



MERCY SEAT MISSIONARY BAPTIST CHURCH
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“the church where Jesus Christ is center attraction”



PASTORAL VACANCY ANNOUCEMENT—HOW TO APPLY

Mercy Seat Missionary Baptist Church of Saint Louis, Missouri was founded in 1918 is seeking a full-time pastor, called by God who will be the spiritual leader of the congregation. The qualified candidate is 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.

Pastor Job Description

Full-Time Pastor

Opening Date: December 13, 2015

Closing Date: June 12, 2016 or until qualified candidate acceptance

All interested and qualified persons must submit an initial Candidate Package consisting of the following information:

1. *A letter of interest which includes a description of how you became a believer of Jesus Christ, and the reason you are called to ministry as a pastor*
2. *A completed application (a blank application can be found at www.nationalbaptist.com/resources/ministry-opportunities/pastor-openings.html and/or www.mercyseatmissionarybaptistchurch.com)*
3. *A current resume which includes a summary of relevant ministry professional and educational experiences*
4. *Copies of ministerial license and ordination certificate*
5. *Copies of degrees*
6. *Three (3) recommendation letters (clergy, layperson and personal)*
7. *A completed application checklist (a blank checklist can be found at www.nationalbaptist.com/resources/ministry-opportunities/pastor-openings.html and/or www.mercyseatmissionarybaptistchurch.com)*
8. *Current color photo*

SUBMISSION: Submit the Candidate Package by email or mail to: mmsmbcpastorsearch@yahoo.com or
 Mercy Seat Missionary Baptist Church
c/o Pastor Search Committee
 P.O. BOX 300559
 St. Louis, MO. 63130

or for Fed Ex, UPS Deliveries	Mercy Seat Missionary Baptist Church <u>c/o Pastor Search Committee</u> 561 Kingsland #300559 St. Louis, MO. 63130
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Any Candidate Package received after the deadline date will not be considered. **NOTE:** Missing information may result in automatic disqualification. Final candidates will be notified and asked to provide additional information later in the selection process. Final candidates must consent to a reference check, a criminal history background check, a drug screening test, and a credit and financial history review (performed through outside agencies for complete confidentiality).

All information presented will be treated as “Confidential”. For additional information or questions, please submit your request to Pastor Search Committee at mmsmbcpastorsearch@yahoo.com or Mercy Seat Baptist Church • c/o Pastor Search Committee • P.O. Box 300559 • St. Louis, MO. • 63130

NO PHONE CALLS PLEASE

Qualifications:

Candidates must be Holy Spirit filled and guided. Candidates' personal character and financial standing must be above reproach both inside and outside the church. Candidates must possess at least some theological training and/or must have at least:

- ❖ Six (6) years of senior level pastoral experience
- ❖ Six (6) years of significant related ministry experience which includes experience in church administration (e.g. Assistant Pastor, Executive Pastor, Associate Minister, Ministry leader)
- ❖ Six (6) years of general ministry experience.
- ❖ Candidates must also be licensed and ordained with certificate.

Candidates must have a demonstrated ability to prepare and deliver biblically sound, stimulating, inspirational and Spirit-filled sermons; should have a demonstrated aptness for Bible-based teaching; should possess strong interpersonal skills; and, should be approachable and demonstrate inclusiveness for all demographics within the congregation.

The successful candidate should have a vision for growing church membership that is both educated in the Word of God and strong in relationship with Christ, particularly a vision, commitment and experience for increasing the numbers and spiritual development of youth and young adults in the congregation. Candidates must be open to new ideas, proficient in the use of technology and must have a proven record as a skilled administrator and manager of church staff and programs. The successful candidate will have a commitment to Christian education and a zeal for missions and evangelism.

Responsibilities of a Pastor:

The following are the primary duties to be performed by the Pastor:

- ❖ Serve as spiritual leader for the congregation
- ❖ Preach and teach the gospel by preparing and delivering relevant, Spirit-filled sermons; plan and conduct the worship services, provide alternate minister in place of absence
- ❖ Serve as the chief officer of the church, carrying out, with the church officers, the policies and mandates duly approved by the congregation
- ❖ Serve as moderator of church business meetings except meetings where the tenure of the Pastor is being discussed
- ❖ Recommend all special committees and appoint committee members for approval by the congregation with the exception of the Audit Committee and serve as ex-officio member of all ministries, committees and organizations of the church.
- ❖ Chair the committee which handles charges against an officer for failure to perform duties or for personal misconduct
- ❖ Collaborate with the executive board, deacons, trustees, officers and ministry leaders to administer church business in accordance with the church constitution and by-laws
- ❖ Present to church membership for vote, any recommendations affecting church policy changes, after these have been weighed, considered and approved by the pastor and executive board in accordance with the church constitution and by-laws
- ❖ Develop and implement a strategic plan for healthy church growth, to include among other things, spiritual growth, membership growth with a goal of 10 percent per year, financial growth, and facility growth

Responsibilities of a Pastor (continues)

- ❖ Supervise, mentor, and prepare written annual evaluations of the paid ministerial staff and perform other duties as may be required

The following duties are the ultimate responsibility of the Pastor but may be shared or delegated to others:

- ❖ Lead in administering the Holy ordinances of Baptism and Communion
- ❖ Lead and teach stimulating Bible studies, classes and seminars
- ❖ Provide pastoral ministry to those experiencing illness, bereavement, or incapacitation or other conditions
- ❖ Officiate at funerals, weddings, baby dedications, etc.
- ❖ Conduct pastoral counseling
- ❖ Lead the congregation in planning, conducting and evaluating a comprehensive program of evangelism, Christian education and training
- ❖ Lead the congregation in planning, conducting and evaluating its local, national and worldwide missions
- ❖ Represent the congregation charitable, civic and ecumenical meetings and keep the congregation informed
- ❖ Represent the congregation civic matters and keep the congregation informed of developments
- ❖ Manage all church staff, including providing yearly evaluations and training as needed
- ❖ Lead the congregation in developing a comprehensive business operations plan for the church

Pastor Search Committee
Application Check List

1. A letter of interest which includes a description of how you became a believer of Jesus Christ and reason you are called to ministry as a pastor
2. A completed application (a blank application can be found)
www.nationalbaptist.com/resources/ministry-opportunities/pastor-openings.html and/or
www.mercyseatmissionarybaptistchurch.com)
3. A current resume which includes a summary of relevant ministry, professional and educational experiences
4. Copies of license and ordination certificate
5. Copies of degrees
6. Three (3) recommendation letters (clergy, layperson and personal)
7. Current color photo

Note: Any application package that does not include the items above will **NOT BE CONSIDERED**.

Applicant Print Name: _____

Applicant Signature: _____

Date: _____

Pastoral Application:

Section One: Personal Information

Name: Last: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Numbers: Home _____ Cell _____ Business _____

Email Address: _____ Preferred method of contact regarding this position?
[Home, Cell, Business, Email, 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 addresses and residence periods for the last 20 years. [Explain gaps]

Address:	From:	To:

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

If married, spouse's name: Last: _____ First: _____ Middle: _____

Are you able to perform the essential functions of this position with or without reasonable accommodation? Yes ___ No ___ If needed, please explain: _____

Please check one: Male ___ Female ___ Number of children _____

Are you a Veteran? Yes ___ No ___ Are you a smoker? Yes ___ No ___

List your marital history (any prior marriages):

Section Two: Ordination And Current Church

Are you licensed? Yes _____ No _____ Are you ordained? Yes _____ No _____

License date and place: _____

Ordination date and place: _____

Denomination: _____ Have you been baptized by immersion? Yes _____ No _____

Current Church Name & Address which you are a member? _____

Section Three: Background Information

Please briefly explain any matters that would be important for the Pastoral Search Committee to be aware of at this time.

[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 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.]

A. Have you ever been arrested or convicted for any offense? Yes _____ No _____

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

[Attach a Separate Sheet]

B. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes _____ No _____

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

[Attach a Separate Sheet]

C. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate a job position, or volunteer position on the grounds of any unlawful sexual behavior, or violation of an 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 a Separate Sheet]

D. Have you ever been charged in administrative, civil or criminal proceedings with improprieties regarding children? Yes ___ No ___

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

[Attach a Separate Sheet]

E. 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 nature of the action(s), when and where and the disposition.

[Attach a Separate Sheet]

F. Have you ever been suspended, discharged or resigned in lieu of discharge from any position? Yes ___ No ___

If yes, please explain nature of the action(s), when and where and the disposition.

[Attach a Separate Sheet]

G. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit?

Yes ___ No ___

If yes, please explain the nature of the action(s) or suits(s), when and where and the disposition.

[Attach a Separate Sheet]

H. Have you ever been treated for substance/alcohol abuse? Yes ___ No ___

If yes, please explain.

[Attach a Separate Sheet]

Section Four: Education

School Type:	School Name:	School Location: (complete mailing address)	Nbr of Years	Major & Degree
High School				
College/University				
Vocational/ Technical				
Graduate				
Seminary School				
Military Training School				
Other				

Additional Academic Experience (Post-secondary) Please list courses attempted and whether or not completed; part-time or full-time dates; institutions and awards received.

List all awards and honors that you have received.

Attach additional sheet if needed

List any certifications you have earned.

Attach additional sheet if needed

Section Five: Work Experience

Please list all of the jobs that you have held, as well as your entire ministry experience. Begin with the most recent job you held and provide 20 years of work experience. If you were self-employed, give firm name. Please attach additional sheets if necessary.

Current Employer:			
Address:			
Phone:	Job Title:		
Supervisor Name:			How long position held?
Employment dates:	From:		To:
May we contact this employer for a reference?	Yes		No

Previous Employer:			
Address:			
Phone:		Job Title:	
Supervisor Name:		How long position held?	
Employment dates:	From:	To:	
May we contact this employer for a reference?	Yes: _____	No: _____	
Reason for leaving (specific):			

Previous Employer:			
Address:			
Phone:		Job Title:	
Supervisor Name:		How long position held?	
Employment dates:	From:	To:	
May we contact this employer for a reference?	Yes: _____	No: _____	
Reason for leaving (specific):			

Indicate your expected salary for this pastoral position: _____ **[Do not leave blank]**

Section Six: Leadership Role

Leadership of a church involves several roles. Consider the following list and rank the areas of leadership responsibility you believe are the most important. Rank in order of importance Five (5) most important – One (1) least important

CHURCH LEADERSHIP RESPONSIBILITIES:

- ___ A gifted teacher who enables persons to learn and understand deep spiritual truths.
- ___ An administrator of the church office.
- ___ A person active in associational, state convention, denominational, and ecumenical life.
- ___ A community volunteer who cooperates in community and civic activities/programs.
- ___ An effective communicator of well-prepared sermons.
- ___ A skilled counselor available to assist persons with personal and spiritual problems.
- ___ One who emphasizes evangelism and the importance of lifestyle witnessing.
- ___ A person with a personal vision and a well-developed vision for the future of the church.
- ___ A person with a vision for overall direction to grow youth and young adult membership and ministries.

In which of these are you the strongest?

What evidence is there to confirm that you have strengths in these? Explain.

In which of these are you the weakest? Explain.

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

What experience do you have increasing church membership?

Section Seven: Reference

Give three (3) references qualified to speak of your spiritual experience and Christian service. (Do not list family members/relatives for references.)

Name/Address:	Phone:	Position:

Give three (3) references that are qualified to speak of your professional training and experience. (List your current or most recent supervisor first.) References should be different from above.

Name/Address:	Phone:	Position:

Section Eight: Certification and Signature

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

Print Name: _____ Date: _____

Signature of Applicant: _____ Date: _____

Position Type: Senior Pastor

Contact Person: Mercy Seat Missionary Baptist Church Pastor Search Committee

Contact Email: msmbepastorsearch@yahoo.com or

Mercy Seat Missionary Baptist Church
c/o Pastor Search Committee
 P.O. BOX 300559
 St. Louis, MO. 63130

(or for
 Fed Ex, UPS
 Deliveries)

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Please add any additional pertinent information if needed.

Mercy Seat Pastor Application