



First Hopewell Baptist Church
525 Orange Street
Newark, NJ 07107
www.1sthopewell.org

PASTORAL VACANCY ANNOUNCEMENT

Opening Date: May 1, 2017 **Closing Date:** August 31, 2017

First Hopewell Baptist Church (FHBC) is prayerfully seeking a licensed or ordained Baptist pastor who will be the congregation's spiritual leader. FHBC was founded and organized in 1971. The membership consists of approximately 100 members. The Pastoral Search Committee is seeking the mind and will of God as we continue our inheritance. Our new pastor must be responsible for the biblical and spiritual obligations unto God as outlined in Luke 4:16-21, 1 Peter 5:1-4, Proverbs 29:18, and 1 Timothy 3:1-7. Located in Newark, New Jersey, we are a service oriented congregation, seeking to grow spiritually and numerically. FHBC is an intergenerational church that is active in missionary work and deeply committed to Jesus Christ. FHBC is seeking a leader who preaches the gospel of Jesus Christ, has a heart for the people of God, teaches the bible, and provides pastoral care for members of the congregation. The pastor will also be responsible for day to day operations of the church services, membership, and community through evangelism and edification.

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

- Completed FHBC Senior Pastor job application
- Current resume
- Cover letter
- Copy of ministerial license and ordination certificate
- Copy of official transcript emailed from the issuing institution (email to: fhbcpastorsearch@yahoo.com)
- Four recommendation letters – 2 from clergy, professional, personal
- Provide a current 4x6 photo of yourself
- Provide DVDs or a link to view 2 different sermons
- Provide a DVD or a link to view a Bible Study Class, Sunday School, or workshop

Mail to:
Pastoral Search Committee
First Hopewell Baptist Church
525 Orange Street
Newark, New Jersey 07107

NOTE: Missing information will result in automatic disqualification. Final candidates will be notified and asked to provide additional information later in the selection process. In addition, final candidates must also submit to a reference check, a criminal history background check, a drug screening test, and a credit and financial history review (performed through an outside agency for complete confidentiality). The Pastoral Search Committee will treat all information confidentially.

fhhcpastorsearch@yahoo.com
No Phone Calls Please

PASTORAL QUALIFICATIONS

- Preferably between the age of 25-59.
- A minimum Master of Divinity from an accredited college or university.
- Must have a clear understanding of the Baptist Doctrine and Articles of Faith as well as an effective communicator with the ability to teach sound doctrine and to preach effectively from the Holy Bible.
- Should have an interest in and/or experience with faith-based community human service programs.
- Must have effective written and oral communication skills.
- The ideal candidate must be licensed at least 1-5 years as a Baptist Church minister and demonstrate ministerial experience or leadership of church staff.
- Must be an effective leader with developed managerial, business & spiritual leadership skills/abilities.
- Must be proficient in the use of modern technology.
- Must be committed to further religious training.
- Must be committed to church growth/development and membership retention.
- Must be able to articulate a vision for the church that emphasizes spiritual growth, & membership growth, and Christian Education development.
- Must demonstrate a record of community/mission involvement.
- Must be able to plan and conduct worship services.
- Must possess strong leadership skills to increase church membership.
- Must be willing to attend, support, and encourage members to participate in District, State and National Conventions for religious education and ideas that will enhance the church's ministries.
- Must have experience in the development of youth.
- Must be able to handle conflict resolution without bias.

RESPONSIBILITY OF A PASTOR

- The Pastor will serve as an ex-officio member of all church ministries and committees.
- The Pastor will preside over worship services, funeral services, weddings, and baby dedications or designate someone else to perform these functions during a time of absence.
- The Pastor will be responsible for teaching, counseling and observance of the Ordinances of the Lord's Supper and Baptism.
- The Pastor will be responsible for visiting members who are hospitalized, confined to home or, in an extended care facility. The Pastor will also delegate these responsibilities to the Deacon Ministry and/or church leaders as appropriate.
- The Pastor will moderate church business meetings.
- The Pastor will work with various ministries to provide leadership in planning, organizing, and coordinating programs in discipleship and ministry.
- The Pastor must demonstrate an intergenerational approach to spiritual growth and congregational spiritual growth and development.

First Hopewell Baptist Church

Employment Application: Senior Pastor

DATE: _____

PERSONAL INFORMATION

Name:

Present Address:

How Long:

Birth Date:

Telephone: Home: _____ Business: _____ Cell: _____

Email address:

Personal website address (if available):

If hired can you present proof of your legal right to live and work in this country? YES NO N/A

Number of years a resident in the United States: _____

Marital Status: Married Separated Divorced Widowed Single

If Married, Name of Spouse:

Is this your first Spouse? YES NO

Names and Ages of Children, if applicable:

Are you a licensed and ordained Baptist preacher? YES NO

Date of Licensure: _____

Date and Place of Ordination: _____

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EDUCATION BACKGROUND

College/University: _____

Location: _____

Number of years completed: _____

Type of Degree: _____

Vocational/Technical School: _____

Location: _____

Number of years completed: _____

Type of Degree: _____

Graduate School: _____

Location: _____

Number of years completed: _____

Type of Degree: _____

Please list any professional certifications and/or awards received:

Please briefly describe your general background: summarize your ministry strengths and weaknesses; ministry preferences and vision; and your special interests in ministry.

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Employment Application: Senior Pastor

RELEVANT WORK EXPERIENCE

Please list your work and/or ministry experience, beginning with your most recent job held. Attach additional sheets if necessary.

Name of Employer: _____

Name of last supervisor: _____

Address: _____

Employment dates: _____

Your last job title: _____

Salary: _____

Reason for leaving (be specific): _____

Phone: _____

May we contact this employer for a reference? YES NO

Name of Employer: _____

Name of last supervisor: _____

Address: _____

Employment dates: _____

Your last job title: _____

Salary: _____

Reason for leaving (be specific): _____

Phone: _____

May we contact this employer for a reference? YES NO

Name of Employer: _____

Name of last supervisor: _____

Address: _____

Employment dates: _____

Your last job title: _____

Salary: _____

Reason for leaving (be specific): _____

Phone: _____

May we contact this employer for a reference? YES NO

MILITARY HISTORY

Have you served in the military? YES NO If yes, please provide Long Form DD214

Memberships

List memberships and Participation in Professional, Trade, Business, Education or Civic Organizations:

1. _____

2. _____

3. _____

4. _____

5. _____

ACHIEVEMENTS AND AWARDS

List any awards or honors you have received:

1. _____

2. _____

3. _____

4. _____

5. _____

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LEADERSHIP ROLES

Leadership of a church involves several roles. Consider the following list (Note up to 7)

CHURCH LEADERSHIP RESPONSIBILITIES:

- General Pastoral Care
- Oversight and coordination of day-to-day operations of the church
- Preaching
- Youth Ministry
- Training, Counseling, Teaching, Mentoring, and Confidentiality
- Outreach to the wider community
- Support and oversight of staff and volunteers (leaders and coordinators of various activities)
- Collaborative decision making in boards or committees
- Personal professional development
- Networking, facilitating partnerships, promoting unity and growth
- Evangelism
- Visiting the sick and bereaved

Which of the responsibilities do you believe you are the strongest in? Explain: _____

Which of the responsibilities do you believe you are the weakest in? Explain: _____

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LEADERSHIP ROLES (cont'd)

What evidence is there to confirm that you have strengths in the selected area of responsibility?

Ministerial Question (Please type on separate page and attach – 300 Words or Less):

1. How do you understand the role of pastor in the ministry? Write a brief statement describing your view on Baptist doctrine; Bible-based teaching; Christian education; discipleship training; sensitivity to the needs of the congregation; leading the church through change; visions for growing church membership; and commitment to denominational affiliations.

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CRIMINAL RECORD

[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.]

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? NO YES

2. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? NO YES

3. Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
 NO YES

4. Have you ever entered a plea of guilty, 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? NO YES

5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 NO YES

6. Have you ever filed for bankruptcy? NO YES

If yes, please state the date, nature and circumstances of the bankruptcy:

7. Have you ever been convicted for any offense? NO YES

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

8. Have you ever been treated for substance abuse? NO YES

9. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit? NO YES

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Employment Application: Senior Pastor

PROFESSIONAL REFERENCES

Please do not list family members or relatives for references.

Give three references that are qualified to speak of your *spiritual* experience and Christian service (list your current pastor first).

1. Name:

Address:

Phone:

Position:

2. Name:

Address:

Phone:

Position:

3. Name:

Address:

Phone:

Position:

Give three references that are qualified to speak of your *professional* training and experience (list your current or most recent supervisor first).

1. Name:

Address:

Phone:

Position:

2. Name:

Address:

Phone:

Position:

3. Name:

Address:

Phone:

Position:

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Employment Application: Senior Pastor

AGREEMENT (Please read carefully before signing)

Please read carefully, initial each paragraph, and sign below:

Initials: _____

I certify that all the information in this application is accurate and complete to the best of my knowledge and I have not knowingly withheld any information that might adversely affect my chances for employment. I understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

Initials: _____

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

Signature of Applicant: _____ **Date:** _____