



*Friendship Baptist Church  
2912 Pleasant Grove Road  
Lansing, Michigan 48910  
517/394-6369*

Reverend James Douglas, Interim Pastor

March 25, 2024

Friendship Baptist Church in Lansing, Michigan seeks an experienced Pastor to serve as spiritual leader, preacher, and teacher of its current 79-member congregation. Ideal candidates will view this opportunity with aspirations for significantly growing the current congregation into a diverse body of Christians committed to ministries that serve God, Jesus Christ, each other, and the greater Lansing community. Candidates must illustrate a commitment to embodying the Church's vision and mission:

**Vision: A Church of love who helps people know Jesus!**

**Mission: To grow in Christ and in service to the community!**

Please share or distribute this position announcement with potential candidates.

Interested candidates can download and complete the application materials at <https://www.friendshipbaptistlansing.org/pastoral-search> and submit with the following attachments:

- Fillable Friendship Baptist Church Employment Application
- Resume and/or Ministry Vitae
- A cover letter (two-page maximum) that summarizes experience, guiding ministerial philosophy and plan for actualizing the Friendship Baptist Church Vision and Mission.
- Submit a copy of your ordination certificate, license to preach, and conferred college degree(s).
- Submit three letters of recommendation.
- Attach media files or provide links to any current samples of preaching and teaching experience.

Application package should be emailed no later than **Friday, May 31, 2024**, to the confidential submission address at: [fbcpastorsearch2024@gmail.com](mailto:fbcpastorsearch2024@gmail.com) Although email submission is preferred, applications can also be submitted via U.S. Mail, postmarked no later than **Friday, May 31, 2024**, as follows:

Friendship Baptist Church  
ATTN: FBC Pastoral Search Committee (Confidential)  
2912 Pleasant Grove Road  
Lansing, Michigan 48910

Review of applications by the Pastoral Search Committee begins on Saturday, June 1, 2024.

If you have any questions, please contact Trustee Deborah Sudduth via email at: [fbcpastorsearch2024@gmail.com](mailto:fbcpastorsearch2024@gmail.com).

Thank you,

A handwritten signature in black ink that reads "Deborah J. Sudduth".

Trustee Deborah J. Sudduth, Chair  
Pastoral Search Committee

**Friendship Baptist Church**  
**Lansing, Michigan**  
**Full-Time Pastor Position Description**

**Ministry Summary:**

Friendship Baptist Church in Lansing, Michigan seeks an experienced Pastor to serve as spiritual leader, preacher, and teacher of its current 79-member congregation. Ideal candidates will view this opportunity with aspirations for significantly growing the current congregation into a diverse body of Christians committed to ministries that serve God, Jesus Christ, each other, and the greater Lansing community.

Candidates must illustrate a commitment to embodying the Church's vision – *A Church of love who helps people know Jesus* and its mission – *To grow in Christ and in service to the community!*

Friendship Baptist Church was founded in 1934 and has a rich history as an African American church that has been served by eight seated pastors. Friendship is a member-led church where the Pastor works in strong partnership with the Deacon Board and the Trustee Board to achieve the spiritual and financial goals of the church.

**Ministerial Duties of the Pastor of Friendship Baptist Church as defined by God and the Church Constitution and Bylaws:**

- The Pastor is the spiritual leader of the Church and responsible for all worship services and ministries.
- The Pastor shall preach and teach the Gospel to win souls to Christ and to edify the Saints.
- The Pastor shall administer the Christian ordinances (Baptism and Communion) and other rituals and ceremonies such as weddings, funeral/memorial services, infant dedications, etc.
- The Pastor shall oversee the membership and their spiritual welfare.
- The Pastor shall seek the advice, cooperation, and assistance from the Deacon Board in matters pertaining to the spiritual programs of the Church.

**Administrative Duties of the Pastor:**

*An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all of the duties, which a pastor may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

- The Pastor works with the church's Deacon and Trustee Boards to develop the church's annual operating plan and budget that encompasses actualizing the Church's vision, mission, and values.
- The Pastor will become familiar with and abide by the Church's Constitution and Bylaws and church polity.
- The Pastor inspires the work of the church's auxiliaries, boards, committees and councils through vision, guidance and support for their ministry and service.
- The Pastor shall prioritize growth in youth and young family membership and engagement.
- The Pastor works with the Board of Christian Education to develop and oversee the teaching ministries of the Church to facilitate member knowledge of the Bible.

- The Pastor holds office hours at the Church weekly to conduct pastoral duties and ministers to sick and shut-in members.
- The Pastor shall facilitate relationship building among other churches and community organizations in ways that help build and grow the kingdom of Christ and expands support for communities in need.
- The Pastor serves as the ex-officio, non-voting member of all departments, boards, committees, and auxiliaries and is kept informed of all pertinent financial and property matters.
- The Pastor supervises the associate ministers and church secretary and consults with the director of music and audio technician as necessary.
- The Pastorate is a contracted position.
- The Pastor will participate in a two-year evaluation process prior to contract renewal.

The Pastor must abide by all federal, state, county, and city laws, rules, regulations, and policies.

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that an individual encounters while performing the essential functions of the Pastor position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this position, the Pastor will spend time in an indoor office environment with moderate office equipment noise level and will be exposed to prolonged periods of sitting at a desk and working on a computer. The Pastor spends time standing while performing the tasks of preaching and teaching for at minimum three hours each week. The act of baptism may require physical exertion and dexterity. The Pastor will be required to work on weekends and holidays and may be required to work evenings and participate in after-hours phone calls for assistance. The work environment involves low risks requiring minimal safety and other precautions.

#### **Required Qualifications:**

- A belief in God, Jesus Christ, the Holy Spirit, the Bible, and adherence to the Baptist Articles of Faith, which includes baptismal by immersion and partaking of the Lord's Supper.
- A bachelor's degree from an accredited college or university.
- Proof of ordination and licensing.
- More than 3 years of ministry leadership experience, e.g. youth minister, associate minister, etc. with evidence of growing a ministry.

**Desired Qualifications:**

- Master of Divinity degree from an accredited university.
- Possess excellent personal character, ministerial education, ministerial experience, leadership and administrative skills, teaching ability, preaching ability, and belief in this Church's faith and principles.
- Proficiency with using current social media and technology tools and a vision for how to use these tools to enhance the ministries of the Church.
- A vision for enhancing the musical aspects of the worship and ministry experience.

**Required Application Materials:**

- Fillable Friendship Baptist Church Employment Application
- Resume and/or Ministry Vitae
- A cover letter (two-page maximum) that summarizes experience, guiding ministerial philosophy and plan for actualizing the Friendship Baptist Church Vision and Mission.
- Submit a copy of your ordination certificate, license to preach, and conferred college degree(s).
- Submit three letters of recommendation.
- Attach media files or provide links to any current samples of preaching and teaching experience.

**Compensation:**

Negotiable based on experience starting at \$65,000 salary and benefits combined.

The deadline for submission is **Friday, May 31, 2024**. Although email submission is preferred, applications can also be submitted by via U.S. Mail, postmarked no later than **Friday, May 31, 2024**, as follows:

Email: [fbcpastorsearch2024@gmail.com](mailto:fbcpastorsearch2024@gmail.com)

U.S. Mail: Friendship Baptist Church  
ATTN: FBC Pastoral Search Committee (Confidential)  
2912 Pleasant Grove Road  
Lansing, Michigan 48910

# Friendship Baptist Church

2912 Pleasant Grove Road, Lansing, MI 48917

## EMPLOYMENT APPLICATION

To type in the PDF Form, click on "Tools" on the home bar; type "add" select "add text".

### Application Information – All \* Fields Required

\*Full name:

\*Date:

Last First M.I.

\* Address:

\*Phone

Street Address, Apt/Unit #

\* Email:

City, State, Zio Code

\*Date Available:

Social Security#:

NOTE: Only required for final candidates.

\*Position applied for:

\*Desired salary:

\*Have you ever worked for Friendship Baptist? Yes  No  If yes, when?

\*Are you a citizen of the United States? Yes  No

If no, are you authorized to work in the U.S.? Yes  No

\*Have you ever been convicted of a felony? Yes  No  If yes, explain?

### \*Education

\*High school:

\*Address:

\*Dates

\*Did you graduate? Yes  No  \* Year Diploma Earned:

\* College:

\* Address:

\*Date From: To:

\*Did you graduate? Yes  No  \*Degree Earned:

\*Graduate Degrees:

\*Address:

\*Date From: To:

\*Did you graduate? Yes  No  \*Degree Earned:

## \*References

Please list two professional references:

\*Full name:

\*Company/  
Organization

\*Address:

\*Full name:

\*Company/  
Organization

\*Address:

\*Relationship:

\*Phone:

\*Email:

\*Relationship:

\*Phone:

\*Email:

Please list two personal references:

\*Full name:

\*Company/  
Organization

\*Address:

\*Full name:

\*Company/  
Organization:

\*Address:

\*Relationship:

\*Phone:

\*Email:

\*Relationship:

\*Phone:

\*Email:

## Employment History:

\*Employer:

\*Address:

\*Job title:

\*Responsibilities:

\*May we contact your previous supervisor for a reference?

\*Phone:

\*Supervisor:

\*From:

\*To:

Yes

No

\*Employer: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
 \*Address: \_\_\_\_\_ \*Supervisor: \_\_\_\_\_  
 \*Job title: \_\_\_\_\_ \*From: \_\_\_\_\_ To: \_\_\_\_\_  
 \*Responsibilities: \_\_\_\_\_  
 \*May we contact your previous supervisor for a reference? Yes  No

\*Employer: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
 \*Address: \_\_\_\_\_ \*Supervisor: \_\_\_\_\_  
 \*Job title: \_\_\_\_\_ \*From: \_\_\_\_\_ To: \_\_\_\_\_  
 \*Responsibilities: \_\_\_\_\_  
 \*May we contact your previous supervisor for a reference? Yes  No

\*Employer: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
 \*Address: \_\_\_\_\_ \*Supervisor: \_\_\_\_\_  
 \*Job title: \_\_\_\_\_ \*From: \_\_\_\_\_ To: \_\_\_\_\_  
 \*Responsibilities: \_\_\_\_\_  
 \*May we contact your previous supervisor for a reference? Yes  No

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your **confidential application and attachments** to the Friendship Baptist Church Pastoral Search Committee via email at [fbcpastorsearch2024@gmail.com](mailto:fbcpastorsearch2024@gmail.com) or postmarked U.S. mail to **by Friday, May 31, 2024:**  
 Friendship Baptist Church  
 ATTN: FBC Pastoral Search Committee (Confidential)  
 2912 Pleasant Grove Road  
 Lansing, Michigan 48910

Applications will begin to be reviewed by the Pastoral Search Committee on Saturday, June 1, 2024.

## Background Check Authorization, Disclaimer and Signature

I \*(Name)\_\_\_\_\_ hereby authorize Friendship Baptist Church to conduct a background check and confirm qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Friendship Baptist Church will use outside or third-party agencies to conduct the background checks which may include credit, criminal, reference, and social media exposure checks.

I understand that by signing below I am specifically authorizing the church to conduct such an investigation by information services chosen by the church. I understand that I may withhold my permission and that, by doing so, no investigation or check will be initiated, but I also understand that should I choose not to sign, this application for employment will no longer be considered.

\*Signature:

\*Date:

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Please submit your confidential **Background Check Authorization, Disclaimer and Signature** form to the Friendship Baptist Church Pastoral Search Committee via email at [fbcpastorsearch2024@gmail.com](mailto:fbcpastorsearch2024@gmail.com) or via U.S. mail to:

Friendship Baptist Church  
ATTN: FBC Pastoral Search Committee (Confidential)  
2912 Pleasant Grove Road  
Lansing, Michigan 48910

Please submit by **Friday, May 31, 2024**, with your completed application.



# Friendship Baptist Church



## Pastoral Search Prospectus

Pastor Search Opens March 2024

Friendship Baptist Church

2912 Pleasant Grove Rd. Lansing, MI 48910

# About Friendship Baptist Church

Friendship Baptist Church was founded in 1934 in Lansing, Michigan. It has a rich history as an African American church that has been served by eight seated pastors.

Friendship is a member-led church where the Pastor works in strong partnership with the Deacon Board and the Trustee Board to achieve the spiritual and financial goals of the church. The current congregation consists of 79 active members with aspirations for significantly growing the current congregation into a diverse body of Christians.

Friendship as a ministry is guided by the Baptist Articles of Faith as defined by the National Baptist Convention and the Friendship Church Covenant and Affirmation Statements.

In 2018, the church completed a visioning process that resulted in the definition of the church's Vision, Mission and Core Values. Our vision is to be "A Church of love who helps people know Jesus!" Our mission is "To grow in Christ and in service to the community."

Both our vision and mission are actualized by our core values where we've committed as a congregation to welcome unconditionally; worship with joy; study to affirm belief; serve without restraint; and witness through generosity!

## Ministries

Weekly worship service is held Sundays at 11 a.m. Sunday School precedes worship service at 9:30 a.m. Weekly ministry includes the Friendship Bible Institute which offers in-depth study and discussion of books of the Bible. All are accessible by teleconference.

Prayer meeting provides opportunity for both corporate and individual prayer, scripture readings, testimony and song as attendees are led by the Holy Spirit. Prayer meeting is held each Wednesday at 6 p.m. and is followed by Bible Institute from 6:30 to 7:30 p.m.

Friendship currently has two worship choirs – The Inspirational Choir that provides traditional gospel choral music and the Voices of Praise which features both traditional and contemporary gospel vocals accompanied by recorded music. In addition to piano and organ musicians, Worship Service occasionally features guest instrumentalists on percussion, wind and string instruments.

**Friendship's Vision:**  
*A Church of love who  
helps people know Jesus!*

**Friendship's Mission:**  
*To grow in Christ and  
in service to the community."*

## Mission Work

Friendship Baptist has four active mission circles that include Circle No. 4; Layman's League; Reachout Mission Circle and the Youth Mission Seekers. These mission groups provide members with opportunities for mission study and service both to members of the congregation and to the greater Lansing community.

Annual mission work includes Thanksgiving Basket distribution; school supply campaigns to support Lansing School District schools; both mobile food pantry hosting and ongoing year-round food collection support.

The circles work in partnership with a variety of community organizations to meet emergent community needs and requests for support and service.

Friendship also provides support for community emergency needs through the church's benevolence fund.

## Governance

As a member-led church, governance is defined by the church's Constitution and Bylaws with most major, non-spiritual decisions made through congregational vote. The congregation meets monthly to conduct the business of the church following an agenda developed by the Deacon and Trustee Boards.

The Deacon Board, which is the governing board of the church, consists of 11 active Deacons who are appointed for Life. The Trustee Board consists of a minimum of nine members, one-third of which are elected to three-year terms each year.

Other church officers include the deaconesses, church treasurer, assistant church treasurer, church financial secretary, assistant financial secretary, church clerk, assistant church clerk, announcement clerks, parliamentarian and moderator.

The church seats an Advisory Council that consists of the leaders of the church's constitutionally defined auxiliaries and four at-large elected members. The council has responsibility to review all new program ideas that involve property, church finances and will engage the entire membership. This review results in recommendations to the Deacon and Trustee Boards for congregational consideration.

The Advisory Council also has responsibility for conducting pastoral performance evaluations.

## Church Campus

The Friendship Baptist Church home is a 37,000 square foot facility that sits on 15.9 acres in Southwest Lansing.

The facility includes the sanctuary, fellowship hall, commercial-grade kitchen and an administrative wing and classroom wing with spaces that are available for internal member use and external rental.

## Finances

The fixed and current assets of Friendship Baptist Church include property, cash and reserves. The main liability consists of the mortgage on the Church building which is under \$1 million.

In 2022, Friendship established an endowment fund with the Capital Region Community Foundation to encourage long-term investments in current and future ministries and operations of the church.

### CHURCH CONTACT:

Address:

2912 Pleasant Grove Rd.  
Lansing, MI. 48910

Phone: 517-394-6369

Fax: 517-394-6960

Web:

[friendshipbaptistlansing.org](http://friendshipbaptistlansing.org)

The Friendship Baptist Church  
Pastoral Search Committee

Trustee Deborah Sudduth, Chair  
Trustee Board Representative  
Deaconess Sallie Flanders,  
Advisory Council Representative  
Sister Lori Fluker,  
Member At Large  
Deacon Larry Griffin,  
Deacon Board Representative  
Sister Cheryl Howell,  
Advisory Council Representative  
Deacon Donald Suttles  
Trustee Board Representative  
Brother Fred Whiting  
Member At Large  
Deacon James Yarborough  
Deacon Board Representative  
Trustee Xavier Yarborough  
Member At Large

### Contact:

[FBCPastorSearch2024@gmail.com](mailto:FBCPastorSearch2024@gmail.com)

# Friendship Baptist Pastoral Search Committee

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As mandated by the Friendship Baptist Church Bylaws Article III: Section C, upon pastoral vacancy, the Deacon Board will form a pastoral search committee composed of two deacons, two trustees, two Advisory Council members, and three members at large, to recruit, review qualifications and recommend candidates for panel interviews and trial sermons.

The following Pastoral Search Committee was appointed by the Deacon Board to fulfill this charge:

Deaconess Sallie Flanders (Advisory Council)

Sister Lori Fluker (At Large)

Deacon Larry Griffin (Deacon Board)

Sister Cheryl Howell (Advisory Council)

Trustee Deborah Sudduth (Trustee Board), CHAIR

Deacon/Trustee Donald Suttles (Trustee Board)

Brother Fred Whiting (At-Large)

Deacon James Yarborough (Deacon Board)

Trustee Xavier Yarborough (At-Large)

The committee can be reached by emailing: [FBCPastorSearch2024@gmail.com](mailto:FBCPastorSearch2024@gmail.com)