


Hill Chapel Missionary Baptist Church Senior Pastor Vacancy Announcement

Location: Memphis, Tennessee Position: Full Time Senior Pastor


Opening Date: July 15th, 2015

Closing Date: August 26th, 2015



Hill Chapel Missionary Baptist Church was founded in 1907 in the city of Memphis, Tennessee. For more than 108 years, through the gift of five pastors, Hill Chapel Missionary Baptist Church has been a light to people, families and communities. This has been accomplished through the uncompromised, fervent preaching of the gospel of Jesus Christ to the masses through the guiding hand of the Holy Spirit and surrender to Almighty God. Our mission: “Hill Chapel Missionary Baptist Church exists to glorify God through worship and the word, by evangelizing the world and equipping the saints for the work of the ministry.”

The Hill Chapel Missionary Baptist Church Pastoral Search Committee prayerfully seeks to identify the next Senior Pastor the Lord has already chosen to lead this congregation. We seek one who is passionate about God, his own family and the Church of Jesus, the Christ. We are seeking the next visionary from God who will provide spiritual leadership, through a firm understanding of the historic Christian faith and Baptist doctrine. One who will preach the gospel with fervor, lead in the development of Christian growth and character while engaging the members with tender pastoral care. He must be one who is biblically grounded, spiritually mature, and above reproach in reputation in order to be that model servant leader surrendered to God and sensitive to the vision and voice of the Holy Spirit.





Senior Pastor

Position Description

The role of the Senior Pastor is to serve as the spiritual overseer of the life and direction of the church. This will require not only a firm grasp of Holy Scripture but also a firm grasp on the purpose, values, doctrines, ministry and strategic plans of Hill Chapel M.B. Church. The Senior Pastor will have the responsibility of aligning staff and key leadership teams with the church mission. The Senior Pastor will offer pastoral leadership to the congregation.

The Senior Pastor is to give himself to the ministry through consistent prayer and study, in conjunction with a holy life before the Lord, in both his public and private life sectors. The first priority shall always be to seek the mind and will of God on behalf of the congregation. In all ways, the Senior Pastor shall endeavor to lead and teach the congregation according to the precepts of Holy Scripture, holding true to the church's Statement of Faith, Mission, Constitution, By-Laws and Governing Policies, while honoring its history and preparing for its future.

The Senior Pastor's role involves development of spiritual life, character, demeanor, and attitude. The Senior Pastor must always represent Christ and the church established by our Lord. This will require constant effort through prayer, scriptural study, professional growth, education, training and personal fellowship with the body of Christ as well as Jesus Christ Himself.

The Senior Pastor's Responsibilities:



Strategic Leadership and Planning

- Responsible for strategic planning and staff coordination in the execution of the church's purpose
- Define strategic goals and vision as a key leader among staff and congregation
- Develop new ministry programs that are appropriately responsive to identified needs and church growth
- Responsible for the overall spiritual growth and maturity of each member
- Provide bereavement, marriage, family, spiritual and other counseling sessions as needed
- Moderate regularly scheduled meetings (monthly for the first year and quarterly thereafter) designed to clarify and execute the church's goals and objectives as well as ensure effective dissemination of information
- Provide leadership in vision casting and goal setting
- Monitor the pulse of the congregation through bi-annual research and evaluation, using the results for additional planning and development
- Work in conjunction with the Board of Deacons & Trustees to ensure facilities and programs are appropriately and effectively aligned to best meet the strategic goals of the church
- Serve as an ex-officio member of all boards, committees and ministries (Voting privileges, veto authority, or any form of executive action on the board is not permitted in accordance with the By-Laws of The Hill Chapel Missionary Baptist Church)
- Responsible for teaching/ preaching at all scheduled worship services and the assignment of ministry staff to pulpit duties and ministry work
- Other pastoral and administrative duties as assigned

Staff Supervision and Development

- Oversee training and development of pastoral and administrative staff, ministry leaders and all involved in Christian Education
- Maintain efficient and effective lines of communication between the staff and congregation
- Provide leadership to the staff in the design, implementation and evaluation of all church ministries
- Meet with ministry leaders quarterly to evaluate, plan, give advice and / or direction for effective execution and growth
- Oversee and execute the administration of the church in conjunction with the Board of Deacons, Board of Trustees and when deemed appropriate with other staff and lay leadership
- Supervise the administrative assistant and provide direction, as needed, for the effective functioning of the front office support functions
- Oversee adherence to church policies and procedures to ensure annual reviews are conducted as required

Knowledge and Abilities Required

- Exceptional understanding of historical Christian doctrine
- Strong biblical foundation for wise and practical management in a church setting
- A proven leader and strategic thinker who will guide the congregation in molding the vision for the church, and inspire administrative support to maintain and advance the ministry of the church
- Understand the dynamics of the congregation and ensure effective consensus building and decision-making
- Strong interpersonal skills – ability to communicate effectively and compassionately both orally and in writing
- Must be experienced in Christian counseling (marriage, family, etc.), with evidence of formal training

Minimum Qualifications and Experience

- Bachelor's degree or higher with a concentration in Christian Education, Biblical Theology or related area of study from an accredited Seminary or Christian University; required to attain a Master's of Divinity, or related graduate degree program within 3-5 years
- Minimum of 5 years as a Senior Pastor
- Oversight of at least a \$1,000,000 budget
- Must have supervisory and mentoring experience
- Must be married and meet all other moral, ethical and behavioral standards as outlined in 1Timothy 3 and other New Testament passages
- Must have demonstrated an ability to advise, train and instruct other members of the clergy and leadership/ministry staff
- Must be proficient with Microsoft Office and basic email
- Must have an ability to read, understand and evaluate budget reports
- Must be able to pass initial credit check and maintain an acceptable credit rating
- Must be willing to submit to a criminal background check
- Must be in reasonably good health and willing to submit to medical examination(s)
- Must be willing to submit to pre and post-employment drug screening as determined by Church policy

APPLICATION PROCEDURES:

To apply, send *Application* **WITH** required supporting documents to:

Hill Chapel Missionary Baptist Church
Attention: Pastoral Search Committee
4523 Raleigh Lagrange Road
Memphis, TN 38128

The *Application* can be viewed below. Upon receipt and review by the Pastoral Search 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 supporting documents MUST be postmarked by AUGUST 26TH, 2015.

ALL SUBMITTED DOCUMENTS AND MEDIA ARE CONFIDENTIAL AND BECOME THE PROPERTY OF THE HILL CHAPEL MISSIONARY BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE SHREDED AND / OR DESTROYED ONCE DELIBERATIONS ARE COMPLETED.

HILL CHAPEL MISSIONARY BAPTIST CHURCH SENIOR PASTOR APPLICATION FORM

DATE: _____

APPLICANT INFORMATION

FULL NAME (Legal): _____
LAST NAME FIRST NAME MIDDLE NAME

CURRENT ADDRESS (RESIDENCE): _____
STREET
CITY STATE ZIP

MAILING ADDRESS (if different from current address): _____
STREET
CITY STATE ZIP

PREVIOUS ADDRESS (IF YOU HAVE BEEN AT CURRENT ADDRESS FOR LESS THAN FIVE (5) YEARS):

STREET
CITY STATE ZIP

PRIMARY PHONE NUMBER: (_____) _____ ALTERNATE PHONE: (_____) _____

PRIMARY EMAIL ADDRESS: _____

IF HIRED, CAN YOU PRESENT PROOF OF CITIZENSHIP? 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 NAME

SPOUSE MAIDEN NAME: _____

LAST NAME
FIRST NAME
MIDDLE NAME

DO YOU HAVE CHILDREN? YES NO

List the names 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 (use additional sheets if necessary).

Name of School(s)	Location (Complete Mailing Address)	Dates Attended	Degree Earned	Graduation Date

PROFESSIONAL LICENSE/CERTIFICATION

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

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

ORDINATION

Are you ordained? YES NO

MINISTRY RELATED EMPLOYMENT EXPERIENCE

Please list ministry related work experience beginning with your most recent job held. If you have your own 501c please list here and explain mission and ministry. Attach additional sheets if necessary.

NAME OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR	
BUSINESS PHONE		EMPLOYMENT DATES: FROM: _____ TO: _____	
JOB TITLE:	FULL TIME / PART TIME (# of hours worked).	ENDING SALARY \$ _____ PER: HR / WK / MO / YR	
DUTIES AND RESPONSIBILITIES:			
REASON FOR LEAVING (BE SPECIFIC)			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, WHY?			

NAME OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR	
BUSINESS PHONE		EMPLOYMENT DATES: FROM: _____ TO: _____	
JOB TITLE:	FULL TIME / PART TIME (# of hours worked).	ENDING SALARY \$ _____ PER: HR / WK / MO / YR	
DUTIES AND RESPONSIBILITIES:			
REASON FOR LEAVING (BE SPECIFIC)			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, WHY?			

NAME OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR	
BUSINESS PHONE		EMPLOYMENT DATES: FROM: _____ TO: _____	
JOB TITLE:	FULL TIME / PART TIME (# of hours worked).	ENDING SALARY \$ _____ PER: HR / WK / MO / YR	
DUTIES AND RESPONSIBILITIES:			
REASON FOR LEAVING (BE SPECIFIC)			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, WHY?			

NON-MINISTRY RELATED EMPLOYMENT EXPERIENCE

Please list your non-ministry related work experience beginning with your most recent job held. If you were self-employed, give name of business and service(s) provided. Attach additional sheets if necessary.

NAME OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR	
BUSINESS PHONE		EMPLOYMENT DATES: FROM: _____ TO: _____	
JOB TITLE:		FULL TIME / PART TIME (# of hours worked).	ENDING SALARY \$ _____ PER: HR / WK / MO / YR
DUTIES AND RESPONSIBILITIES:			
REASON FOR LEAVING (BE SPECIFIC)			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, WHY?			

NAME OF EMPLOYER		NAME OF IMMEDIATE SUPERVISOR	
BUSINESS PHONE		EMPLOYMENT DATES: FROM: _____ TO: _____	
JOB TITLE:		FULL TIME / PART TIME (# of hours worked).	ENDING SALARY \$ _____ PER: HR / WK / MO / YR
DUTIES AND RESPONSIBILITIES:			
REASON FOR LEAVING (BE SPECIFIC)			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, WHY?			

NAME OF EMPLOYER	NAME OF IMMEDIATE SUPERVISOR	
BUSINESS PHONE	EMPLOYMENT DATES: FROM: _____ TO: _____	
JOB TITLE:	FULL TIME / PART TIME (# of hours worked).	ENDING SALARY \$ _____ PER: HR / WK / MO / YR
DUTIES AND RESPONSIBILITIES:		
REASON FOR LEAVING (BE SPECIFIC) MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF NO, WHY?		

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.

EMPLOYMENT HISTORY

ARE YOU PRESENTLY BEING INVESTIGATED OR UNDER A PROCEDURE TO CONSIDER YOUR DISCHARGE FOR MISCONDUCT BY YOUR PRESENT EMPLOYER?

YES NO

If yes, please explain (use additional sheets if necessary):

HAVE YOU EVER BEEN SUSPENDED OR DISCHARGED FROM ANY POSITION BY PREVIOUS EMPLOYERS? YES NO

If yes, please explain (use additional sheets if necessary):

CIVIL/CRIMINAL ALLEGATIONS, OFFENSES AND CONVICTIONS

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 OR ARRESTED FOR DOMESTIC VIOLENCE OR ABUSE? YES NO

If yes, please explain (use additional sheets if necessary):

HAVE YOU EVER BEEN CHARGED IN CIVIL OR CRIMINAL PROCEEDING WITH IMPROPRIETIES REGARDING CHILDREN? YES NO

If yes, please explain the circumstances of the allegations (use extra sheets if necessary):

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 anything other than a minor traffic offense? YES NO

If yes, please explain (use additional sheets if necessary):

HAVE YOU EVER BEEN CONVICTED OF ANY FELONY? YES NO

If yes, please state nature of the crime(s) when and where convicted and disposition of the case(s). Use extra sheets if necessary:

HAVE YOU EVER HAD A CONVICTION EXPUNGED FROM YOUR RECORDS? YES NO

If yes, please explain the circumstances:

OTHER

HAVE YOU EVER FILED FOR BANKRUPTCY? YES NO

If yes, please state the nature and circumstances of the bankruptcy as well as the estimated discharge date:

All applicants must include the following supporting documents with your application:

1. Cover letter to include the following:
 - Your status and / or position with your current church
 - Why are you interested in being the Senior Pastor of Hill Chapel Missionary Baptist Church
 - Any other information you would like the Committee to know about you
2. Current resume;
3. Must provide official Federal and / or State identification if selected for an interview;
4. List of five (5) 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 cannot be family members, or relatives;
5. Copy of official transcripts from college, university or seminary;
6. Copy of Preaching and Ordination certificate;
7. A copy of the last three years of church contribution statements;
8. One (1) DVD and/or web address of a recent sermon;
9. List associations, achievements, professional affiliations and honors received;
10. List published articles as well as date, publisher, and location of printing.

UNDERSTANDING AND AGREEMENTS

As an applicant for the position of Senior Pastor with the Hill Chapel 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 it is later discovered (at any time) that information on this form or supporting documents was incomplete, untrue or willfully misleading or inaccurate. I give the Hill Chapel 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 the Hill Chapel Missionary Baptist Church the right to secure additional pastoral and/or job related information about me. I release the Hill Chapel Missionary Baptist Church and its representatives from all liability for seeking such information. I understand the Hill Chapel Missionary Baptist Church is an equal-opportunity employer and does not discriminate based on biblical principles in its hiring practices. No representative of the Hill Chapel 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), medical / physical and drug screening. I also understand that if selected as the Senior Pastor I will also be subject to random drug screenings as determined by church policy.

I understand that ALL SUBMITTED DOCUMENTS AND MEDIA ARE CONFIDENTIAL AND BECOME THE PROPERTY OF THE HILL CHAPEL MISSIONARY BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE SHREDDED AFTER DELIBERATION IS COMPLETE AND THE SENIOR 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 _____