



Ben Washington  
**BWBC**  
BAPTIST CHURCH

## **PASTORAL APPLICATION PACKET**

**Mail completed application to:**

**Tony Johnson, Chairman  
Pastoral Search Committee  
Ben Washington Baptist Church  
P. O. Box 181600  
Arlington, TX 76096  
PHONE: (972) 584-7074  
E-MAIL: [BWBCpastoralsearch@gmail.com](mailto:BWBCpastoralsearch@gmail.com)**



## Job Description for Pastor

<b>Name:</b>	<b>Ben Washington Baptist Church</b>
<b>Role:</b>	<b>Pastor</b>
<b>Location:</b>	<b>3901 Frisco Ave. Irving, Texas 75061</b>
<b>Principal Function:</b>	
<p>The Pastor will have the responsibility of proclaiming the true Gospel of Jesus Christ while encouraging the church body to do the same. In addition, they will guide the spiritual development of the congregants, provide pastoral care to those in need and provide administrative leadership for the church.</p>	
<b>Minimum Requirements:</b>	
<ul style="list-style-type: none"> <li>• Must be a licensed and ordained Baptist minister.</li> <li>• Must possess a Bachelor's degree from an accredited university, college, or seminary program. Seminary coursework or certification in biblical studies preferred.</li> <li>• Must possess a minimum of five consecutive years of full-time pastoral or pastoral / associate minister experience which includes preaching, teaching, and routine pastoral functions as conducting weddings, baby dedications, funerals, etc.</li> <li>• Requires passing an extensive criminal, financial, and sexual misconduct background check.</li> </ul>	
<b>Job Description:</b>	
<b>General Summary of Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Lead or delegate the leadership of the congregational services: plan, coordinate, and evaluate congregational services in cooperation with the Minister of Music and other staff.</li> <li>• Provide guidance for planning, organizing, directing, coordinating, and evaluating the total church program.</li> <li>• Preach at all worship services, instruct bible study and aid in new members' orientation or arrange for someone else to perform this function.</li> <li>• Lead the congregation in seeking the salvation of the lost and nurturing of the saved.</li> <li>• Lead the staff and the church with care for persons in the church and the community.</li> <li>• Lead the staff and church members to become involved in missions supported through prayer and missions offerings as well as personal involvement, when possible, through missions activities in the local community and state as well as nationally and internationally.</li> <li>• Be present at all church business meetings.</li> <li>• Serve as church administrator, giving supervision to all members of the church staff in conjunction with the Board of Directors.</li> <li>• Plan for and provide leadership in the observance of the church ordinances (Baptism and The Lord's Supper).</li> <li>• Conduct spiritual counseling sessions as appropriate.</li> <li>• Conduct funeral services and wedding ceremonies, or at times, delegate to other associate ministers.</li> <li>• Maintain a healthy working relationship with the deacons, board of directors, and ministry leaders as they perform their assigned responsibilities; train and lead the deacons in a program of family ministries.</li> <li>• Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.</li> <li>• Serve as ex-officio member of all church committees and as staff advisor for church committees as needed.</li> <li>• Spend a reasonable amount of time visiting members who are in the hospital, nursing homes, etc., as well as prospects, delegating these responsibilities to other staff, associate ministers, deacons, and other church lay leaders as appropriate.</li> <li>• Comply with all established church policies and procedures as well as all applicable federal and state laws.</li> <li>• Be reasonably available nights and weekends for emergency pastoral care, delegating these responsibilities to other associate ministers, deacons, and other lay leaders as appropriate.</li> </ul>	

**Preferred Skills:**

- Excellent leadership abilities; be able to consistently make intelligent decisions under pressure; possess good judgment, initiative, good attitude, strong inter-personal skills and dependability.
- Effective preaching, teaching, and discipleship skills.
- Solid communication skills, strong critical and analytical thinking skills, and appreciation of diversity.
- Requires exceptional administrative skills, including the ability to supervise, monitor, evaluate and provide feedback to staff.
- Requires the ability to listen effectively and to communicate clearly, both orally and in written form.
- Requires basic computer, internet, and email literacy. In addition, possess the ability to use Microsoft Word and PowerPoint.
- Must be able to perform all the physical duties required of a pastor.

Interested candidates should submit a completed application packet consisting of: (1) completed application (2) resume (3) audio sermon sample (4) copy of driver's license (5) copies of noted diplomas, certificates, transcripts and degrees (6) copy of social security card.

**MAIL TO:**

**Tony Johnson, Chairman  
Ben Washington Baptist Church  
Attn: Pastoral Search Committee  
P.O. Box 181600  
Arlington, TX 76096**

**Ben Washington Baptist Church**  
**3901 Frisco Avenue**  
**Irving, TX 75061**

**Application for Pastoral Position**

**Instructions: Please complete application by typing or printing legibly.**

**Personal Information**

**Date of Application:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip Code

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone E-Mail

Years at Current Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ Marital Status \_\_\_\_\_

Do you have a legal right to work in the United States?  Yes  No

Do you have a legal right to remain permanently in the United States?  Yes  No

*(Proof of citizenship or immigration status will be required upon employment).*

Have you ever been convicted of a criminal offense (except a minor traffic violation)?  No  Yes, give details:

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

If employed as a Pastor, please provide the following information regarding the size of the following areas under your leadership:

	<b>SIZE WHEN CALLED TO THAT CHURCH</b>	<b>CURRENT SIZE/ SIZE WHEN LEFT</b>
<b>1. Congregation</b>	_____	_____
a. # of Members on Official Church Roll	_____	_____
b. # of Members Actually Active	_____	_____
c. Average Sunday Worship Attendance	_____	_____
<b>2. Sunday School</b>	_____	_____
<b>3. Bible Study (Midweek Service) Attendance</b>	_____	_____
<b>4. Ministries/Auxiliaries</b>	_____	_____
<b>5. Annual Church Budget</b>	_____	_____
<b>6. Amount of Church Indebtedness</b>	_____	_____
<b>7. Administrative Staff</b>	_____	_____
<b>8. Ministerial Staff: Paid</b>	_____	_____
Unpaid	_____	_____
<b>9. Number of Years as a Minister</b>	_____	_____

**Please rate the following on a 1 to 5 basis, 5 being the highest and 1 the lowest, in the following specific tasks of a prospective minister:**

- \_\_\_ Maintain and strengthen the church worship style.
- \_\_\_ Providing administrative leadership for the congregation's ministries.
- \_\_\_ Actively and visibly supporting the church's stewardship program.
- \_\_\_ Planning and leading worship that is sensitive to the needs of the congregation.
- \_\_\_ Focusing on the spiritual development of members.
- \_\_\_ Pastoral counseling.
- \_\_\_ Developing compelling Christian education programs for youth and adults.
- \_\_\_ Visiting the sick, shut in, bereaved.
- \_\_\_ Planning and leading new member recruitment.
- \_\_\_ Visiting members in their homes.
- \_\_\_ Supporting the world mission of the church.
- \_\_\_ Participating in denominational activities.
- \_\_\_ Holding social justice issues before members.
- \_\_\_ Building an endowment fund.

**EMPLOYMENT RECORD**

Please list all positions held within the last ten (10) years, beginning with your present and most recent job. Include self-employment, volunteer work, military work experience, summer and part-time jobs.

*Please copy additional sheets, if needed.*

<b>PRESENT EMPLOYER</b>		Dates Employed		Describe your Position
		From:	To:	
Street Address, City, State, Zip				
Telephone Number(s)		Salary		
		Starting:	Final:	
Your Position	Reports to:	<input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly		May we contact this employer?
Reason for Leaving				
<b>PRIOR EMPLOYER</b>		Dates Employed		Describe your Position
		From:	To:	
Street Address, City, State, Zip				
Telephone Number(s)		Salary		
		Starting:	Final:	
Your Position	Reported to:	<input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly		May we contact this employer?
Reason for Leaving				
<b>PRIOR EMPLOYER</b>		Dates Employed		Describe your Position
		From:	To:	
Street Address, City, State, Zip				
Telephone Number(s)		Salary		
		Starting:	Final:	
Your Position	Reported to:	<input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly		May we contact this employer?
Reason for Leaving				

**EDUCATION AND TRAINING (Complete the category for the highest level of education achieved)**

Name	Location	Overall GPA/ Major GPA	No. Years Completed	Name of Degree
High School and Preparatory				
Business, Trade or Tech. School				
College				
Graduate Work				

**REFERENCES**

Include only individuals familiar with your work ability. Do not include relatives.

Name	Address and Phone No.	Years Known	Relationship

The following additional items are required information which must be submitted with your application.

- (1) Resume
- (2) Audio sermon sample
- (3) Copy of Driver's License
- (4) Copies of noted diplomas, certificates, transcripts and degrees
- (5) Copy of Social Security Card

**Read the following carefully:**

- (1) I certify that the information contained in this application is complete and true. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if it is deemed that I falsely represented any aspect of the application process.
- (2) A pre-employment background check will be included in this process. The purpose of the background check is to ensure a safe environment, to protect the church's assets, including its employees, members, programs, services, and private information, as well as to assist in the hiring process.

Applicant's Signature

Date

## **Application Addendum I:**

**PHILOSOPHY/SELF-EXPRESSION** *(Briefly discuss the following topics. If additional space is needed, please attach no more than a full page, single-spaced.)*

- 1. The role of the church.**
- 2. The components of the order of worship service.**
- 3. What makes Baptist Doctrine unique from other denominational doctrine.**
- 4. Your views on church management including staffing, finance, administration, etc.**
- 5. Your beliefs concerning the total involvement of women in ministry. Cite supporting biblical references.**
- 6. The role of associations, conferences, conventions, etc., in accomplishing the church's mission.**



**Application Addendum II**

**BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE FORM**

The information in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information including opinions that they may have regarding my character and fitness for pastoral work. In consideration of the receipt and evaluation of this application by the BEN WASHINGTON BAPTIST CHURCH, I hereby release any individual, church, youth organization, charity, employer, reference, or any other organization, including record custodians, both collectively and individually, from any liability for damages of whatever kind or nature which may at any time result to me, my heirs or family on account of compliance or any attempts to comply, with this authorization.

I hereby authorize BEN WASHINGTON BAPTIST CHURCH and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment/service with BEN WASHINGTON BAPTIST CHURCH.

These above mentioned background information checks may include, but are not limited to, employment and education verifications, social security verification, driving record information, personal references, personal interviews and personal credit history. I further understand that an acceptable credit report and/or background check will allow me to continue the pre-employment/service process and that an unacceptable credit and/or background check may result in the discontinuation of my pre-employment/service process. I understand if I am hired prior to the completion of the background check that an unacceptable background check will result in my termination.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any criminal background search prepared on me upon written request within a reasonable time after the date of such search.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to BEN WASHINGTON BAPTIST CHURCH, including but not limited to, any courthouse, any public agency and all law enforcement agencies and any and all credit bureaus regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I release BEN WASHINGTON BAPTIST CHURCH and/or its agents and any persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, by me, my heirs and others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with compilation or preparation of the background information check hereby authorized.

**I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.**

**Printed Name in Full** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_