Pastoral Vacancy Announcement

The Olivet Baptist Church of Ventura, California is seeking a licensed and ordained Baptist minister to lead and administer to the congregation of traditional dedicated Christians.

The Pastor must be responsible for the biblical and spiritual obligations as outlined in I Timothy 3:1-7 Titus 1:5-9, I Peter, Luke 15:4-7 and Proverb 29:18. The candidate must be a born again baptized believer in Jesus Christ with the ability to also fulfill the spiritual needs of the congregation through administering the Ordinances of the Church. We are seeking an individual with strong leadership skills who preaches the Gospel of Jesus Christ and is sound in the Baptist Doctrine and direct Christian growth.

**Position:** Baptist Pastor, ordained under Baptist doctrine

**BASIC FUNCTION:**

The Pastor is to be the spiritual leader of the church. The Pastor has the primary responsibility for preaching and teaching the Word of God and leading in the observance of the church ordinances. The Pastor will participate in the planning of worship services and events and equip staff and lay leaders to successfully coordinate those services and events. The position will oversee and lead outreach and pastoral care efforts, including biblical counseling, performing weddings and conducting funeral services.

**Responsibilities:**

Initiate, coordinate, and implement innovative religious programs to promote the churches spiritual growth.

Plan, prepare and deliver sermons, speeches and other presentations.

Plan, organize and direct Church programs designed to promote religious education.

Analyze, plan programs for the budgetary needs and institute techniques to meet goals.

Lead the congregation in worship services, administer the various rites of the Church, perform other spiritual functions associated with the beliefs of traditional Baptist believers.

Provide spiritual and moral guidance and assistance to members of the Church and the community.

Interpret doctrines of religion and instruct people who seek conversion to faith.

Visit the sick, shut-in and the incarcerated.
Plan Church activities and projects to attract attention and to encourage active participation.

Lead in the administration of our sacred ordinances of the Lord’s Supper and Baptism.

Develop and facilitate implementation of a plan for church growth both spiritually and numerically.

QUALIFICATIONS:

The Pastor will be one who is called of God and set apart to the gospel ministry, evangelical in theology, in accordance with the Baptist Faith and committed to living and serving in a manner consistent with the standards set forth in Scripture for such a leader. The Pastor must be one who exemplifies a godly character, is compassionate in recognizing and meeting the needs of others and demonstrates a high level of competence. Expository preaching style is preferred with the ability and experience to preach the Word accurately and powerfully, although topical preaching is recognized as both valuable and desirable in some circumstances. A licensed and ordained minister. Minimum of 6 years of experience in full-time pastoral ministry and church leadership is required. Good role model of moral and ethical conduct. Knowledge of the principle and practices of Church administration, policies, budget and finances. Demonstrated skills in conflict resolution, team building, and community activism. Ability to teach, preach, and apply the Gospel in a way that connects with the people and relates the bible to the lives of all age groups. Basic computer skills, knowledge and understanding of technology concepts, systems and operations required.

ACCOUNTABILITY:

The Pastor is accountable, first and foremost, to God and His Word, and secondly to the Official Board and the membership of Olivet Baptist Church. The Pastor will maintain and enhance knowledge, skills and abilities related to this position description through necessary means of continuing education.

This position and job description will be reviewed and evaluated annually.

About Olivet Baptist Church:

Olivet Baptist Church has been in existence for over ninety (90) years. The active membership is approximately about (20) members. Olivet Baptist Church is committed to fulfilling the mission of the church, Enhancement and Advancement of the Kingdom of God. It seeks to attain this through preaching and teaching of the Gospel of Jesus Christ, with sound Doctrine and Christian Education as the foundation. Which would develop individuals and lead them to consistent Christian living?
SERIOUSLY INTERESTED CANDIDATES SHOULD SUBMIT THE FOLLOWING TO THE ADDRESS LISTED BELOW:

Please mail cover letter and resume with your application.

(California residences only apply)

Olivet Baptist Church
ATTN: Pastoral Search Committee
C/O Deacon John Alford
P.O. Box 233
Ventura, CA 93002
(805) 643-1976
OlivetVentura@yahoo.com

VACANCY WILL REMAIN OPEN UNTIL FILLED
OLIVET BAPTIST CHURCH
PASTOR APPLICATION
P.O. Box 233
Ventura, Ca 93002

Name_______________________________________________  Date_____________________

Are you known by another name? If so, please list:_________________________________________________

Address_____________________________________  City_______________________________________

State_____________________________________ Zip Code____________  Phone (   )______________

E-mail Address(s): ___________________________________________________________________________

Place of Birth______________________________________ Date; Month_____ Day_____ Year_____

Height______________ Weight___________ General Health__________________________________

If hired, can you present proof of your legal right to live and work in this country? Yes___   No___

Please list all addresses and residence periods for the last ten (10) years

Previous address information (Complete only if at current address for less than ten years)

____________________________________________________________________________________

Home Address  City  State  Zip

____________________________________________________________________________________

Home Address  City  State  Zip

____________________________________________________________________________________

Home Address  City  State  Zip

Social Media footprint (e.g., Twitter handle, Linkedin, Facebook page, Instagram, etc. if applicable)

____________________________________________________________________________________

Digital media (e.g., Links to podcasts, blogs, blogposts, etc. if applicable)

____________________________________________________________________________________

Are you able to perform essential functions of this position with or without reasonable accommodations? Yes_____  No_____ If needed please explain:______________________________________________
CONTINUE SECTION I

Married_______ Single_______ Divorced_______

Name and Ages of Children

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If Married name of Wife?___________________ Age_____  
Is this your first Spouse? Yes___ No ___
Wife Employed? Yes___ No____
Occupation____________________________________________________

Do you own and drive an automobile Yes____ No____ Year and condition of automobile ______
Condition__________________________________________________________________________

CURRENT CHURCH

Place of Conversion__________________________________________________________

Where Baptized?______________________________________________________________ Immersion____ Sprinkle____ Other____

Present Church Membership____________________________________________________

Pastor Name____________________________________________________________________

Address_____________________________ City_____________________________________

State______________________________ Zip Code___________ Phone (____)______________

HAVE YOU EVER FILED FOR BANKRUPTCY? Yes____ No____
If yes, please state the nature and circumstances of the bankruptcy.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
PROFESSIONAL PREPARATION

Name of High School_____________________________________
Grade_____ Year Graduation______

College________________________________________________
Grade_____ Year Graduation______

Bible School Seminary____________________________________
Grade_____ Year Graduation______

Degrees Earned________________________________________________________________________
Special Honors_________________________________________________________________________

ORDINATION PROFESSIONAL EXPERIENCE

Are you licensed to preach?_____ Date Licensed_________ What Denomination?_______________

____________________________ What Church?_____________________________________________

By Association____________________________________________ State______________________

Have you been a member of any other Denomination?____, if yes give name and circumstances of the
connection____________________________________________________________________________

Are you ordained______ By Association_______ State_______________ Denomination___________

____________________________ Place and date of ordination________________________________________

_____________________________________

Military Service

Branch:_________________ DOS: From_____________________________ To_____________________

Date Discharged___________ Type of Discharge_________________________________________
EMPLOYMENT HISTORY

Please list your experience for the past ten (10) years starting with the current or most recent one first.

Employer#1
Name: ____________________ Name of Supervisor ____________________
Address: __________________________ City __________ State _______ Zip______
Your Position: __________ Start Date: ___________ End Date: ___________
Phone Number: ________________ Reason for Leaving: __________________
____________________________________________________________________

Employer#2
Name: ____________________ Name of Supervisor ____________________
Address: __________________________ City __________ State _______ Zip______
Your Position: __________ Start Date: ___________ End Date: ___________
Phone Number: ________________ Reason for Leaving: __________________
____________________________________________________________________

Employer#3
Name: ____________________ Name of Supervisor ____________________
Address: __________________________ City __________ State _______ Zip______
Your Position: __________ Start Date: ___________ End Date: ___________
Phone Number: ________________ Reason for Leaving: __________________
____________________________________________________________________

Employer#4
Name: ____________________
Address: __________________________ City __________ State _______ Zip______
Your Position: __________ Start Date: ___________ End Date: ___________
Phone Number: ________________ Reason for Leaving: __________________
DATA CONCERNING RECORD AS PASTOR

List names, states, dates, and membership size of previous Churches Pastored.

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<th>Church</th>
<th>State</th>
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<th>Membership</th>
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DATA CONCERNING PRESENT PASTORATE

Are you Pastoring now_______ Name of Church_____________________________________________

Address______________________________________ City_____________________________________

State______________________________ Zip_________ Phone Number(   )___________________

Present salary $____________________ Do you live in a Parsonage Yes___ No____

Do receive a car allowance?  Yes___ No____ How much Week $___________ Month $___________

Do you have a pension plan?  Yes___ No____ % of pension you pay_________ Church pays_______

Other expense allowances:  Expense and $__________________________________________________

_____________________________________________________________________________________

EVALUATION OF PRESENT PASTORATE

Characterize in 25-30 words your ministry and your major emphasis:

_____________________________________________________________________________________

_____________________________________________________________________________________

Score each of the following 1 to 10 according to your own emphasis of each.
(Give rating up to 10 for great emphasis or down to 1 for little emphasis.)

Preaching ____  Pulpit Evangelism ____  Public Worship ____
Prayer Service ____ Pastoral Care ____ Laymen Visitation ____
Missionary Promotion ____ Sunday School ____ Christian Education ____
PERSONAL HISTORY

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.

A. Have you ever been arrested for any offense? Yes_____ No_____
   If yes, please state nature of the charge(s), when and where charged and the case disposition. Attach additional sheet if necessary.

B. Have you ever been convicted? Yes_____ No_____
   If yes, please state nature of the conviction(s), when and where and the case disposition. Attach additional sheet if necessary.

C. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes____ No____
   If yes, please state nature of the charge(s), when and where charged and the case disposition. Attach additional sheet if necessary.

D. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate your position, or volunteer position on the grounds of any unlawful sexual behavior, or violation of any employer’s sexual misconduct or harassment policy: Yes_____ No____
   If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.

E. Have you ever been charged in administrative, civil or criminal proceedings with improprieties regarding children? Yes_____ No____
   If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.

F. Have you ever entered a plea of not guilty, or guilty or 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____
   If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.

G. Have you ever been suspended, discharged or resigned in lieu of discharge for any position? Yes_____ No____
   If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.
H. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit? Yes_____ No_____  
If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.

I. Have you ever been treated for substance/alcohol abuse? Yes_____ No_____  
If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.

J. Driver’s License ________ Suspended (or) _______ Revoked  
If yes, explain:_________________________________________________________

K. Have you held a position that required bonding? Yes_____ No_____  

L. Have you ever been accused or charged with sexual harassment? Yes_____ No_____  

M. Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes _____ No _____  
If yes, please state nature of the action(s), when and where and the disposition. Attach additional sheet if necessary.
Personal References

Please list the names of six people who know you well and would be willing to serve as your reference. At least three of the people listed should be able to comment on your spiritual maturity in Christ. Please include your Senior Pastor if applicable, someone you have mentored, and a business or church associate who has knowledge of your leadership ability and achievements. Please do not list family members.

Please list three references consisting of at least one each of a Pastor, Colleague, and Layperson

Full Name: ______________________________ Relationship: ______________________________
Organization: ________________________ Contact Number: ____________________________
Address: ____________________________________________
___________________________________________________ State Zip

Full Name: ______________________________ Relationship: ______________________________
Organization: ________________________ Contact Number: ____________________________
Address: ____________________________________________
___________________________________________________ State Zip

Full Name: ______________________________ Relationship: ______________________________
Organization: ________________________ Contact Number: ____________________________
Address: ____________________________________________
___________________________________________________ State Zip
Additional/Personal References (Three Required)

Full Name: ____________________________ Relationship: ____________________________

Organization: ______________ Contact Number: ________________________________

Address: ________________________________ State Zip

Full Name: ____________________________ Relationship: ____________________________

Organization: ______________ Contact Number: ________________________________

Address: ________________________________ State Zip

Full Name: ____________________________ Relationship: ____________________________

Organization: ______________ Contact Number: ________________________________

Address: ________________________________ State Zip
Applicant Check List

Please Submit:

1. Cover letter highlighting your experience, resume and application.

2. Copy of Ministerial License and Ordination Certificate with the appropriate seal.

3. Telephone number of college or university.

4. Please include minimum acceptable salary, we must have a dollar amount, (do not type negotiable with salary.)

5. Reference letters from each of the following: Current and/or former pastor(1); Colleague (1); and Personal (but unrelated) references(2).

6. Current Photo 5x7 (Head Shot)

7. Two (2) recent Sermons and Two (2) Teaching Bible Study Class on any media (CD) or YouTube link in the last year.

8. Copy of Driver’s License or State Identification.


NOTE: Any application package that does not include the items above will NOT BE CONSIDERED.

Applicant Print Name:________________________________________

Applicant Signature:________________________________________

Date:________________________________________
Please read and initial the below statements and sign application.

I certify that the information given by me to the questions on this application, including representations in my resume, if given, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever and I have not withheld and information that might adversely affect my chances for consideration. I understand that misleading or false statements will constitute a sufficient case for refusal of hire, employment termination or employment covenant.

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

I authorize the release of national and state criminal records, as well as credit history report to Olivet Baptist Church. I authorize the schools, my former employers, and people named in this application to release to Olivet Baptist Church any information requested to verify the information on this application, and my education, character, and employment history with them as allowed by law. I also give Olivet Baptist Church permission to use the information acquired to conduct a background check on myself.

I understand that if I am a finalist, I will have to submit to drug screening test.

I understand that if I am a finalist, I will have to submit to a background check.

I understand that if I am a finalist, I will have to provide credit history.

Signature of Applicant_________________________________  

The Pastor Select Committee will treat all information as confidential. Also, all items submitted with application will become property of Olivet Baptist Church.