

HOLY CITY MISSIONARY BAPTIST CHURCH

P.O. BOX 3265

SPRINGFIELD, IL 62708

holycitybapti@sbcglobal.net

PASTORAL VACANCY ANNOUNCEMENT

Position Title: Pastor

Status: Bi-Vocational

Opening Date: December 8, 2025

Closing Date: January 30, 2026

The Holy City Missionary Baptist Church is prayerfully seeking a bi-vocational Pastor called by God, ordained, and dedicated to the ministry of Jesus Christ. The primary responsibility of the Pastor is to preach and teach the Word of God. The Pastor shall serve the Church as chief under shepherd, oversee and direct its day-to day operations: to include strategic planning of the mission, vision, and values of the Holy City Missionary Baptist Church in collaboration with Church leadership and demonstrate evidence of a Christ-centered attitude in words and actions. This leadership position also provides spiritual guidance, pastoral care, business and administrative oversight and organizational direction to the Church and congregation, with a broad program of worship, music, preaching, teaching, and fellowship. The Pastor will lead the members of Holy City, encouraging their growth to spiritual maturity, and equipping them for the work of the Church ministries.

Church Profile:

Founded in

1969, the Holy City Missionary Baptist Church, is located at 1601 East Carpenter Street in Springfield, Illinois. The Holy City Missionary Baptist Church, is involved in Baptist Associations at the local, district, and state level. The Church seeks to glorify God in everything that it does, to provide a firm foundation for Christian development and growth, and to support the enrichment of Christian maturity. We will, therefore, uphold the authority of the Bible, the principles that it teaches, and fulfill the great commission of Jesus Christ. We further proclaim to build and maintain mutual relationships with other Christian Churches and community organizations. As a testament to our strong commitment to diversity, equity, and inclusion, the Holy City Missionary Baptist Church embraces diversity in its broadest sense and will cultivate an inclusive, equitable, and safe climate, grounded in respect, where all members of our Church and community can thrive. For more information about Holy City Missionary Baptist Church and our ministries, please contact us at holycitybapti@sbcglobal.net.

Qualifications:

Qualified candidates must possess the biblical and spiritual qualities as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.

Minimum Qualifications:

- Be a licensed and ordained Minister
- A member of a Baptist Church with a sound knowledge of Baptist Doctrine and the Articles of Faith
- Must have three (3) years of proven leadership experience in ministry [including but not limited to Pastor, Youth Pastor, Sunday School Superintendent, and/or an Auxiliary/Ministry Leader]
- Vocational training in a related field [Active Lay Leader, Ministerial Support Role, etc.]
- Administration skills
- A visionary with the capability to motivate a diverse congregation
- Experience in reaching, teaching, and leading youth, young adults, and adults, and engaging them in the work of the Church

Preferred Qualifications:

- Two (2) years of training in divinity, theology or a related field from an accredited school or university is preferred but not required

Proficiency operating computers, smart phones, using email and navigating social media preferred

Financial skills are preferred

Personal Attributes:

- Sincere spiritual and prayerful leader
- Good communicator/listener (oral and written) and builds trust with others
- Knowledge in biblical/theological matters
- Warm, open personality and approachable
- Open to new ideas
- Exhibits a strong work ethic and is dedicated to disciple making
- Must be able to demonstrate hospitality and promote nurturing of all congregants
- Actively support all Church ministries
- Devoted to the study of God's word
- Must exemplify love for God and people
- Proven ability to prepare and deliver stimulating and inspirational sermon

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Email:holycitybapti@sbcglobal.net**

JOB APPLICATION CHECKLIST

Emailed application are preferred

If unable to submit via e-mail, please submit a hard copy of the Job Application Checklist and required documentation via United States Postal Service to the address below. Candidate packets must be typed.

**Application packets postmarked after Midnight, January 30, 2026, WILL NOT BE
CONSIDERED.**

MAIL TO:

**Holy City Missionary Baptist Church
Pastor Search Committee
P.O. Box 3265
Springfield, IL 62708**

PLEASE check all documents submitted. All listed documents must be submitted and are required.

- A signed Job Application Checklist**
- Cover Letter that communicates why God is calling you to Holy City Missionary Baptist Church and how your experiences and skills have prepared you for the call**
- Resume which includes a summary of relevant ministry, professional experience, and education**
- Three references or letters of recommendation that include name, title and contact information [e.g., clergy, personal and professional]**
- Official copy of College/University transcript(s)**
- Copy of ministerial license(s) and ordination certificate(s)**
- Two links or recordings of recent sermons, biblical teachings (within the last 12 months preferred)**
- Current Photo (maximum size 5"x7")**

Application packets will be acknowledged upon receipt. Final candidates must consent to reference checks, a criminal history background check, drug screening test, and a credit/financial history review. Expenses will be paid for the finalists to conduct in-person sermons and interviews using the most economical form of transportation and lodging. This checklist is provided to assist you in including all required application information. By signing below, I acknowledge and understand that the documents and information provided in this application packet is accurate and true to the best of my knowledge.

Applicant Printed Name (_____)
Applicant Signature (_____) Date (_____)

All information submitted will be treated as confidential. For additional information or questions, please submit your request via e-mail to: holycitybapti@sbcglobal.net . NO PHONE CALLS PLEASE.

HOLY CITY MISSIONARY BAPTIST CHURCH

PASTOR SEARCH COMMITTEE

P.O. Box 3265

Springfield, IL 62708 -3265

Job Description – Pastor

We **believe** the ideal candidate God is sending to Pastor Holy City Missionary Baptist Church of Springfield, Illinois is a born – again, spirit – filled and a good role model of Christian moral and ethical conduct as described in 1timothy 3:1-7 and Titus 1: 6-9. The ideal candidate must be divinely called by God to lead our Church, according to God's will and purpose, and possess the skills and vision to shape Holy City to be more effective in the 21st century.

The candidate must have a dedicated, committed life to Christ and should reflect the leadership of the Holy Spirit. The candidate must demonstrate a burning zeal to minister to and nurture each member of the church, and the congregation in totality, to Christian maturity.

The additional qualifications are as follows:

Principle Function:

The Pastor is to be the spiritual leader of the church who is responsible to the Lord and the church to primarily proclaim the Gospel and teach the Bible. The Pastor is also expected to engage in pastoral care, provide leadership to all ministries and assist with the operation of the church.

Education/Training:

- Is a licensed and /or ordained Baptist minister to preach the Gospel.
- Has pastoral experience.
- Has a seminary and / or college degree.
- Is actively involved in continuous religious education.
- Embraces and supports the use of technology

Ministry Requirements and Responsibilities:

- Plan and lead worship services; prepare and deliver sermons; properly lead the congregation in observing the church ordinances of Baptism and the Lord's Supper.
- Officiate the weddings, christenings, funerals of church members, and at the ordination of Deacons and Associate Ministers.
- Lead the church in an effective evangelism program and in a caring ministry for those in the church and community.
- Lead in an effective program for visitors and prospective members
- Lead the church in planning, organizing, directing, coordinating, and evaluating the total mission of the church.
- Act ethically and honestly and promote mutual trust.
- Know the importance of and respect confidentiality.
- Exhibit genuine concern for the congregation.
- Provide guidance and support to the youth.

Holy City Missionary Baptist Church

Pastoral Application

Full Name (Last) _____ (First) _____ (Middle) _____

Are you known by another name? If yes, please list: _____

Address _____ City _____ State _____ Zip _____

Mailing address if different (City, State, Zip) _____

Telephone Number (Home) _____ (Cell) _____ (Business) _____

E-mail address:

Birth Date _____ Birth Place _____ Are you a U.S. Citizen? _____

Please list all address and residence periods for the last ten (10) years (attach additional sheet if necessary).

City

State

Zip code

Home address **City** **State** **Zip code**

City

State

Zip code

Social Media footprint (e.g. Facebook, Twitter handle, Instagram, etc.) if applicable

Digital Media (e.g. Links to podcast, blogpost, etc. if applicable) _____

Are you able to perform essential functions of the position without reasonable accommodations? Yes No

No Please explain needed accommodations

Spouse's name (Last) _____ (First) _____ (Middle) _____

Number of Children ____ Ages) _____

Are you a Veteran? Yes _____ No _____

List your marital history (any prior marriages) dates and location _____