

**Springfield Baptist Church**

**P. O. Box 91980**

**Washington, DC 20090**

**202-234-0648**

**[www.springfielddc.org](http://www.springfielddc.org)**

**Vacancy Announcement**

**Full -Time Senior Pastor**

**Opening Date: October 7, 2019**

**Closing Date: December 30, 2019**

**Information and the application can be obtained from the Springfield Baptist Church**

**Webpage [www.springfielddc.org](http://www.springfielddc.org)**

*All application packages should be forwarded to:*

**Springfield Baptist Church**

**Attn: Pulpit Search Committee**

**P. O. Box 91980**

**Washington, DC 20090**

*Hand delivered applications and documents will not be accepted.*

**VACANCY ANNOUNCEMENT**  
**FULL-TIME SENIOR PASTOR**

**Springfield Baptist Church**

**P.O. Box 91980**

**Washington, D.C. 20090**

**202-234-0648**

[www.springfielddc.org](http://www.springfielddc.org)

The Springfield Baptist Church, Washington, D. C. is currently accepting applications for the position of Senior Pastor. Interested persons should submit all information contained in this announcement by mail postmarked no later than December 30, 2019.

**Full-Time Senior Pastor Job Summary, Qualifications, and Duties**

The Senior Pastor is to be the spiritual leader for the Springfield Baptist Church. This role includes preaching the Word of God, performing all the spiritual duties of his office, and having general oversight of the shepherding of the congregation(s) so that the Body is edified and equipped to do the work of Jesus Christ. His passion to know and glorify God shall be apparent through vital personal and corporate worship, edification of the Body, discipleship, outreach, and the effective leadership of staff and congregation.

The Pastor, Ministry, and Ministerial Staff, is also responsible for ascertaining the overall direction God has for Springfield communicating that vision to the congregation, and soliciting congregational support. He is expected to implement this vision in collaboration with Church Leadership, Ministerial Staff, and the congregation.

The Senior Pastor shall supervise the church Ministerial Staff and is himself first accountable to Christ and then to the members of Springfield Baptist Church. He will promote the participation of suitably gifted Ministerial Staff in ministry opportunities.

**The successful candidate will meet the following qualifications:**

- Must be a born-again Christian with strong family and community values.
- Must be a Licensed and ordained Baptist Minister that has received the Divine call to preach and teach the gospel of Jesus Christ and has demonstrated his commitment to the call.
- Must be Spirit filled and able to witness to the saving act of God in his life.
- Must meet the requirements of the pastor as stated in I Timothy 3:1-7.
- Should have a minimum of six (6) years of Pastoral leadership experience and /or leadership as a lead pastor, associate pastor, or church ministry leader.
- Must be a graduate of an accredited college/university or an accredited theological seminary with a Masters' degree preferred.
- Should be able to demonstrate leadership skills based upon past experience with church, associations and community activities.
- Must have strong leadership skills and God-given ability to set and implement a vision for the future of the church.
- Must have the skills and ability to manage all aspects of the main church and all associated campuses.

- Must be a skilled counselor available to assist with personal and spiritual problems.
- Must possess good teaching and preaching skills, as well as interpersonal relationship skills.
- Must have integrity and be a good role model of moral and ethical conduct.
- Must be willing to become a member and follow the Constitution and Bylaws governing this church.
- Must consent to a background, criminal, academic, credit check and health evaluation.

**Duties of the Senior Pastor:**

- Shall lead the pastoral ministries in the main Church and all associated campuses.
- Conduct the worship services of the Church, communions, baptisms, and bible studies.
- Work with the Deacons and Church Staff to:
  1. Lead the Church in the achievement of its mission.
  2. Proclaim the Gospel to believers and unbelievers.
  3. Care for the Church's members and other persons in the community.
  4. Teach biblical principles and oversee all bible study activities.
- Act as moderator when present in quarterly and special call meetings of the church, unless the business is pertaining to the Pastor, at which time the chair shall be turned over to the Chairman of the Deacon Board.
- Study Parliamentary Procedures, practice Parliamentary Procedures, and teach it to the congregation.
- Regularly visit the membership of the church, and especially the sick and distressed.
- Visit prospective members to extend to them an invitation to join the church.
- Cooperate with the Deacons, Trustees, Sunday Church School Superintendent, Director of Christian Education, and all other church officers and committees.
- Serve as ex-officio member of all ministries, committees, and organizations of the church and provide counsel and leadership.
- Recommend to the church the appointing of ministry members, committee members, and individuals for church business and operation.
- Call special meeting of the Deacons, Trustees or any committee given a 48-hour notice to said committees, ministries, and auxiliaries after consulting with the Chairman of the Deacon Board.
- Submit to and participation in an annual evaluation based upon the aforementioned duties and requirements stated in the Church Constitution and By-laws.
- All of the expected requirements and duties of the Senior Pastor may not be included in this job description and with that understanding should not be restrictive to additional requests from the Deacon Board, Trustees, and/or congregation.

**All applicants should provide the following information:**

- A completed application submitted by mail postmarked no later than December 30, 2019.
- Copy of Ministerial License and Certificate of Ordination.
- A written description of your conversion experience and your call experience.

***All materials should be forwarded to:***

Springfield Baptist Church

Attn: Pulpit Search Committee

P.O. Box 91980

Washington, D. C. 20090

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**Springfield Baptist Church**

**PO Box 91980**

**Washington, DC 20090**

Application for the Pastorate

Applicant's Name: \_\_\_\_\_

*"And I will give you pastors according to mine heart, which shall feed you with knowledge and understanding".*

*Jeremiah 3:15*

# Pastoral Application Form

## A. Personal and Family Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Address to which correspondence should be sent if different from the address above.

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

4. Telephone Number(s):

Home Phone: (\_\_\_\_)-\_\_\_\_\_

Office Phone: (\_\_\_\_)-\_\_\_\_\_

Cell: (\_\_\_\_)-\_\_\_\_\_

5. Email Address:

6. Please List your address and dates of residence for the last ten years:

Date	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Are you a Citizen of the US? YES \_\_\_ NO

8. If No, give the country of your citizenship: \_\_\_\_\_

9. Are you married? YES \_\_\_ NO

10. What is the name of your wife? \_\_\_\_\_

11. Are you Divorced, or Separated from your wife? YES \_\_\_ NO \_\_\_

Do you have children? YES \_\_\_ NO \_\_\_

If you have children, please list the name and age of each child

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. Is there a special need for which you or a member of your family must be accommodated?

YES\_\_\_ NO

If the answer to 14 is YES, please explain the circumstances. Use an attachment if additional space is required.

15. Have you ever served in the US Armed Forces? YES NO

If the answer to 15 is YES, please complete the following:

Branch:\_\_\_\_\_ Entry Date:\_\_\_\_\_ Discharge Date:\_\_\_\_\_

Rank at Discharge\_\_\_\_\_ Type of Discharge\_\_\_\_\_

If discharge is other than HONORABLE, please give an explanation. Use attachment.

**B. Employment History**

16. Please list your Employment History for the last 10 years, starting with the most current position.

(Use attachment if additional space is required)

Position Title:\_\_\_\_\_

Name and Address of current employer:

\_\_\_\_\_

Dates of Employment: From\_\_\_\_\_ To\_\_\_\_\_ Full Time Part Time

Salary: Monthly\_\_\_\_\_ or Yearly\_\_\_\_\_

Reason for leaving:

Position Title:\_\_\_\_\_

Name and Address of current employer:

\_\_\_\_\_

Dates of Employment: From\_\_\_\_\_ To\_\_\_\_\_ Full Time Part Time

Salary: Monthly\_\_\_\_\_ or Yearly\_\_\_\_\_

Reason for leaving:

Position Title:\_\_\_\_\_

Name and Address of current employer:

\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Full Time Part Time

Salary: Monthly \_\_\_\_\_ or Yearly \_\_\_\_\_

Reason for leaving:

Position Title: \_\_\_\_\_

Name and Address of current employer:

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Full Time Part Time

Salary: Monthly \_\_\_\_\_ or Yearly \_\_\_\_\_

Reason for leaving:

17. Are you licensed with the Baptist denomination? YES\_\_\_ NO

Date of License: \_\_\_\_\_ Church: \_\_\_\_\_

City: \_\_\_\_\_

18. Are you ordained with the Baptist denomination? YES\_\_\_ NO\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

19. What Church are you currently a member?

City: \_\_\_\_\_ State: \_\_\_\_\_

20. Please list membership and participation in religious conference, conventions, and associations.

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

21. Have you ever been treated for alcohol or substance addiction? YES NO

If YES, when were you treated? Date: \_\_\_\_\_

22. Do you use any tobacco products? YES\_\_\_ NO

23. Have you ever been convicted of a felony or misdemeanor? YES\_\_\_ NO

If YES, when were you convicted? \_\_\_\_\_

24. Do you have a driver's license? Yes NO\_\_\_ State issued \_\_\_\_\_

25. Have you had any accidents in the past 3 years? Yes\_\_\_ NO How many \_\_\_\_\_

26. Have you had any moving violations in the past 3 years? Yes NO How many \_\_\_\_\_



**C. Education**

1. College(s) attended	Degree Earned	Date	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Other Colleges, Universities, and seminaries:

Institution	Dates of Attendance	Credits Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D. Christian Experience**

1. Would you discuss those personal experiences that you perceive as having been most meaningful in the development of your Christian Faith and Life? (Such as your call to the ministry, and your being saved or born-again experience). Use an attachment if additional space is necessary. Please limit your response to 1 page or less. \_\_\_\_\_

**E. Ministerial Experience**

1. Please discuss your previous ministerial and Christian experiences including: position title, length of service at each location, your responsibilities, your most important contributions, the size of the congregation(s) served, and counseling experiences. (Use an attachment if additional space is necessary).\_

2. Please discuss your reason for departing your current ministry. (Use an attachment if additional space is necessary) \_\_\_\_\_

3. Is your spouse involved with you in your ministry? YES\_\_\_ NO

If YES, please elaborate. Use an attachment if additional space is necessary.

4. Are you certified to counsel? YES\_\_\_ NO

5. Have you ever conducted revivals, evangelistic crusades or Christian workshops?

YES\_\_\_ NO\_\_\_

If YES, please indicate places and dates. Use attachment if additional space is necessary.

6. Have you ever resigned, been dismissed or considered for dismissal from a pastorate or ministerial position, or been the object of any dismissal proceeding in the ministry?

YES\_\_\_ NO\_\_\_

If YES, please explain the circumstances.

7. Have you ever been considered as a finalist for a pastorate at another Church?

YES\_\_\_ NO\_\_\_

If Yes, please explain the circumstances.

8. Why do you desire to leave your present pastorate, if applicable? Use an attachment if additional space is necessary?\_\_\_\_\_

9. Are you a member or hold office in any social and community organizations?

10. What do you consider your greatest strength(s) in the ministry?

11. What do you consider your weaknesses in the ministry to be?

12. What have you enjoyed most in your experience in the ministry?

13. What have you least enjoyed in your experience in the ministry?

**F. Church Administration**

1. Please share your views on tithing.

2. Please share your views regarding Church promoted or sponsored fund-raising?

3. What is your position regarding women in offices (deacons, trustees, etc.) and in the ministry?

4. Please share your view on the relationship that should exist between the Pastor and the various Church boards and organizations?\_\_\_\_\_

**G. References**

Please list the names of individuals (not related to you): Educator, Mentor, Colleague, who know you well, and who would be willing to provide a reference for you. Please inform each of these individuals that the Pastoral Selection Committee may be contacting them regarding your application.

**Educator Reference:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Mentor Reference:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Colleague Reference:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Other References:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

How did you find out about this position?

**Thank you for your interest and time in submitting this application. Please provide along with your application the following items:**

- A Copy of your Ministerial License, a copy of your Certificate of Ordination, a copy of your Educational Degree(s) and the attached Disclosure Statement (originals may be requested at a later date).

*Please do not send resumes, photos, CDs or any other recorded items at this time.*

**DISCLOSURE STATEMENT**

As part of this application, I understand that the Springfield Baptist Church (SBC), of Washington DC, requires certain information about me to evaluate my qualifications for consideration for the pastorate. Therefore, I authorize SBC to investigate my employment, educational credentials, medical history, and to further investigate my background, as it deems appropriate.

I agree to cooperate in such investigations and release those parties supplying such information to Springfield Baptist Church from all liability or responsibility with respect to information supplied.

I agree that Springfield Baptist Church may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside SBC in those cases where its Pastoral Search Committee needs such information to perform their functions or where SBC legal interests and/or obligations are involved. I understand, however, that the SBC Pastoral Search Committee intends to protect the confidentiality of personal information it obtains concerning me.

I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above-mentioned investigations will be sufficient grounds to withdraw my name from consideration for the pastorate.

Printed Name of the Applicant: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Notary's Signature \_\_\_\_\_

Seal of Notary

Date: \_\_\_\_\_