



## **Senior Pastor Vacancy**

**Opening Date: April 22, 2015**

**Closing Date: May 22, 2015**

College Hill Missionary Baptist Church “A Church For People On The Grow” was organized in 1931. A Pastoral Search Committee representing the membership of College Hill Missionary Baptist Church is seeking to fill the position of Senior Pastor to lead its congregation. Our new pastor must be responsible for the biblical and spiritual obligations unto God as outlined in 1 Timothy 3:1-7 and Titus 1:5-9 and also those obligations to the body of believers of this ministry. Therefore, a candidate must be a man after God’s own heart (1 Samuel 13:14).

## **Responsibilities include but are not limited to:**

1. The Pastor shall exhibit the Biblical qualifications as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.
2. The Pastor shall serve as an ex-officio member of all church ministries/committees.
3. The Pastor will be responsible for visiting members who are in the hospital, nursing homes, etc., as well as delegating these responsibilities to the Deacon/Deaconess Ministry and/or church leaders as appropriate.
4. The Pastor will lead church conference meetings.
5. The Pastor will regularly meet with the church leadership to discuss matters of importance as it relates to the development and growth of the church.
6. The Pastor will lead the Christian Education Ministry in working with the members and ministries in coordinating, planning and executing education initiatives.
7. The Pastor will serve as the administrator of the paid church staff; supervise the assigned work of the paid staff workers.
8. The Pastor will cooperate with the associational local, state national and denominational leaders in matters of mutual interest and concern; keep the church informed of the denominational development, represent the church in civic matters.
9. The Pastor will be directly responsible for the preaching, teaching and observance of Ordinances of the Lord's Supper and Baptism.
10. The Pastor is responsible for proclaiming the Gospel of Christ and for guiding the spiritual leadership that will lead the congregation to live in service and Christ.
11. The Pastor will provide a strategic vision and goals for the congregation in line with mission of the church.
12. The Pastor will work with various ministries to provide leadership in planning, organizing, and coordinating programs in discipleship and ministry.
13. The Pastor will be the primary preacher for worship services, funeral services weddings, and baby dedications or designate someone else to perform these functions on his behalf.

## **Competencies and Qualifications:**

1. A Bachelors degree from an accredited seminary, college or university is preferred.
2. The candidate must be licensed by a Certified Baptist Association or recognized affiliate.
3. The candidate must be a Minister of the Gospel duly ordained in accordance with the Baptist Church.
4. The candidate must be an effective leader with developed managerial and administrative abilities. Pastoral or appropriate experience is preferred.
5. The candidate must be an effective communicator with the ability to teach sound doctrine and to preach effectively from the Holy Bible. The candidate must be skilled in written as well as oral communication.
6. The candidate shall be committed to Bible Christian principles both professionally and personally.
7. The candidate must have strong interpersonal skills, be approachable, and demonstrate inclusiveness for all demographics of the congregation.
8. The candidate shall be proficient in the use of technology
9. The candidate must complete an official application and consent to multi-level background, credit, and reference checks and be able to provide documentation to support credentials.

**APPLICATION PROCEDURES:**

To apply, send Application with REQUIRED supporting documentation and COMPLETE Position Written Questionnaire to:

**College Hill Missionary Baptist Church  
Attention: Pastoral Search Committee  
1314 West Houston Street  
Tyler, Texas 75703**

**NOTE: To be considered for the position, all applications, along with the supporting documentation and written questionnaires, must be received by Friday, May 22, 2015.**

The application and position written questionnaire can be viewed below upon receipt and reviewed by the Pastoral Search Committee. Qualified candidates will be contacted with specific instructions on movement to the next phase of the selection process. **ALL submitted documents and media are CONFIDENTIAL and will become the property of College Hill Missionary Baptist Church. ALL DOCUMENTS AND OTHERS ITEMS WILL BE SHREDDED AFTER DELIBERATION.**

**College Hill Missionary Baptist Church  
Senior Pastor Application Form**

DATE: \_\_\_\_\_

**APPLICANT INFORMATION**

Full Name (Legal): \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE

Current Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Preferred Phone Number: \_\_\_\_\_

Preferred Email 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. \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

List all schools (post secondary) attended, location, dates attended, degrees earned and graduation date if applicable.

<b>Name of School</b>	<b>Location Complete Mailing Address</b>	<b>Dates Attended</b>	<b>Degree Earned</b>	<b>Graduation Date</b>

**LICENSES AND CERTIFICATIONS**

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

<b>License/Certification</b>	<b>License/Certification # (if applicable)</b>	<b>Dates Obtained</b>	<b>Name of Issuing Entity</b>

**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:
Phone:	Employment Dates:
Job Title:	Full Time/Part Time:
Duties/Responsibilities:	Ending Salary:
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:
Phone:	Employment Dates:
Job Title:	Full Time/Part Time:
Duties/Responsibilities:	Ending Salary:
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 the suit, offense, date, court and disposition or appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as age at the time of 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 your civil or criminal proceeding with improprieties regarding children?

- YES  NO

Have you ever entered a plea 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 from any crime other than a minor traffic offense?

- YES  NO

Have you ever been suspended or discharged from any position?

- YES  NO

HAVE YOU EVER FILED FOR BANKRUPTCY?

- YES  NO

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

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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 case:

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

1. Cover letter to include the following:
  - ❖ Why you are interested in being the pastor of College Hill Missionary Baptist Church?
  - ❖ Why you wish to leave your current church?
  - ❖ Any other information you would like the committee to know about you?
2. Current Resume
3. Recent color photograph;
4. List of three (3) references that we may contact. Be sure to include their name, title, mailing address, email address, telephone numbers (home & cell if possible), and affiliation and years they have known you. Please note these individuals/references should not be family members;
5. Copy of all transcripts from colleges and /or seminary;
6. Copy of ordination certificate;
7. One (1) DVD and or web address of a recent sermon;
8. List associations, achievements, professional affiliations and honors received;
9. List of all articles written, where published and when;
10. Complete Pastor Position Written Questionnaire:

## **UNDERSTANDING AND AGREEMENTS**

As an applicant for the position of Senior Pastor with the College Hill Missionary 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 later discovered (at any time) that information on this form or supporting documents was incomplete, untrue or inaccurate. I give the College Hill Missionary Baptist Church Pastoral 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 College Hill Missionary Baptist Church the right to secure additional pastoral and or job related information about me. I release the College Hill representatives from all liability for seeking such information. I understand the College Hill Missionary Baptist Church is an equal-opportunity employer and does not discriminate in its hiring practices. No representative of the College Hill Missionary Baptist Church may make any assurances to the contrary.

I understand that if selected as one of the final candidates for the position of Senior Pastor, I am subject to a thorough reference check, background checks (including credit, motor vehicle, sexual, criminal history, education and credentials), as well as medical/physical and drug screening.

I understand that ALL SUBMITTED DOCUMENTS AND MEDIA ARE CONFIDENTIAL AND BECOME THE PROPERTY OF THE COLLEGE HILL MISSIONARY BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE SHREDDED AFTER DELIBERATION. I certify that all information provided 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 from the application process or pastoral assignment if hired.

For your application to be considered, you must sign and date below.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



## **PASTOR POSITION WRITTEN QUESTIONNAIRE**

All interested individuals **MUST** complete the Pastor Written Questionnaire in order to be considered for the position of Pastor at the College Hill Missionary Baptist Church. The Questionnaire **MUST** be submitted with the application and other support documentation to the address of College Hill Missionary Baptist Church as designated previously in the application by the May 22, 2015 deadline.

Explain when and how you were called to the ministry.

Describe your style/philosophy of preaching.

Describe your ministry vision for the College Hill Missionary Baptist Church.

Describe what you have accomplished in the church(es) where you have served.

What attracted you to College Hill Missionary Baptist church?

What have you found to be the most challenging ministry area in your current church? Why and what procedures did you use to address and improve this area?

Why are you considering a call to a new church?

What gifts would you bring to the church?

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