



**SECOND BAPTIST CHURCH
KANSAS CITY, MO**

PASTORAL JOB DESCRIPTION AND APPLICATION

POSITION OPEN UNTIL 8/31/2019

LIST OF REQUIREMENTS FOR PASTORAL CANDIDATES

1. Candidate must have at least five years Baptist Church pastoral experience.
 - A. Licensed and Ordained Baptist Minister
2. Earned accredited degree is required; a minimum Master of Theology/Divinity Degree and secular preferred from an accredited institution
3. Must have a clear understanding of Baptist Church Doctrine
 - A. Provide a balanced overview of the whole counsel of God
 - B. Deal with Doctrinal issues that may need particular attention
 - C. Apply biblical principles to moral, ethical and political issues
 - D. Ensure that encouragement, reproof and correction are in balance
 - E. Conduct baptisms and oversee membership
 - F. Give opportunity for people to respond to gospel message/accept Christ
 - G. Administer/conduct the Lord's Supper
4. Demonstrate the Spirit, Love, and Ability to Preach and Teach God's Word
 - A. The ability to prepare and deliver biblically sound, inspirational, and spirit-filled sermons
 - B. The ability to provide biblically based teaching
 - C. Preach Sunday Worship Services (10:00 AM Worship Service)
 - D. Teach Bible study
 - E. Strong supporter of the Ministry of Christian Education
5. Show Strength in Evangelism and Disciple Making
 - A. Disciple, equip and teach the congregation to train believers in the basics of the Christian life so that they may be assimilated into the congregation, grow, and reproduce in order to impact their homes, church, and community
 - B. Disciple new believers
 - C. Provide leadership development opportunities
 - D. Equip congregation to disciple others
 - E. Train, organize and lead members to do visitation of and witnessing to unsaved persons
 - F. Set example in cultivating unsaved persons
 - G. Lead church in planning regular outreach/revival emphasis
 - H. Provide advice and supportive resources to the wider community
 - I. Minister to and visitation of the ill and bereaved members

- K.** 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, young adults, and adults within the congregation

- 6. Demonstrate a Love for God and His People
 - A.** Must be a born again baptized believer in Jesus Christ
 - B.** Lead members to trust and love God so that they desire to serve Him
 - C.** Lead the members to love one another and their neighbors
 - D.** Encourage stewardship, missions support, and tithing

- 7. Be Innovative to Move the Church Forward
 - A.** Develop and implement a strategic plan for healthy church growth, membership growth, financial growth and facility growth

 - B.** Create an outreach vision that is both Local and Foreign Mission oriented

- 9. Be Willing to Support Community Involvement
 - A.** Lead the congregation in planning, conducting and evaluating its local, national and worldwide missions
 - B.** Willing to support and participate in Local, State and National Conventions and Congresses
 - C.** Maintain contact with all church supported missions
 - D.** Diversity Minded
 - E.** Develop a long range plan for Pulpit Ministry, disciplining and equipping, and community outreach

- 10. Demonstrated Ability to maintain confidentiality
 - A.** Counseling troubled people and those in need
 - B.** Spiritual counseling of church members
 - C.** Moral integrity must be above reproach

- 11. Strength in Conflict Resolution
 - A.** Ensure that prayer has a prominent place both in the church and personal lives
 - B.** Work with the Deacons in maintaining a spiritually healthy church
 - C.** Understand and follow the SBC Policy Manual to lead the church in an orderly and deliberate manner

- 12. Demonstrated Spirit of Unity
 - A.** Oversee worship service in collaboration with the Music, Drama, Praise and Worship Ministry
 - B.** Consistently connect with deacons, ministers, colleagues, and other resource persons
 - C.** Provide leadership/workshop development opportunities

- 13. Pastor selected must reside or be willing to relocate to Kansas City Metropolitan Area

14. Be Mission Minded

- A. Leading the congregation in planning, conducting and evaluating its Local, State, National and Worldwide Missions
- B. Actively support Domestic and Foreign Missions
- C. Offer advice on use of mission and benevolence funds

The successful candidate must possess at a minimum the following personal qualities and skills:

- Leadership skills
- Excellent speaker
- Teaching skills
- Humility
- Intelligence
- Dedicated and driven
- Visionary
- Preaching style that provides practical and clear application, where the scriptural text provides the meaning
- Mission Minded

How to Apply:

All interested and qualified persons must submit an initial candidate package consisting of the following documentation:

- Completed Second Baptist Church job application (included)
- Current résumé
- Cover letter
- Salary Requirements
- Copy of ministerial license and ordination certificate
- Copy of degree(s)
- Four recommendation letters — clergy, professional, personal (at least 2 from clergy)
- Provide current photo of yourself
- Provide DVD/CD or link to the location of a recent sermon

All information submitted will be treated confidentially. Additional information may be requested and/or required.

FINAL CANDIDATES MUST CONSENT TO REFERENCE CHECKS, EDUCATION/CREDENTIAL VERIFICATION, A CRIMINAL HISTORY BACKGROUND CHECK, A DRUG TEST, AND A CREDIT AND FINANCIAL HISTORY REVIEW.

Send application and documents to:

Pastoral Search Committee

P.O. Box 300205

Kansas City, MO 64130

Or email application and documents to:

sbckcmopastoralsearch@gmail.com

SECOND BAPTIST CHURCH PASTOR APPLICATION FORM

PERSONAL INFORMATION

DATE: _____

Name: _____

Present address: _____

How long: _____ Birth Date: _____

Telephone: Home (____) (____) Business (____) (____) Cell (____) (____)

Email address: _____ Personal website address (if available): _____

If hired, can you present proof of your legal right to live and work in this country? OYES NO N/A

Number of years lived in the U.S. _____

Marital Status: Married Separated Divorced Widowed Single

If Married, Name of Spouse: _____

Is this your first Spouse? YES NO

Names and Ages of Children:

Denomination: _____

Are you interested in relocating to Kansas City if you are selected? YES NO

EDUCATION (Please use additional pages if necessary)

<u>TYPE OF SCHOOL</u>	<u>NAME OF SCHOOL</u>	<u>LOCATION</u>	<u>No. of YEARS COMPLETED</u>
College/University	_____		
Vocational or Technical School:	_____		
Graduate School:	_____		
Other:	_____		

Please provide copy of diploma/certificate for education completed.

Additional Academic Experience (post-secondary)

Please list courses attempted and whether or not completed; PIT or FIT: dates; institutions and awards received.

Please briefly describe your general background: summarize your ministry strengths and weaknesses; ministry preferences and vision; and your special interests in ministry.

[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 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.]

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? No Yes
2. 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? No Yes
3. Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
 No Yes
4. 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? No Yes
5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 No Yes
6. Have you ever filed for bankruptcy? NO YES
If yes, please state the date, nature and circumstances of the bankruptcy:
7. Have you ever been arrested or convicted for any offense? NO YES If yes, please state nature of the crime(s), when and where convicted and disposition of the case:
8. Have you ever been treated for substance abuse? NO YES
9. Have you ever been a plaintiff or defendant in an administrative, civil matter, or law suit?
 No Yes

WORK EXPERIENCE

Name of Employer: _____ Name of last supervisor: _____

Address: _____ Employment dates:

Phone #: _____ From: _____ To: _____

Your last job title: _____ Salary: _____

Reason for leaving (be specific): _____

May we contact this employer for a reference? YES NO

Name of Employer: _____ Name of last supervisor: _____

Address: _____ Employment dates:

Phone #: _____ From: _____ To: _____

Your last job title: _____ Salary: _____

Reason for leaving (be specific): _____

May we contact this employer for a reference? YES NO

Name of Employer: _____ Name of last supervisor: _____

Address: _____ Employment dates:

Phone #: _____ From: _____ To: _____

Your last job title: _____ Salary: _____

Reason for leaving (be specific): _____

May we contact this employer for a reference? YES No

Military History: Yes No **If yes, please provide Long Form DD214.**

Membership and Participation in Educational and Civic Organizations:

LEADERSHIP ROLES

Leadership of a church involves several roles. Consider the following list (Note up to five)

CHURCH LEADERSHIP RESPONSIBILITIES:

- General Pastoral Care
- Oversight and coordination of day-to-day operations of the church
- Preaching
- Youth Ministry
- Training, Counseling, Teaching, Mentoring and Confidentiality
- Outreach to the wider community
- Support and oversight of staff and volunteers (leaders and coordinators of various activities)
- Collaborative decision making in boards or committees
- Personal professional development
- Networking, facilitating partnerships, promoting unity and growth
- Evangelism
- Visiting the sick and bereaved

In which of these are you the strongest? Explain —

In which of these are you the weakest? Explain —

What evidence is there to confirm that you have strengths in these?

PROFESSIONAL REFERENCES

Do not list family members or relatives for references.

Give three references that are qualified to speak of your spiritual experience and Christian service.

List your current pastor first.

Name/Complete Address	Phone	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Give three references that are qualified to speak of your professional training and experience.

List your current or most recent supervisor first.

Name/Complete Address	Phone	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials:

I certify that all the information in this application is accurate and complete to the best of my knowledge and I have not knowingly withheld any information that might adversely affect my chances for employment. I understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

Initials:

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Second Baptist Church of Kansas City, MO creates an actual or implied contract of employment. I understand that, if I accept employment with Second Baptist Church of Kansas City, MO, it will be on an at-will basis. This means that either Second Baptist Church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

Signature of applicant _____ **Date:** _____