



# True Bible Baptist Church

*"Impacting the World for Christ with the Word of God" Acts 1:8*

4101 Amherst St. Des Moines, IA 50313

## Pastoral Vacancy Announcement

**Position Title:** Senior Pastor

**Status:** Full-Time

**Opening Date:** April 1, 2022

**Closing Date:** May 31, 2022

**Potential Start Date:** November 1, 2022

**Compensation Package:** Range \$50,000 - \$60,000 (includes Housing allowance, salary, Individual medical, dental, vision, life insurance, short term disability, and others)

Relocation expenses: Payable by True Bible Baptist Church (TBBC)

In-person interview and sermon expenses: Payable by TBBC

With the upcoming retirement of our current Pastor, TBBC has established a Pastoral Search Committee tasked to obtain applications including copies of all credentials, to interview and to investigate candidates, and bring to the Church family one person as our spiritual leader whose qualifications align with I Timothy 3: 1-7 and Titus 1:6-9. Our spiritual leader must be relatable to our congregation, passionate, engaging, supportive and help people to apply God's word in their lives.

TBBC was founded in 1962. Since its inception, TBBC has been under the leadership of only two Pastors, our founding Pastor and our current Pastor, retiring after twenty-five years. TBBC has a predominately African American congregation located in a very diverse community in Des Moines, Iowa. Our mission is "Investing in Eternity Today for our Future in Heaven Tomorrow." The congregation ranges from 50-70 members. Our sanctuary has the capacity to hold 375. TBBC holds both Men and Women's bible studies, prayer groups, and Awana's. We have a children's Sunday School and nursery program along with a shared adult Sunday School class taught by the Pastor of our sister church. We place great emphasis on Christmas and Easter recitations and skits from our Youth to aid in their spiritual growth. King James Version is our preferred translation. For more information about TBBC, click on the link: [www.tbbchurch.org](http://www.tbbchurch.org).

**Minimum Qualifications:** As leader of the Pastoral ministries of the church, the Senior Pastor must possess the following:

- God fearing Man of God
- Ordained as a Baptist Pastor or Associate for a minimum of 10 years
- Licensed as a Baptist minister
- Be married
- Have sound knowledge of Baptist Doctrine and Articles of Faith
- Model an active spirit-filled prayer life
- Be mission minded
- Manage time and stress effectively

- Skillful in solving problems
- Attended seminary from an accredited college and be willing to continue his education
- Possess an optimistic outlook
- Have effective listening skills
- Exemplify Administrative skills
- Proficient Decision maker
- Experience with family and youth ministries
- Adhere to policies and procedures
- Have technology competency
- Accept and initiate change
- Be a tither and encourage tithing and sacrificial giving as God's method of financially supporting the church (Malachi 3:8-10 KJV)
- Aspire to establish, foster, and maintain a strong sense of community

**Highly desired qualification:**

Bachelor's degree in Divinity or Theology from an accredited college

**Responsibilities and Duties:** As leader of the Pastoral ministries, the Senior Pastor will:

- Prepare and deliver sermons using sound biblical scriptures
- Effectively communicate and teach God's word
- Devote time for weekly prayer services
- Lead and direct the affairs of the church
- Provide discipleship training to equip the Body of Christ for the winning of souls
- Provide oversight and supervision to all ministries and employees of the church
- Recognize and actively promote the gifts and talents of the church body
- Demonstrate humility, hospitality, kindness, compassion, and respect to all
- Exercise personal leadership in pastoral care and shepherding the church membership with special emphasis on the hospitalized, shut-in, and bereaved
- Administer the ordinances of baptism and communion
- Conduct weddings and funerals, providing appropriate preparation and support
- Officiate at ordinations, licensing, baby dedications, etc.
- Established a minimum of "On-Site" office hours of 24 per week
- Moderate and preside over church business meetings

**Any Baptist minister meeting the above qualifications is invited to apply by completing the online job application packet on this website or at [www.tbbchurch.org](http://www.tbbchurch.org).**

**If unable to submit application online, submit a hard copy application packet to:**

True Bible Baptist Church

Attn: Pastoral Search Committee – Sara Moody, Secretary

4101 Amherst Street

Des Moines, Iowa 50313

**Final candidates must consent to full disclosures of the following:** Reference check, criminal background check, credit and financial history review, education credentials, drug test, and military discharge, if applicable. Only one submission will be accepted. Incomplete packages will not be considered. All information submitted will be treated as confidential. Additional information may be requested and/or required.

**THE DEADLINE FOR SUBMISSION OF PACKETS IS MAY 31, 2022.**



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**4101 Amherst St. Des Moines, IA 50313**

Phone: 515-243-8227

fax: 515-244-8734

Website: [www.tbbchurch.org](http://www.tbbchurch.org)

E-mail: [office@tbbchurch.org](mailto:office@tbbchurch.org)

## Job Application Checklist

**E-MAILED APPLICATIONS ARE PREFERRED.**

If unable to submit via e-mail, please submit hard copy of the job application and required documentation via **CERTIFIED MAIL – RETURN RECEIPT** to the address below:

**Candidate packages must be typed.**

**Packages postmarked after Midnight, May 31, 2022 and or incomplete packages  
WILL NOT BE CONSIDERED.**

### MAIL PACKAGES TO:

**True Bible Baptist Church**

**c/o Pastoral Search Committee – Sara Moody, Secretary**

**4101 Amherst St.**

**Des Moines, Iowa 50313**

- A completed and signed Job Application Form
- A signed Job 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,)
- Three names of references: one (1) Pastoral, one (1) Professional, one (1) Personal
- Copy of College/University transcript(s)
- Copy of Ordination Certificate
- Copy of License
- Website links to sermon, presentations, teachings (or DVD's)

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).

This checklist is provided to help you 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 via e-mail to:  
Pastoral Search Committee at [search@tbbchurch.org](mailto:search@tbbchurch.org)  
**NO PHONE CALLS PLEASE**



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Phone: 515-243-8227

Fax: 515-244-8734

Website: [www.tbbchurch.org](http://www.tbbchurch.org)

E-mail: [office@tbbchurch.org](mailto:office@tbbchurch.org)

## Applicant Information

Applicant Name: \_\_\_\_\_  
 Last First M.I.

Address: \_\_\_\_\_  
 Street Address Apt./Unit #

City State Zip

Home Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 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 documents can you provide as proof of citizenship or legal status? \_\_\_\_\_

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

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

If yes, please describe accommodations required below?  
 \_\_\_\_\_

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

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

## Family Information

### Marriage Status:

Single (never married) Single (previously married)

Married Married (previously divorced) Widower

Wife's Name: \_\_\_\_\_

Wife's Hometown: \_\_\_\_\_

### Children:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Education and Training

High School:

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No

Diploma: \_\_\_\_\_

College:

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No

Degree: \_\_\_\_\_

Seminary:

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No

Degree: \_\_\_\_\_

❖ If you did not graduate, please provide the following:

\*\*Courses Completed: \_\_\_\_\_

Hours or Credits: \_\_\_\_\_ Dates Completed: \_\_\_\_\_

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Hours or Credits: \_\_\_\_\_ Dates Completed: \_\_\_\_\_

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Hours or Credits: \_\_\_\_\_ Dates Completed: \_\_\_\_\_

Vocational School/Specialized Training:

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No

Degree/Certificate: \_\_\_\_\_

Licensed?

Yes No Year: \_\_\_\_\_ Church Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**Ordained?**

Yes:      No:      Year: \_\_\_\_\_ Church Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**Employment History**

Employer Name: \_\_\_\_\_ Employer Telephone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

May we contact your supervisor for a reference? Yes      No

Employer Name: \_\_\_\_\_ Employer Telephone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

May we contact your supervisor for a reference? Yes      No

Employer Name: \_\_\_\_\_ Employer Telephone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

May we contact your supervisor for a reference? Yes      No

About You

Denominational Service (i.e. Taught a class or held a position in your State or National Baptist Convention):

Hobbies, Gifts or Talents:

Civic/Community Activities:

Additional information about yourself:

Military Service:

Have you served in the military? Yes      No

If yes,

Type of discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## References

Please provide names for 3 types of references listed below:

1. Pastoral Reference

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

2. Professional Reference

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

3. Personal Reference

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_