**NEW JERUSALEM MISSIONARY BAPTIST CHURCH**

9010 SW 34TH PLACE

 OCALA, FL 34480

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

Email: church@njmbci.org

Address for Application PO Box 1447 Ocala, Fl 34478-1447

**PASTORAL VACANCY APPLICATION**

New Jerusalem Missionary Baptist Church’s humble beginnings started with a small group of baptized believers who gathered in the home of Charles Lewis in what was known as Bush Harbor; with the first worship building being a log cabin. NJMBC has a long and fruitful history and is therefore looking for a Pastor who will help us capture a fresh vision for the future. We are seeking a Servant of God who is a supportive visionary, able to connect with an inter-generational congregation, and one who will lead the church by equipping and inspiring us through the preaching and teaching of the Gospel of Jesus Christ.

## Opening Date: Closing Date:

##  March 1, 2024 March 31, 2024

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

1. Links to download applications may be found at:

[**www.njmbci.org**](http://www.njmbci.org) **OR** [**www.secondbethlehem.org**](http://www.secondbethlehem.org) **OR** [**www.fgbci.org**](http://www.fgbci.org) **OR National Baptist Convention (website)**

1. An online link (accessible via either Facebook or YouTube) to a sermon delivered within the past year
2. Three (3) recommendation letters, clergy, layperson, and personal **(non-relative)**
3. A completed and signed application checklist (see page 9)
4. A resume

**SUBMISSION:** Submit the Application Package by certified mail to:

**United State Postal Service Fed Ex or UPS deliveries**

**New Jerusalem Missionary Baptist Church New Jerusalem Missionary Baptist Church C/O Pastor Search Committee C/O Pastor Search Committee**

**PO BOX 1447 PO BOX 1447**

 **Ocala, Florida 34478-1447 Ocala, Florida 34478-1447**

**NOTE: Completed application and resume are required. Any Applicant Package postmarked after the closing date of March 31, 2024, will not be considered. Attaching a copy of your resume to this application and stating “See attached resume” will not be considered as a sufficient response to any item in this application.** Missing information will result in automatic disqualification of your application. Final applicants will be notified and asked to provide additional information later in the selection process. Final applicants must consent to a reference check, a criminal history background check, a drug screening, credit, and financial history review (performed through outside agencies for complete confidentiality).

All information presented will be treated as “Confidential.” Please submit requests for additional information or questions in writing from March 1, 2024 through March 15, 2024 to Pastor Search Committee at church@njmbci.org or by mail to New Jerusalem Missionary Baptist Church, c/o Pastor Search Committee PO Box 1447 Ocala, Fl 34478-1447.

# NO PHONE CALLS PLEASE

**QUALIFICATIONS**

* + Must be financially independent of the income paid from Pastoring this church, while dedicating their time and passion to our congregation.
	+ Must have 1-10 years of pastoral experience or be a licensed minister with 1-10 years of experience and ordained by a Baptist Church Pastor
	+ Ability to teach and use the Word of God with wisdom and patience verbally and in writing
	+ Ability to keep members’ information private when working with them during and after pastoral counseling
	+ Ability to manage their household in a biblical manner
	+ Must be led by the Holy Spirit not by worldly and fleshly desires
	+ Must exhibit a record of community and civic involvement
	+ Must accept the by-laws and policies of New Jerusalem Missionary Baptist Church

# DUTIES OF THE PASTOR

The Pastor will:

* be able to balance financial responsibilities.
* be an ex-officio member of all church ministries/committees.
* preside over worship services, funerals, weddings, and baby dedications or designate someone else to perform these functions if absent.
* be responsible for teaching, conducting, and observing the Ordinances of the Lord’s Supper and Baptism
* be responsible for visiting persons who are hospitalized, confined to home, or in an extended care facility or delegate to church leaders if absent.
* generate new ideas with youth and young adults, develop leaders, instill values and communicate biblically sound approaches to help church leaders and members reach the community.
* be committed to continued theological and congregational education for the purpose of congregational formation and growth.
* articulate a vision for the church.
* attend and encourage members to support (Associations, Unions, and the State and National Congress and Convention) religious education and ideas that will enhance the church’s ministries as well as establish other ministries.
* supervise the administrative operations of the church and its facilities.
* moderate church conference meetings
* work with various ministries to facilitate Servant Leadership in planning, organizing, and coordinating programs in discipleship and ministry.
* promote accessibility practices to create a safe and welcoming environment.
* serve as Lead Evangelist leading congregational initiatives to share the Gospel of Jesus Christ

# SECTION I: PASTORAL VACANCY APPLICATION

**PERSONAL INFORMATION**

Applicant Name: Last:  First:  Middle: 

Are you known by another name: 

Home Address: City:  State: Zip: 

Mailing Address, if applicable: City: State: Zip: 

Applicant Phone Numbers: Home:  Cell: 

Business:  E-mail Address: 

Applicants preferred method of contact regarding this position (Check one)

Home: [ ] Cell: [ ] Business: [ ] E-mail: [ ]

Are you a citizen or legal resident: Yes: [ ] No: [ ]

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 three (3) years:

Previous Address Information (Complete only if at current address for less than three (3) years)

Home Address: City: State: Zip Code: 

Home Address: City: State: Zip Code: 

Home Address: City: State: Zip Code: 

Are you able to perform essential functions of this position with or without reasonable accommodation?

Yes: [ ] No: [ ]  If needed, please explain: 

Attach an additional sheet if necessary.

# SECTION II: ORDINATION AND CURRENT CHURCH

**ORDINATION AND CURRENT CHURCH**

Are you licensed? Yes: [ ]  No: [ ]  Are you an ordained Baptist Minister? Yes: [ ]  No: [ ]

License date and place: 

Ordination date and place:  By Whom: 

Address: City: State: Zip Code: 

Have you been baptized by immersion? Yes: [ ]  No: [ ]

Current church name and address of which you are a member 

Address: City: State: Zip Code: 

# SECTION III: EDUCATIONAL, MILITARY AND EMPLOYMENT HISTORY

**EDUCATIONAL BACKGROUND**

**Undergraduate Schoo**l: Major:  Minor:  Name of Institution: From: To: 

Did you graduate? Yes: [ ] No: [ ] Name of Degree: Date: 

**Seminary**:

Name of Institution: From: To: 

Did you graduate? Yes: [ ] No: [ ] Name of Degree: Date: 

**Seminary**:

Name of Institution: From: To: 

 Did you graduate? Yes: [ ] No: [ ] Name of Degree: Date:

**Other**:

Name of Institution: From: To: 

 Did you graduate? Yes: [ ] No: [ ] Name of Degree: Date:

**SECTION III CONTINUED**

**MILITARY SERVICE**

Branch:  From:  To: 

Rank at Discharge:  Type of Discharge: 

EMPLOYMENT HISTORY

**Please list your employers starting with the current or most recent one first.**

|  |
| --- |
| **Employer #1 Name**: Street Address: City: State: Zip Code: Position:  Date Started:  Date Ended: Type of Employment: Full-time: [ ] Part-Time: [ ] Reason for Leaving:  |
| **Employer #2 Name**: Street Address: City: State: Zip Code: Position:  Date Started:  Date Ended: Type of Employment: Full-time: [ ] Part-Time: [ ] Reason for Leaving:  |
| **Employer #3 Name**: Street Address: City: State: Zip Code: Position:  Date Started:  Date Ended: Type of Employment: Full-time: [ ] Part-Time: [ ] Reason for Leaving:  |
| **Employer #4 Name**: Street Address: City: State: Zip Code: Position:  Date Started:  Date Ended: Type of Employment: Full-time: [ ] Part-Time: [ ] Reason for Leaving: **Employer #5 Name**: Street Address: City: State: Zip Code: Position:  Date Started:  Date Ended: Type of Employment: Full-time: [ ] Part-Time: [ ] Reason for Leaving:  |

# SECTION IV: REFERENCES

**REQUIRED REFERENCES**

**Please list three references consisting of clergy, layperson and personal (non-relative)**

**Clergy**

Full Name Relationship:  Organization:  Telephone Number:  Address: City: State: Zip Code: 

**Clergy**

Full Name Relationship:  Organization:  Telephone Number:  Address: City: State: Zip Code: 

**Clergy**

Full Name Relationship:  Organization:  Telephone Number:  Address: City: State: Zip Code: 

**Clergy**

Full Name Relationship:  Organization:  Telephone Number:  Address: City: State: Zip Code: 

# SECTION V: BACKGROUND INFORMATION

**BACKGROUND INFORMATION**

Please share any matters and/or concerns that will be of importance for the Pastor Search Committee to be aware of at this time. (Attach an additional sheet if necessary).



 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 barred from 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. Have you ever been arrested for any offense? Yes: [ ]  No: [ ]

If yes, please state the nature of the charge(s), when and where you were charged and the case disposition.  (Attach additional sheet if necessary)

1. Have you ever been convicted? Yes: [ ]  No: [ ]

If yes, please state the nature of the conviction(s), when and where and the case disposition. (Attach additional sheet if necessary)

Adjudication withheld? Yes: [ ] No: [ ]

1. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes: [ ]  No: [ ]

If yes, please state the nature of the charge(s), when and where you were charged and the case disposition. (Attach additional sheet if necessary)

**SECTION V: BACKGROUND INFORMATION CONTINUED**

1. Have you been disciplined, suspended, terminated, or asked to leave your job or volunteer position due to any unlawful sexual behavior, employer serial misconduct, or harassment: Yes: [ ]  No: [ ]

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

(Attach additional sheet if necessary)

1. Have you ever been charged in administrative, civil, or criminal proceedings with improprieties regarding children? Yes: [ ]  No: [ ]

If yes, please state the nature of the action(s), when and where and the disposition. (Attach additional sheet if necessary)

1. 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 the nature of the action(s), when and where and the disposition. (Attach additional sheet if necessary)

1. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes: [ ]  No: [ ] If yes, please state the nature of the action(s), when and where and the disposition. (Attach additional sheet if necessary)
2. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit? Yes: [ ]  No: [ ]

If yes, please state the nature of the action(s), when and where and the disposition. (Attach additional sheet if necessary)

1. Have you ever been treated for substance/alcohol abuse? Yes: [ ] No: [ ]

If yes, please state the nature of the action(s), when and where and the disposition. (Attach additional sheet if necessary)

1. Have you held a position that required bonding? Yes [ ]  No[ ]
2. Have you ever been accused or charged of a sexual offense? Yes: [ ]  No: [ ]

**SECTION VI:** APPLICATION CHECKLIST APPLICANT CHECKLIST

APPLICANT’S FULL NAME: 

DATE: 

[ ] 1. A fully completed Pastoral Vacancy Application package and resume.

[ ] 2. An online link (accessible via either Facebook or YouTube) to a sermon delivered within the past year.

[ ] 3. A certified copy of a license and ordination certificate.

[ ] 4. Three (3) recommendation letters; clergy, layperson and personal (non-relative).

[ ] 5. A completed and signed application checklist.

## Note: Any application package that does not include all the items listed above will not be considered.

Print Applicant’s Name: 

Applicant’s Signature: Date: 

(For Internal Use Only)

REVIEWED BY: DATE:

# SECTION VII: CERTIFICATION AND SIGNATURE CERTIFICATION AND SIGNATURE

## Please read and initial the statements below and sign the application:

[ ] I certify that the information given by me to the questions on this application, including representations in my resume are true and correct to the best of my knowledge and have been made with no mental reservations whatsoever. 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 New Jerusalem Missionary Baptist Church create an actual or implied employment. I understand that, if I am offered and accept employment with New Jerusalem Missionary Baptist Church it will be on at-will basis. This means that either New Jerusalem Missionary Baptist Church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

[ ] I acknowledge and authorize a full background check that will disclose to New Jerusalem Missionary Baptist Church all information about me concerning, but not limited to: my past or present employers, learning institutions, including colleges and universities, law enforcement and all federal, state and local courts, the military’ credit bureaus, drug and alcohol testing facilities, motor vehicle records agencies, all other private and public section repositories of information, and any other person, organization, or agency with any

information about or concerning me. The information that can be disclosed to New Jerusalem Missionary Baptist Church includes but is not limited to: information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses, and internet and social media posts.

[ ] I understand that if I am a finalist, I will have to submit to a drug screening test.

Print Applicant Name: 

Signature of Applicant: Date:

Contact: New Jerusalem Missionary Baptist Church Pastor Search Committee by certified mail:

**United States Postal Service**

New Jerusalem Missionary Baptist Church C/O Pastor Search Committee

PO BOX 1447

 Ocala, Florida 34478-1447

**Fed Ex or UPS deliveries**

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