



CALVARY BAPTIST CHURCH OF GLENWOOD

THE CHURCH OF LOVE

The Calvary Baptist Church of Glenwood Pastoral Vacancy Announcement

Application Acceptance Period: Through September 30, 2018

The Calvary Baptist Church of Glenwood (CBCG) located in Glenwood, Illinois, a southern suburb of Chicago, is actively seeking a Pastor to serve our congregation and community. The candidate must be called by God to minister, counsel and lead God's people toward righteous living, humble service and spiritual growth.

The Calvary Baptist Church of Glenwood is seeking a spiritual leader and teacher who expository biblical principles and scripture in dynamic, creative and insightful ways to our membership. Our leader must have an effective ability to communicate well prepared sermons along with proven leadership and administrative skills which will assist our church growth.

The Calvary Baptist Church of Glenwood, affectionately known as The Church of Love, is a family-oriented congregation that seeks to continue our growth spiritually, financially and numerically. Calvary was established in 1981, and now has approximately 900 active members with 30 functioning ministries. God has blessed Calvary's campus to sit on 8 acres of land which allows room for significant physical growth. We also own 42 acres of land adjacent to the main campus which we desire to develop, therefore, we are prayerful that our leader will also be a visionary.

Candidate Requirements

Minimum Requirements:

1. Must possess a Bachelor's Degree from a nationally accredited college, university or seminary.
2. Must be a licensed Baptist Minister and duly ordained in the Baptist church.
3. Married

Highly Preferred Requirements:

1. Master of Divinity (M.Div.) Degree

Abilities

- Must evidence a love for people and solid preaching, teaching, communication and administrative skills
- Born-again baptized believer who loves the Lord, is spirit filled, energetic, enthusiastic and dynamic.
- Must have a sound knowledge of the Baptist doctrine and Articles of Faith as well as be an effective communicator with the ability to teach sound doctrine and effectively preach God's Word.
- Ability to teach, preach and apply God's Word by communicating the Gospel in a way that connects with our congregation and relates biblical principals to the lives of all age groups.
- Strong interpersonal skills that foster a spirit of inclusion and love for all people.
- Demonstrated experience in conflict resolution, team building and community activism.
- Must be committed to church growth/development and membership retention.
- Exceptional oral and written communication skills.
- Must be proficient in the use of modern technology to enhance education and outreach.
- Must demonstrate an intergenerational approach to spiritual and congregational growth.

Duties & Responsibilities (include but not limited to)

1. The Pastor shall direct the order of worship services of the church as set forth in the bylaws of Calvary. The Pastor shall officiate and participate in the regularly scheduled weekly Spiritual Enrichment Hour.
2. Provide pastoral care and visit members who are seriously ill, in the hospital or in crisis and to make calls on shut-ins. Organize and supervise a pastoral care program to see to the pastoral needs of the congregation.
3. Participate regularly in his own continuing education.
4. Develop and facilitate implementation of a plan for church growth both spiritually and numerically.
5. Supervise and provide direction to all ministry leaders and ministry staff of Calvary.
6. Encourage tithing and sacrificial giving as God's method of financially supporting His church as taught in Malachi 3:8-10.
7. Must be able to establish and maintain regular office hours sufficient to minister to the church membership.
8. The Pastor shall be the spiritual and administrative leader of Calvary and shall work in a cooperative spirit with the Deacon Ministry and Trustee Ministry.



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Job Application Checklist

Please submit your candidate package by: **CERTIFIED MAIL – RETURN RECEIPT**

Final candidates will be notified and asked to provide additional information as needed later in the selection process. Final candidates must consent to reference checks, a criminal history background check, drug screening test, and a credit/financial history review (performed through an outside agency to ensure complete confidentiality).

Candidate packages must be typed. Packages postmarked after Midnight, **September 30, 2018 WILL NOT BE CONSIDERED.**

MAIL PACKAGES TO:

c/o Pastoral Search Committee
801 East Glenwood Dyer Rd
Glenwood, IL 60425

- A completed and signed Job Application Form
 - A signed Application Checklist
 - Cover Letter (maximum one (1) page, Times New Roman size 12 font)
 - Resume (maximum four (4) pages, Times New Roman size 12 font, addressing each of the position's responsibilities and duties)
 - Three (3) Letters of Reference (letters must have prepared within the last 30-days and have original signatures)
 - Copy of College/University transcript(s)
- Copy of Ordination Certificate
- CD or DVD of sermon (high-quality, HD preferred)
- Current Color Photograph (no larger than 5x7 - professional headshot preferred)

This checklist is provided to help you to be certain you have attached all required application information. By signing below, I acknowledge and understand that the document and information provided in this application package is accurate and true to the best of my knowledge.

Printed Applicant Name: _____

Applicant Signature: _____ Date: _____

All information presented will be treated as CONFIDENTIAL.

For additional information or questions, please submit your request in writing to the Pastoral Search Committee, c/o Calvary Baptist Church of Glenwood at the above address.

NO PHONE CALLS PLEASE



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Job Application

Calvary Baptist Church of Glenwood is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a CBCG representative. CBCG complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Please fill out all the sections below:

Applicant Information

Applicant Name: _____
 Last First M.I.

Address: _____
 Street Address Apartment/Unit #

City State ZIP Code

Telephone Number: _____ Email _____

Date of Application: _____

Employment Position Information

Position(s) Applied for: _____

How did you hear about this position? _____

On what date can you start working if you are hired? _____ Salary Desired: _____

Personal Information

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

What document can you provide as proof of citizenship or legal status? _____ Yes No

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

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



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Applicant Name: _____ Date: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Vocational School/Specialized training: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____



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Applicant Name: _____ Date: _____

Previous Employment

Have you ever worked for CBCG in the past? Yes No If yes, when? _____

Are you a member of CBCG? Yes No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?



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Applicant Name: _____ Date: _____

References

Please provide 3 personal and/or professional reference(s) below:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Military Service

Are you a member of the Armed Services? Yes No _____

What branch of the military did you serve? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Type of Discharge: _____

If other than honorable, explain: _____

What military skills do you possess that would be an asset for this position? _____

At-Will Employment

The relationship between you and the Calvary Baptist Church of Glenwood is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the CBCG. No representative of CBCG has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and our Official Board.

Applicant Signature: _____ Date: _____