



ST. JOHN MISSIONARY BAPTIST CHURCH
900 NORTH SEACREST BLVD. – BOYNTON BEACH, FL 33435
561-732-2377

PASTORAL VACANCY APPLICATION - Full-Time Position

Salary range \$90,000 to \$125,000 yearly (plus benefits)

St. John Missionary Baptist Church, which was found and organized in the year 1908, is seeking a full-time senior pastor, called by God who will be the spiritual leader of the congregation. The qualified candidate will be responsible to God and the church to proclaim the gospel of Jesus Christ, to teach the Bible, to provide Christian leadership in all areas of the church, and to engage in pastoral care for the congregation.

Opening Date: August 1, 2023 Closing Date: September 10, 2023
All interested persons must submit a complete TYPE-WRITTEN application
consisting of the following information:

1. Applications can be found at stjohnmbcpastorsearch.com
2. An MP4 (known as MPEG4) or an online link (accessible via either Facebook or YouTube) to a sermon delivered within the past year
3. Certified official transcript sealed from the Institution mailed or emailed to the church (see below)
4. Three (3) recommendation letters, clergy, layperson, and personal (**non-relative**)
5. A completed and signed application checklist (see page 9)

SUBMISSION: Submit the Application Package online at stjohnmbcpastorsearch.com, by certified mail, or email to:

Mailing Address
St. John Missionary Baptist Church
C/O The Pastor Search Committee
Post Office Box 460
Boynton Beach, FL 33435 - 0460

Email address to submit application or transcript
St. John Missionary Baptist Church
C/O The Pastor Search Committee
sjmbcsearch@stjohnmbc.com

NOTE: Any Applicant Package postmarked after the closing date of **September 10, 2023**, will not be considered. Attaching a copy of your resume to this application and stating “See attached resume” will not be considered as a sufficient response to any item in this application. Missing information will result in automatic disqualification of your application. Final applicants will be notified and asked to provide additional information later in the selection process. Final applicants must consent to a reference check, a criminal history background check, a drug screening, credit, and financial history review (performed through outside agencies for complete confidentiality).

All information presented will be treated as “Confidential.” Please submit request for additional information or questions in writing from August 12, 2023, through August 25, 2023, to the Pastor Search Committee at sjmbcsearch@stjohnmbc.com or by mail to St. John Missionary Baptist Church, c/o Pastor Search Committee, P.O. Box 460, Boynton Beach, FL 33435 - 0460.

NO PHONE CALLS PLEASE

QUALIFICATIONS

- Must be a licensed and ordained Baptist minister or a minister with official ordination credentials from an established denomination compatible with Baptist theology, congregational doctrine, and polity
- Must have a clear understanding of the Baptist Polity, doctrine, and theology
- Must be an effective communicator with the ability to teach and preach practical lessons and sermons
- Must be able to communicate in English, as primary language
- Must have strong interpersonal skills in written as well as oral communication
- Must have a minimum of ten years experience as a Baptist senior pastor in a business and church environment
- Must be proficient in the use of digital technology
- Must have majority of experience in brick and mortar with hybrid innovation
- Must demonstrate a record of community and social justice
- Must have the minimal requirement of Clinical Pastoral Experience (CPE) or similar certifications in pastoral counseling
- Must be capable of facilitating Parliamentary Procedures
- Must have strong background in middle-aged and senior ministries
- Must have strong background in Youth programs and ministries

DUTIES OF THE SENIOR PASTOR

- The Pastor will be responsible as an ex-officio member of all church ministries/committees
- The Pastor will preside over worship services, funeral services, weddings, and baby dedications or designate someone else to perform these functions in his absences
- The Pastor will be responsible for teaching, counseling and observance of the Ordinances of the Lord's Supper and Baptism
- The Pastor will be committed to continued theological and congregational education for the purpose of congregational formation and growth
- The Pastor will articulate a vision for the church
- The Pastor will attend, and encourage members to support (Associations, Unions, and Congress and the State and National Congress and Convention) to support religious education and ideas that will enhance the church's ministries as well as establish other ministries
- The Pastor will supervise the administrative operations of the church and its facilities
- The Pastor will be responsible for visiting persons who are hospitalized, confined to home or, in an extended care facility as well as delegating these responsibilities to the Deacon/Deaconess Ministry and /or church leaders as appropriate
- The Pastor will moderate church conference meetings
- The Pastor will serve as the Lead Servant Leader to facilitate the spiritual formation of the congregation
- The Pastor will work with various ministries to facilitate Servant Leadership in planning, organizing, and coordinating programs in discipleship and ministry
- The Pastor will model intergenerational approaches to spiritual formation
- The Pastor will promote accessibility practices to create a welcoming and safe environment
- The Pastor will serve as Lead Evangelist, leading congregational initiatives to share the Gospel of Jesus Christ



PASTORAL VACANCY APPLICATION

SECTION I: PERSONAL INFORMATION

Applicant Name: Last: _____ First: _____ Middle: _____

Are you known by another name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address, if applicable: _____ City: _____ State: _____ Zip: _____

Applicant Phone Numbers: Home: _____ Cell: _____

E-mail Address: _____ Date of Birth: _____

Marital Status: Married _____ Separated _____ Divorced _____ Widowed _____ Single _____

If Married, Name of Spouse: _____ Is this your first Spouse? Yes: _____ No: _____

Names and ages of all children: _____ Attach a separate sheet with response, if other than none

Personal Social Media Handles: _____

Applicants preferred method of contact regarding this position (Check one)

Home: _____ Cell: _____ Business: _____ E-mail: _____

Are you a citizen or legal resident: Yes: _____ No: _____

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 three (3) years:

Previous Address Information (Complete only if at current address for less than three (3) years)

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Are you able to perform essential functions of this position with or without reasonable accommodation?

Yes: _____ No: _____ If needed, please explain: _____

Attach an additional sheet if necessary.



SECTION II: ORDINATION AND CURRENT CHURCH

ORDINATION AND CURRENT CHURCH

Are you licensed? Yes: ____ No: ____ Are you an ordained Baptist minister? Yes: ____ No: ____

License date and place: _____

Ordination date and place: _____ By Whom: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Have you been baptized by immersion? Yes: ____ No: ____

Current church name and address of which you are a member _____

Address: _____ City: _____ State: _____ Zip Code: _____

SECTION III: EDUCATIONAL, MILITARY AND EMPLOYMENT HISTORY

EDUCATIONAL BACKGROUND

Undergraduate School: Major: _____ Minor: _____

Name of Institution: _____ From: _____ To: _____

Did you graduate? Yes: ____ No: ____ Name of Degree: _____ Date: _____

Seminary

Name of Institution: _____ From: _____ To: _____

Did you graduate? Yes: ____ No: ____ Name of Degree: _____ Date: _____

Graduate School

Name of Institution: _____ From: _____ To: _____

Did you graduate? Yes: ____ No: ____ Name of Degree: _____ Date: _____

Other

Name of Institution: _____ From: _____ To: _____

Did you graduate? Yes: ____ No: ____ Name of Degree: _____ Date: _____

**SECTION III CONTINUED****MILITARY SERVICE**

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

EMPLOYMENT HISTORY

Please list your employers starting with the current or most recent one first.

Employer #1 Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____ Date started: _____ Date Ended: _____

Type of Employment: Full-time: _____ Part-Time: _____ Reason for Leaving: _____

Salary at time of separation _____ Benefits included? Yes: _____ No: _____

Employer #2 Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____ Date started: _____ Date Ended: _____

Type of Employment: Full-time: _____ Part-Time: _____ Reason for Leaving: _____

Salary at time of separation _____ Benefits included? Yes: _____ No: _____

Employer #3 Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____ Date started: _____ Date Ended: _____

Type of Employment: Full-time: _____ Part-Time: _____ Reason for Leaving: _____

Salary at time of separation _____ Benefits included? Yes: _____ No: _____

Employer #4 Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____ Date started: _____ Date Ended: _____

Type of Employment: Full-time: _____ Part-Time: _____ Reason for Leaving: _____

Salary at time of separation _____ Benefits included? Yes: _____ No: _____

Employer #5 Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____ Date started: _____ Date Ended: _____

Type of Employment: Full-time: _____ Part-Time: _____ Reason for Leaving: _____

Salary at time of separation _____ Benefits included? Yes: _____ No: _____



SECTION IV: REFERENCES

REQUIRED REFERENCES

Please list three references consisting of clergy, layperson and personal (**non-relative**)

Clergy

Full Name _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Layperson

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Personal

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Additional References (Optional)

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____



SECTION V: BACKGROUND INFORMATION

BACKGROUND INFORMATION

Please share any matters and/or concerns that will be of importance for the Pastor Search Committee to be aware of at this time. (Attach an additional sheet if necessary).

If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, charge, or offense, when and where charged, the date, court, and disposition or other appropriate explanation. An arrest or a conviction record will not automatically be barred from 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 the nature of the charge(s), when and where you were charged and the case disposition.

(Attach additional sheet if necessary)

- B. Have you ever been convicted? Yes: ___ No: ___

If yes, please state the nature of the conviction(s), when and where and the case disposition.

(Attach additional sheet if necessary)

Adjudication withheld? Yes: ___ No: ___

- C. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes: ___ No: ___

If yes, please state the nature of the charge(s), when and where were you charged and the case disposition.

(Attach additional sheet if necessary)

SECTION V: BACKGROUND INFORMATION CONTINUED

- D. Have you been disciplined, suspended, terminated, or asked to leave your job or volunteer position due to any unlawful sexual behavior, employer serial misconduct, or harassment: Yes: ____ No: ____
If yes, please state the 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 the 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 the 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 from any position? Yes: ____ No: ____ If yes, please state the 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 the 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 the nature of the action(s), when and where and the disposition.
(Attach additional sheet if necessary)
- J. Have you held a position that required bonding? Yes: ____ No: ____
- K. Have you ever been accused or charged of sexual offense? Yes: ____ No: ____
- L. Have you ever filed for Bankruptcy? Yes: ____ No: ____
If YES, please state the nature and circumstances of the bankruptcy on an attached sheet.

APPLICANT'S Full NAME: _____ DATE: _____

SECTION VI:

APPLICANT CHECKLIST

- _____1. A fully completed Pastoral Vacancy Application package, to include cover letter and resume.
- _____2. An MP4 (known as MPEG4) or an online link (accessible via either Facebook or YouTube) to a sermon delivered within the past year.
- _____3. A certified copy of a license and ordination certificate.
- _____4. Certified copies of degrees mailed or emailed from the issuing institution to the St. John Missionary Baptist Church Pastor Search Committee. (See page 1 for the address)
- _____5. Three (3) recommendation letters; clergy, layperson and personal (non-relative).
- _____6. Attached additional sheets to explain: _____

- _____7. Proof of Senior Pastor experience.
- _____8. Proof of building and developing Youth Ministries
- _____9. Proof of developing and overseeing Church Ministries.
- _____10. Proof of effective communication skills (written and oral).
- _____11. A completed and signed application checklist.

Note: Any application package that does not include all the items listed above will not be considered.

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

(For Internal Use Only)

REVIEWED BY: _____ DATE: _____

SECTION VII: CERTIFICATION AND SIGNATURE

CERTIFICATION AND SIGNATURE

Please read and initial the statements below and sign the 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 any 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 St. John Missionary Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with St. John Missionary Baptist Church it will be on at-will basis. This means that either St. John Missionary Baptist church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

___I acknowledge and authorize a full background check that will disclose to St. John Missionary Baptist Church all information about me concerning, including but not limited to: My past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local courts; the military' credit bureaus; drug and alcohol testing facilities; motor vehicle records agencies; all other private and public section repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to St. John Missionary Baptist Church includes but is not limited to: information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses, and internet and social media posts.

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

Name: _____ Date: _____

Signature of Applicant: _____ Date: _____

Contact: St. John Missionary Baptist Church, Pastor Search Committee by certified mail or email to:

United States Postal Service; FedEx, or UPS:

St. John Missionary Baptist Church
c/o Pastor Search Committee
Post Office Box 460
Boynton Beach, Florida 33435 - 0460

St. John Missionary Baptist Church
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