discipleship and ministry.
6. The Pastor will work with the Board of Deacons, other church officers and committees as they perform their assigned responsibilities.
7. The Pastor will train and lead the Board of Deacons in a program of family ministry.
8. The Pastor will work with the Board of Christian Education to lead members and ministries in coordination, planning and executing education and community outreach initiatives.
9. The Pastor will regularly meet with the Joint Board to discuss matters of importance as it relates to the development and growth of the church.

10. The Pastor will lead quarterly church business meetings.
11. The Pastor will be responsible for visiting members who are in the hospital, nursing homes, etc., as well as delegating these responsibilities to the Board of Deacons and/or other church leaders as appropriate.
12. The Pastor shall serve as an ex-officio member of all church ministries and committees.
13. The Pastor shall comply with all established church constitution and bylaws, policies/ procedures as well as applicable state and federal laws.
14. The Pastor shall exhibit the Biblical qualifications as outlined in 1 Timothy 3:1-7, Acts 6:2-6 and Titus 1:6-9.

COMPETENCIES AND QUALITIES:

1. The candidate must have a minimum of a Bachelor of Divinity or similar degree from an accredited seminary or university.
2. The candidate shall be licensed by the Church's certified Baptist Association or recognized affiliate.
3. The candidate shall be a Minister of the Gospel duly ordained or suitable for ordination in accordance with the Baptist Church.
4. The candidate shall have two to five years of successfully demonstrated experience as a Pastor and/or Associate Pastor/Minister.
5. The candidate shall be a strong leader with developed managerial and administrative abilities.
6. The candidate shall be an effective communicator with the ability to teach sound doctrine and to preach effectively from the Word. The person needs to be skilled in written as well as oral communication.
7. The candidate shall be committed to Biblical Christian principals both professionally and personally.
8. The candidate must complete an official application and consent to multi-level background and reference checks and be able to provide documentation to support credentials.

APPLICATION PROCEDURES:

PLEASE DO NOT APPLY THROUGH THE CHURCH DIRECTLY. To apply, forward a complete *Application* **WITH** required supporting documentation **AND** a complete *Position Written Questionnaire* to Mount Olive Baptist Church, ATTN: Pulpit Committee, PO Box 1293, Plainfield, NJ 07061 or send electronically to mobcpastorsearch1@gmail.com. The *Pastor Position Description, Application and Position Written Questionnaire* can be viewed below and/or downloaded at <http://mobcpastorsearch.weebly.com>. Upon receipt and review by the Pulpit Committee, qualified candidates will be contacted with instructions on movement to the next phase of the selection process. **Deadline for application submission: To be considered for the position, all applications, along with support documentation and *Position Written Questionnaire*, MUST be postmarked by March 31, 2015 and/or received electronically by 11:59 PM (EST) on March 31, 2015.**

ALL SUBMITTED DOCUMENTS AND MEDIA ARE **CONFIDENTIAL** AND BECOME THE PROPERTY OF THE MOUNT OLIVE BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE SHREDDED AFTER DELIBERATION.

The Mount Olive Baptist Church
Pulpit Committee
PO Box 1293, Plainfield, New Jersey 07061
(P) 908.754.3505 (E-Mail) mobcpastorsearch1@gmail.com
<http://mobcpastorsearch.weebly.com>

APPLICATION FOR PASTOR POSITION

DATE _____

APPLICANT INFORMATION

Full Name (Legal): _____
Last Name First Name Middle

Present Address (Residence): _____
Street
City State Zip Code

Mailing Address (if different): _____
Street
City State Zip Code

Telephone: Day () _____ Evening () _____ Mobile () _____

E-Mail Address: _____

If hired, can you present proof of your legal right to live and work in this country? YES NO N/A
Number of years in the U.S. _____

FAMILY INFORMATION

Marital Status: Married Separated Divorced Widowed Single

If Married, Name of Spouse: _____
Last Name First Name Middle

Do you have Children? YES NO

List the Name and Ages of Children below. *Use additional sheets if needed.

Name	Age

--	--

EDUCATIONAL BACKGROUND

List all schools (including seminary) attended, location, dates attended, degrees earned and graduation if applicable.

NAME OF SCHOOL	LOCATION (Complete Mailing Address)	Dates Attended	Degree Earned	Graduation Date

ADDITIONAL ACADEMIC EXPERIENCE (post-secondary)

Please list courses attempted whether or not completed; P/T or F/T; dates; institutions and awards received.

PROFESSIONAL LICENSE/CERTIFICATION

List all professional license and/or certification you hold as indicated below.

License/Certification	License/Certification # (if applicable)	Date Obtained	Name of Issuing Entity

ORDINATION

Are you ordained? YES NO

Name of Ordaining Body: _____

Date and Place of Ordination: _____

EMPLOYMENT EXPERIENCE

Please list your work and/or ministry experience beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer:	Name of immediate supervisor:	
Complete Mailing Address:	Employment Dates	
	Start:	End:
Phone:	Full Time/Part Time (Indicate the # of hours worked):	
Job title:	Ending Salary	
Duties/Responsibilities:	Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Name of employer:	Name of immediate supervisor:	
Complete Mailing Address:	Employment Dates	
	Start:	End:
Phone:	Full Time/Part Time (Indicate the # of hours worked):	
Job title:	Ending Salary	
Duties/Responsibilities:	Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Name of employer:	Name of immediate supervisor:	
Complete Mailing Address:	Employment Dates	
	Start:	End:
Phone:	Full Time/Part Time (Indicate the # of hours worked):	
Job title:	Ending Salary	
Duties/Responsibilities:	Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

[If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your 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]

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? YES NO

Has any employer ever subjected you to disciplinary action, suspended, terminated or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? YES NO

Have you ever been charged in civil or criminal proceeding with improprieties regarding children? YES NO

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), 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

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? YES NO

OTHER

HAVE YOU EVER FILED FOR BANKRUPTCY? YES NO

If yes, please state the nature and circumstances of the bankruptcy:

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

If yes, please state nature of the crime(s) when and where convicted and disposition of the case:

All applicants **MUST** include the following support documentation with your application:

1. Cover letter and current resume;
2. Recent color photograph;
3. List of three (3) references that we may contact. Be sure to include their name, title, mailing address, telephone number, affiliation and years they have known you. Please note these individuals/references should not be family members, relatives or former supervisors;
4. Copy of all official transcripts from college and/or seminary;
5. Copy of Ordination certificate;
6. One (1) DVD and/or web address of a recent sermon;
7. List all associations, achievements, professional affiliations and honors received;
8. List of all articles written, where published and when; **AND**

9. Complete MOBC *Pastor Position Written Questionnaire*.

UNDERSTANDING AND AGREEMENTS

As an applicant for the position of Pastor with the Mount Olive Baptist Church, I understand and agree that I must include all requested information in order for my application to be complete, as incomplete applications will not be considered. I further understand that I must provide truthful and accurate information in this application and all supporting documents. I understand that I may be separated from the position if it is later discovered (at any time) that information on this form or supporting documents was incomplete, untrue or inaccurate. I give the Mount Olive Baptist Church Pulpit Search Committee the right to investigate the information provided, contact listed references and talk with former employers (except where I have indicated they may not be contacted). I give the Mount Olive Baptist Church Pulpit Search Committee the right to secure additional pastoral and/or job related information about me. I release the Mount Olive Baptist Church and its representatives from all liability for seeking such information. I understand the Mount Olive Baptist Church is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that if employed/installed as pastor, I may resign at any time and that the Mount Olive Baptist Church may terminate me at any time in accordance with its established policies and procedures. No representative of the Mount Olive Baptist Church may make any assurances to the contrary.

I understand that if selected as one of the final candidates for the position of pastor, I am subject to a thorough reference check, background checks (including credit, motor vehicle, sexual, criminal history, education and credentials), medical/physical and drug screening. I further understand that I may be required to remit appropriate fees to the Mount Olive Baptist Church associated with background check.

I understand that ALL SUBMITTED DOCUMENTS AND MEDIA ARE CONFIDENTIAL AND BECOME THE PROPERTY OF THE MOUNT OLIVE BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE SHREDDED AFTER DELIBERATION IS COMPLETE AND THE PASTOR HAS BEEN INSTALLED.

I certify that all information presented in this application is true. Any false statements contained in this application or related documents will result in immediate disqualification from the process and /or immediate dismissal. For your application to be considered, you must sign and date below.

Applicant Signature _____ Date _____

The Mount Olive Baptist Church

Pulpit Committee

PO Box 1293, Plainfield, New Jersey 07061

(P) 908.754.3505 (E-Mail) mobcpastorsearch1@gmail.com

<http://mobcpastorsearch.weebly.com>

PASTOR POSITION WRITTEN QUESTIONNAIRE

Please complete with type or print using black ink only. All interested individuals **MUST** complete the *Pastor Position Written Questionnaire* in order to be considered for the position of Pastor at the Mount Olive Baptist Church. The *Questionnaire* **MUST** be mailed and/or emailed, along with the application and other support documentation to the address above by the March 31, 2015 deadline. **PLEASE DO NOT SEND TO THE CHURCH DIRECTLY.**

Date: _____

NAME: _____

E-MAIL: _____

ADDRESS: _____

PHONE: _____ BEST PHONE #: _____

I am: Single Married Separated Divorced Widower

I have ____ dependents

Explain when and how you were called to the ministry.

Describe your style and philosophy of preaching.

Describe what you have accomplished in the churches where you have served.

Describe your vision and beliefs.

Describe your ministry vision for the Mount Olive Baptist Church.

How involved should the laity be in planning and leadership of the church? Describe your management style.

Describe your approach to preaching and what you are trying to accomplish in that time.

How do you deal, generally speaking, with controversial issues from the pulpit and in ministry?
Please give examples.

Ten years from now, how would you like the church you serve to be different?

What did you see in our preliminary material that attracted you to our church?

Do you prefer a traditional or more contemporary approach to worship for the main service on Sunday? For other services?

Describe your pastoral style.

Describe your financial philosophy regarding stewardship/pledging, savings, investing, and credit card usage.

What have you found to be the most challenging ministry area in your current church?

What have you found to be the most satisfying ministry area in your current church?

Why are you considering a call to a new church?

Describe a time when you had to deal with very diverse congregants.

How do you teach people to know God's will?

What gifts would you bring to the church?

What was the percentage of people engaged in ministry when you arrived at your current church? What is it now?

What are your strengths that you perceive? That others perceive?

What are your weaknesses that you perceive? That others perceive?

Could you give an example of your involvement with the community beyond your local church responsibilities?

Please rate, on a scale of 1 to 5, how important each of the following specific tasks are to you as a prospective pastor with 5 being the highest and 1 the lowest.

- _____ Providing administrative leadership for the congregation's ministries.
- _____ Actively and visibly supporting the church's stewardship program by building awareness and a stable financial base.
- _____ Planning and leading worship that is sensitive to the needs of the congregation.
- _____ Focusing on the spiritual development of members.
- _____ Pastoral counseling.
- _____ Developing and supporting compelling Christian education programs that also include children and youth.
- _____ Visiting the sick, shut it and bereaved.
- _____ Planning and leading new member recruitment.
- _____ Visiting members in their homes.
- _____ Supporting the world mission of the church.
- _____ Participating in denominational activities.
- _____ Holding social justice issues before members.
- _____ Building an endowment fund/program.
- _____ Maintaining and strengthening the church worship style.
- _____ Addressing physical plant needs, creating appropriate space to support all levels of Christian Education.
- _____ Promoting social stability as a church.
- _____ Increasing membership; attracting young families.
- _____ Enhancing the ability to define/articulate church needs.

Please feel free to add additional sheets if necessary. All information provided will remain confidential and will not be shared beyond the search team.