

NEW CHRISTIAN MEMORIAL CHURCH  
PASTORAL VACANCY ANNOUNCEMENT

CLOSING DATE: MARCH 31, 2020

New Christian Memorial Church in Baltimore, Maryland, is prayerfully seeking candidates to apply for the position of senior pastor. God has blessed the New Christian Memorial Church for 65 years to be in the heart of the community-

making disciples for Christ. Our mission is to lead those who do not know Jesus Christ as their Savior to receive him as such, and to guide Christians into a deeper understanding and commitment to God's will. We shall fulfill this mission by providing a ministry that teaches the truth of the Bible and the fuller meaning of the Christian life.

We are looking for a pastor called by God and who exemplifies the characteristics outlined in 1 Timothy 3:2-7 and Titus 1:6-9 (NIV). We desire a candidate immersed in Biblical principles, models a healthy prayer life, and practices scripture-based preaching.



**PASTOR DUTIES AND RESPONSIBILITIES**

As the pastor, you are responsible to the Lord and the congregation to proclaim the gospel of Jesus Christ, to teach and preach the biblical revelation. The pastor should also possess strong administrative leadership, communicating with the church body to facilitate a well-developed vision of growth for New Christian Memorial Church. Your duties include:

- The spiritual leader of the church; plan and conduct the worship services, prepare and deliver scripture-based sermons, lead in observance of ordinances, conduct midweek prayer and bible study.
- Possess a leadership vision for the future of the church; enhance church membership growth in all age levels.
- Gregarious in nature and spirit; encourage and increase participation from the congregation, which will help edify the church.
- Moderate church business meetings and board of directors' meetings.
- Develop programs and strategies that contribute to the overall financial health of the church.
- An inspiring leader and motivator who will lead the church with practical plans of evangelizing and witnessing to the community and in a caring ministry for persons in the church, such as visiting church members, including the sick, in crisis, and homebound.
- Conduct counseling sessions and perform wedding ceremonies and funerals.
- Informed decision-maker; assists in promoting the ministries and programs, work with deacons, church officers, and committees as they perform their assigned responsibilities; train and lead all church officers in the ministry.
- Compassionate communicator and listener who will cooperate with associations in matters of mutual interest and concern, representing the church in civic affairs. Keep the church body informed of all Ecclesiastical affiliation development.

## QUALIFICATIONS

Must have 5-10 years of successful professional pastoral or church ministry experience.

Must have a bachelor's degree from a four-year accredited college or university.

Must be licensed and ordained or willing to be ordained in the Baptist Church.

Must pass a financial and background check, drug test, and insurable.

## ADDITIONAL INFORMATION

Candidates must consent to reference checks, educational/credential verification, criminal and financial history background check, and drug test.

All submitted and reference information will remain strictly confidential.

A copy of the application follows this announcement, also a copy is on the website at <http://www.newchristianmemorial.org/>, or submit a request for the application electronically to [rbrown21117@gmail.com](mailto:rbrown21117@gmail.com).

## HOW TO APPLY

Qualified applicants must submit the following documents for consideration for this position.

1. Cover letter
2. Resume
3. Complete, print or typed, New Christian Memorial Church Application  
Do not write "see resume," complete the entire application.
4. Copies of degrees, Certificate of Ministerial Licenses and Certificate of Ordination
5. Three (3) letters of recommendation (professional and clergy)
6. A sample videotape sermon (DVD, YouTube link) maximum of 15 minutes.

Questions? Please email us at [Rbrown21117@gmail.com](mailto:Rbrown21117@gmail.com)

**THE CHURCH OFFICE WILL NOT ACCEPT APPLICATIONS OR PHONE CALLS**

**Mail all application materials:**

**Pastor Search Committee  
New Christian Memorial Church  
2513 N. Rolling Road  
PO Box 47308  
Windsor Mill, MD 21244**

**NO Applications accepted after Tuesday, March 31, 2020**

# NEW CHRISTIAN MEMORIAL CHURCH, INC. – PASTOR APPLICATION FORM

## PERSONAL INFORMATION

DATE \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

How Long at Present Address? \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
If less than 5 years Street City State Zip

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email address : \_\_\_\_\_ Personal website address (If applicable): \_\_\_\_\_

If hired, can you present proof of your legal right to live and work in this country? [ ] YES [ ] NO

Number of years lived in the U.S.: \_\_\_\_\_ What is your salary expectation?: \_\_\_\_\_

Marital Status: [ ] Married [ ] Separated [ ] Divorced [ ] Widowed [ ] Single

If Married, Spouse's Name: \_\_\_\_\_ Is this your first Spouse? [ ] YES [ ] NO

Name (s) and Ages of Children/Dependent(s):


Are you ordained? [ ] YES [ ] NO Date and Place of Ordination: \_\_\_\_\_

Denomination: \_\_\_\_\_ Have you been baptized by immersion? [ ] YES [ ] NO

If you have not been baptized by immersion, would you consider being baptized by immersion? [ ] YES [ ] NO

HAVE YOU EVER FILED BANKRUPTCY WITHIN THE LAST 7 YEARS? [ ] YES [ ] NO

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

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
College/University				
Vocational or Technical School				
Graduate School				
Other				

Additional Academic Experience (post secondary):

Please list courses attempted and whether or not completed: P/T or F/T; dates, institutions and awards received.

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

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Have you ever been employed using a different name? Please state the names

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Are you related to anyone now associated or formerly associated with NCMC, Inc.?  YES  NO

Are you licensed to drive a car? (check one)  YES  NO

If yes, list your driver's license number \_\_\_\_\_

Class (type) of the license: (circle one) operator chauffeur other \_\_\_\_\_

**MILITARY SERVICE**

Dates: \_\_\_\_\_ Branch \_\_\_\_\_ Rank or Grade \_\_\_\_\_

Current enlistment:  YES  NO

Type of Discharge: \_\_\_\_\_

[If you answer "Yes" to any of the questions in the section below, please attach a separate sheet with the following: nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Committee will consider 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].

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

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?  YES     NO

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

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?  YES     NO

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

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES     NO

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

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## WORK EXPERIENCE

Please list your COMPLETE work experience beginning with your most recent job. If you were self-employed, give the firm's name. Attach additional sheets if necessary. **"SEE RESUME IS NOT ACCEPTABLE."**

Name of employer:	Name of last supervisor:
Address:	Employment dates
Phone#:	From:   To:
Your last job title:	
Specific duties:	
Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of employer:	Name of last supervisor:
Address:	Employment dates
Phone#:	From:   To:
Your last job title:	
Specific duties:	
Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of employer:	Name of last supervisor:
Address:	Employment dates
Phone#:	From:   To:
Your last job title:	
Specific duties:	
Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of employer:	Name of last supervisor:
Address:	Employment dates
Phone#:	From:   To:
Your last job title:	
Specific duties:	
Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of employer:	Name of last supervisor:
Address:	Employment dates
Phone#:	From:   To:
Your last job title:	
Specific duties:	
Reason for leaving (be specific):	
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**PROFESSIONAL MINISTRY EXPERIENCE**

Please list your COMPLETE professional ministry experience beginning with your most successful ministry. Attach additional sheets if necessary. **“SEE RESUME IS NOT ACCEPTABLE.”**

<b>Name of the church:</b>	Name of the pastor:	
Address:	Dates	
Phone#:	From:	To:
Ministry and your title:		
Specific duties:		
Reason for leaving (be specific):		
May we contact the pastor or ministry leader for a reference? [ ] YES [ ] NO		
<b>Name of the church:</b>	Name of the pastor::	
Address:	Dates	
Phone#:	From:	To:
Ministry and your title:		
Specific duties:		
Reason for leaving (be specific):		
May we contact the pastor or ministry leader for a reference? [ ] YES [ ] NO      Phone number:		
<b>Name of the church:</b>	Name of the pastor::	
Address:	Dates	
Phone#:	From:	To:
Ministry and your title:		
Specific duties:		
Reason for leaving (be specific):		
May we contact the pastor or ministry leader for a reference? [ ] YES [ ] NO      Phone number:		
<b>Name of the church:</b>	Name of the pastor::	
Address:	Dates	
Phone#:	From:	To:
Ministry and your title:		
Specific duties:		
Reason for leaving (be specific):		
May we contact the pastor or ministry leader for a reference? [ ] YES [ ] NO		

**LEADERSHIP ROLES**

The leadership of a church involves several functions. Consider the following list. Note five of the responsibilities, which are essential functions of leadership within the church.

**CHURCH LEADERSHIP RESPONSIBILITIES:**

- General Pastoral Care
- Oversight and coordination of day-to-day operations of the church
- Preaching
- Management and Administration
- Youth Ministry
- Training, Counseling, Teaching and Mentoring
- 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

In which of these areas are you strongest?

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In which of these areas are your weakest?

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What evidence is there that you are able to operate cross-culturally and be at home in a multi-cultural community or church? What experience have you had in multi-cultural community?

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## PROFESSIONAL REFERENCES

### Faith Based Information

Church Name: \_\_\_\_\_ Church Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Pastor's Phone: \_\_\_\_\_

Pastor's EMAIL Address: \_\_\_\_\_

Alternate Pastor/Church Leaders Position: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Website Address: \_\_\_\_\_

### REFERENCES

Give three (3) references (excluding family members or relatives) that are qualified to speak of your spiritual experiences and Christian service.

Name	Complete Address	Phone	Position

Give three (3) references that are qualified to speak of your professional training and experience. List your current or most recent overseer first.

Name	Complete Address	Phone	Position

**Permission for Driving Record Report**

\_\_\_\_\_New Christian Memorial Church, Incorporated (NCMC) intends to obtain a motor vehicle driving record report for the undersigned in connection with the undersigned's job application or employment with NCMC. The undersigned hereby gives his/her permission for NCMC to procure a motor vehicle driving record report on the undersigned's driving record.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issuance

\_\_\_\_\_  
Expiration Date

**Authorization and Releases**  
**CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM**

\_\_\_\_\_ I authorize New Christ Memorial Church, Incorporated, hereafter referred to as NCMC, and its designated agents and representatives to conduct a comprehensive review of my background for purposes of employment consideration. This review may be through a third party consumer/investigative report or through NCMC's own investigation. I understand the scope of this review may include but is not limited to the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education references; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; credit history; child abuse and neglect; and any other public records.

\_\_\_\_\_ I hereby release NCMC and its agents, officials, representatives or assigned agencies, including officers, employees and related personnel, both individually and collectively, as well as the applicable state, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release. I understand that "I may obtain" a copy of this authorization at any time, provided I do so in writing.

\_\_\_\_\_ I understand that my employment with NCMC would be as an "at will" employee. This means NCMC may terminate my employment at any time with or without cause without prior notification. Similarly, I may resign at any time with or without cause.

\_\_\_\_\_ I affirm that this application contains no misrepresentations or falsifications and that the information given is true, correct and complete to the best of my knowledge and belief. I understand that should an investigation at any time disclose any false or misleading information given in my application or interview(s), the application will be rejected or if I have been hired, my employment may be terminated.

I certify that all the information provided in this employment application is accurate and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered later.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and additional relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I furthermore understand the expectation is for me to work within the framework of the Constitution and By-laws established by the New Christian Memorial Church should I become the pastor.

I have read, understand, and agree to the above statements.

\_\_\_\_\_  
Type or print your name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date