

Bethel Baptist Church Pratt City
1708 Spencer Avenue
Birmingham, Alabama 35214
205- 798-0371

PASTORAL VACANCY ANNOUNCEMENT

Application Requirements

Bethel Baptist Church Pratt City is prayerfully seeking a full-time pastor, called by God who will be a spiritual leader of the congregation. The candidate must be able to articulate a vision for the church that emphasizes spiritual growth and Christian Education Development. The qualified candidate is responsible to God and the church to proclaim the gospel of Jesus Christ, to teach the Holy Bible, to provide Christian leadership in all areas of the church, and engage in the pastoral care of the congregation.

Job Description: Full

Full-Time Pastor

Opening Date: March 25, 2024 Closing Date: April 25, 2024

All interested persons must submit a complete the application consisting of the following information:

1. The application can be found at: www.bethelprattcity.org and info@alabamastatebaptist.org.
2. Meet qualifications as set forth in 1Timothy 3:1-7
3. Bachelor's Degree, Advanced Degree, Seminary Training at an accredited institution.
4. A cover letter, current resume (include a detailed listing of ministerial/pastoral experiences, accomplishments, awards, and immediate family).
5. Copies of diplomas, degrees, ministerial license(s), ordination certificate with the appropriate seal.
6. Reference letters from each of the following: current and or/former pastor (1); and personal references (2)
7. Current photo (Head Shot)
8. A completed and signed application checklist

Any Candidate Package received after the posted deadline will not be considered. Any applicant that submitted a resume' prior to the posting date should review the official announcement and submit additional information if necessary. Please Note: Missing information will result in automatic disqualification. Application should be typed or written legibly.

Final candidates will be notified and asked to provide additional information later in the selection process, if needed. Final candidates must consent to a reference check, and criminal history background check, and a credit and financial history review.

All information will be treated as "Confidential." Applicant should submit package or request additional information via US mail or electronically to the following addresses:

Mail

Bethel Baptist Church Pratt City
C/O Pastoral Search Committee
PO Box 310665 Birmingham, AL 35231

E-Mail

Pastoral Search Committee
BethelChurchPrattCity@gmail.com

(Include "Pastoral Search Committee in the subject line of all email correspondence.)

NO PHONE CALLS PLEASE

QUALIFICATIONS

- Must be a licensed and ordained Baptist minister and duly ordained in accordance with the Baptist Church
- Must be Full-Time (available 24/7) with set office hours
- Must meet the qualifications as set forth in 1 Timothy 3: 1-7
- Must have a clear understanding of the Baptist Doctrine as well as being an effective communicator with the ability to teach sound doctrine, and to preach effectively from the Holy Bible
- Must provide a statement of Doctrine
- Must be proficient in written and oral communication
- Must have at least 7 years as assistant pastor or minister
- Must have verifiable 5-10 consecutive years in Missionary Baptist Church
- Must be an effective leader with managerial and administrative abilities along with Pastoral or appropriate experience
- Must be knowledgeable in the use of technology
- Must be committed to further religious training/education
- Must be committed to church growth and membership retention
- Must be able to articulate a vision for the church that emphasizes spiritual growth and Christian Education development
- Must be willing to attend, support, and encourage members to attend local, State and National Congresses and Conventions for religious education and ideas that will enhance the church 's ministries as well as establish new ministries
- Must demonstrate a record of community and mission involvement
- Must be able to plan and conduct worship services and leadership conferences

• **JOB DESCRIPTION**

General Description of Role and Responsibilities of the Pastor

- Must be Full-Time (available 24/7) with set office hours.
- Responsible as an ex-officio member of all church ministries/committees.
- The pastor will be Preacher/Teacher-The principle communicator of God's word in public worship, and make every effort possible to ensure that the church is maturing in Christ.
- Must be friendly, kind, loving, and approachable to the congregation and develop an outreach program that engages the community, youth, and parents.
- Must make an effort to get to know all members.
- Must provide leadership and vision for the church.
- Must direct plans for church growth to develop and fine tune the church structure the ministries
- Must lead an effective program of visiting the sick and shut-in-members.
- Conduct counseling sessions, funerals, revival services, worship services, etc.
- Perform wedding ceremonies, baby dedications, etc.

- Lead the church in planning, organizing, directing, coordinating, and evaluating church programs and ministries in conjunction with the Deacon Ministry and Trustee Board.
- Work with Deacons, Board of Trustees, church officers, and committees as they perform their assigned responsibilities.
- Moderate church informational meetings or designate/appoint an officer of the Trustee/Deacon Ministry in his absence.
- Facilitate and work with various ministries to provide training leadership in planning, organizing, and coordinating programs in discipleship and ministry.
- Serve as administrator for paid staff; supervise the work of the ministry staff, both volunteers and paid ministers and directors.
- Oversee development and maintenance of current physical church structure and property.
- Represent the church in civic matters.

Pastoral Application ~ Bethel Baptist Church Pratt City

SECTION I

Name: Last: _____ First: _____ Middle: _____

Are you known by another Name: _____

Address: _____ City: _____ State: ___ Zip: _____

Mailing Address:

City: _____ St: _____ Zip _____

Numbers: Home _____ Cell: _____ Business: _____

E-mail Address: _____

Preferred method of contact regarding this position? (Choose one): _____

Home _____ Cell _____ Business _____ E-mail _____

Birth Date: _____ Birth Place: _____

Number of years lived in the U.S.? _____

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

Yes _____ No _____

Please list all address 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 Code

Home Address: City State Zip Code

Home Address: City State Zip Code

Home Address: City State Zip Code

License date and place:

Ordination date and place: _____ By Whom: _____

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

Denomination: _____ Have you been baptized by immersion?

Yes: ___ No: ___

Current church name and address to 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: ___ Degree: _____

SEMINARY

Name of Institution:

From: ___ To: ___ Did you graduate? Yes: ___ No: ___ Degree: _____

GRADUATE SCHOOL

Name of Institution:

From: _____ To: _____ Did you graduate? Yes: ___ No: ___ Degree: _____

Other _____

Name of Institution:

From: _____ To: _____ Did you graduate? Yes: ___ No: ___ Degree: _____

Other _____

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____

Type of Discharge: _____

EMPLOYMENT HISTORY

Please list your employers starting with the current or most recent:

Employer #1 Name: _____

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

Position: _____ Date started: _____ Date Ended: _____

Type of Employment? Full-time: ___ Part-Time: ___

Reason for Leaving: _____

Employer#2

Name: _____

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

Position: _____ Date started: _____ Date Ended: _____

Type of Employment? Full-time: ___ Part-Time: ___

Reason for Leaving: _____

Employer#3 Name: _____

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

Position: _____ Date started: _____ Date Ended: _____

Name: Type of Employment? Full-time: ___ Part-Time: _____

Reason for Leaving: _____

Employer #4 Name:

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

Position: _____ Date started: _____ Date Ended: _____

Type of Employment? Full-time: ___ Part-Time: _____

Reason for Leaving: _____

SECTION IV: REFERENCES

REFERENCES

Please list four references consisting of pastor, instructor and personal (not related to you).

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Email: _____

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

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Email: _____

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

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____ Email: _____

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

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____ Email: _____

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 pastoral 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 disqualify you 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 charged and the case disposition. Attach an additional sheet if necessary.

B. Have you ever been convicted? Yes _____ No _____ If yes, please state nature of the conviction(s), when, where and the case disposition. Attach an 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 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 job 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 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).

SECTION V: BACKGROUND INFORMATION CONTINUED

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
If yes, explain:

APPLICANT CHECKLIST

- _____ 1. A completed application.
- _____ 2. A DVD/recording of a sermon delivered within the past year.
- _____ 3. A copy of a license and ordination certificate.
- _____ 4. Certified copies of degrees are mailed from the issuing institution.
(1) Enclosed is a certified copy or (2) Requested a certified copy to be mailed from the issuing institution.
- _____ 5. Four (4) recommendation letters (pastor, instructor, and personal).
- _____ 6. A completed and signed application checklist.
- _____ 7. Current color photo (5x7).
- _____ 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:

Original signature required. Please scan and email the application with signature page to:

pastor-search@bethelprattcity.org

Date: _____

SECTION VII: CERTIFICATION AND SIGNATURE

Please read and initial the below statements 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 it is 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 Bethel Baptist Church Pratt City creates actual or implied employment. I understand that, if I am offered and accept employment with Bethel Baptist Church Pratt City it will be on an at-will basis. This means that either Bethel Baptist Church Pratt City 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 reports to Bethel Baptist Church Pratt City. I authorize the schools, my former employers, and people named in this application to release to Bethel Baptist Church Pratt City any information requested to verify the information on this application, and my education, character, and employment history with them. I also give Bethel Baptist Church Pratt City permission to use the information acquired to conduct a background check on me.

Name: _____ Date: _____

Signature of Applicant: _____ Date: _____

Your original signature is required. Please scan and email the application with signature page to: pastor-search@bethelprattcity.org

Position: Full-Time Pastor

Contact: Bethel Baptist Church Pastoral Search Committee by mail:

Bethel Baptist Church Pratt City c/o Pastoral Search Committee

PO Box 310665, Birmingham, AL 35231 or

Email to: bethelchurchprattcity@gmail.com (Use “Pastoral Search Committee” in the subject line of all email correspondence.)