

# *Allens Chapel Missionary Baptist Church*



*Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.*

*Colossians 3:16*

## **Pulpit Search Committee**

### **Job Description:**

The members of the Allens Chapel Missionary Baptist Church, located in a rural area in Caswell County, North Carolina, are seeking a pastor to lead its predominantly African American congregation of 100+ members. The successful candidate will demonstrate an enthusiastic love for Christ, possess and apply comprehensive knowledge of the Bible and have a clearly defined vision for the church.

### **Job Requirements:**

- Exhibit a well-developed vision for the future of the church and obtain support for that vision while enthusiastically doing the work of the Lord.
- Make the Gospel relevant to people's lives through clarity and creativity in preaching, resulting in saved souls and increased membership.
- Be able to minister amid a crisis, i.e. death, sickness, or other traumatic events in individuals lives.
- Communicate a comprehensive understanding of the Bible and Christian theology while having strong skills in program planning and the implementation of diverse ministry activities.
- Plan and conduct well-prepared meaningful worship services which facilitate spiritual growth and be relevant to all aspects of the congregation.
- Effectively ministers to, befriend, nurture, support, reconcile, and encourage church members in their homes through informal contact, and at church; provide Pastoral counseling.
- Lead the church staff by managing the affairs of the congregational organization through planning decision making, delegating, evaluating and providing counsel to all church ministries.
- Display an understanding of the formal and informal structure of the Baptist Church organizations.

### **Education/Experience:**

- Any Minister with five or more years of active, continuous experience as a licensed and ordained minister in good standing with affiliated religious organizations.
- Bachelor's degree or advanced degree in theological training from an accredited college, university, School of Divinity or Seminary is preferred.
- Demonstrated ability to teach, preach and counsel.
- If applicable, proof of education, ministerial license, and ordination license.

*Application deadline is March 31, 2026*

*Please submit application and resume to the address or email below*

*Explore our website for information about our service and ministries*

*For questions, please contact Deacon Claude Woods at 336-269-2491*

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*5630 Ridgeville Road, Prospect Hill, North Carolina 27314*

*Email Address: [allenschapelbaptist@gmail.com](mailto:allenschapelbaptist@gmail.com) (336-562-5484)*

*Website: [allenschapelmbc.com](http://allenschapelmbc.com)*

**Allens Chapel Missionary Baptist Church**

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_  
Street City State Zip

How long \_\_\_\_\_ Birth Date \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_

Email address: \_\_\_\_\_ Personal website address (if available): \_\_\_\_\_

If hired, can you present proof of your legal right to live and work in this country?  YES  NO  N/A

Marital Status:

If Married, Name of Spouse:

|                             |       |       |
|-----------------------------|-------|-------|
| Names and Ages of Children: | _____ | _____ |
|                             | _____ | _____ |
|                             | _____ | _____ |

Are you ordained?  YES  NO

Date and Place of Ordination: \_\_\_\_\_

Denomination: \_\_\_\_\_

HAVE YOU EVER FILED FOR BANKRUPTCY?  No  Yes

If yes, please state the nature and circumstances of the bankruptcy:

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  No  Yes

If yes, please state nature of the crime(s), when and where convicted and disposition of the case:

**EDUCATIONAL BACKGROUND**

| TYPE OF SCHOOL                 | NAME OF SCHOOL | LOCATION<br>(Complete mailing address) | NO. OF YEARS COMPLETED | MAJOR & DEGREE |
|--------------------------------|----------------|--|------------------------|----------------|
| College/University             |                |  |                        |                |
| Vocational or Technical School |                |  |                        |                |
| Graduate School                |                |  |                        |                |
| Other                          |                |  |                        |                |

**Additional Academic Experience (post secondary)**

Please list courses attempted and whether or not completed; P/T or F/T; dates; institutions and awards received.

Please briefly describe your general background: summarize your ministry strengths and weaknesses; ministry preferences and vision; and your special interests in ministry.

*[If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. 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.]*

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?  No  Yes

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?  No  Yes

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?  No  es

Have you ever entered a plea of guilty, 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?  No  Yes

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?  No  es

| WORK EXPERIENCE   |                          |     |
|---|--------------------------|-----|
| <b>Work Experience</b> Please list your work and/or ministry experience for the <b>past five years</b> beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary.</b> |                          |     |
| Name of employer:   | Name of last supervisor: |     |
| Address:  | <b>Employment dates</b>  |     |
| Phone #:  | From:                    | To: |
| Your last job title:  |                          |     |
| Reason for leaving (be specific):   |                          |     |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                          |     |
| Name of employer:   | Name of last supervisor: |     |
| Address:  | <b>Employment dates</b>  |     |
| Phone #:  | From:                    | To: |
| Your last job title:  |                          |     |
| Reason for leaving (be specific):   |                          |     |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                          |     |
| Name of employer:   | Name of last supervisor: |     |
| Address:  | <b>Employment dates</b>  |     |
| Phone #:  | From:                    | To: |
| Your last job title:  |                          |     |
| Reason for leaving (be specific):   |                          |     |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                          |     |
| Name of employer:   | Name of last supervisor: |     |
| Address:  | <b>Employment dates</b>  |     |
| Phone #:  | From:                    | To: |
| Your last job title:  |                          |     |
| Reason for leaving (be specific):   |                          |     |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                          |     |
| Name of employer:   | Name of last supervisor: |     |
| Address:  | <b>Employment dates</b>  |     |
| Phone #:  | From:                    | To: |
| Your last job title:  |                          |     |
| Reason for leaving (be specific):   |                          |     |
| May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                          |     |
| What evidence is there that you are able to operate cross-culturally and be at home in a multi-cultural community? What experience have you had in a multi-cultural community?  |                          |     |

**LEADERSHIP ROLES**

Leadership of a church involves several roles. Consider the following list. (Note all that are applicable)  
This position involves several roles. Consider the following list. (Please check all that apply)

**CHURCH LEADERSHIP RESPONSIBILITIES:**

- General Pastoral Care
- Oversight and coordination of day-to-day operations of the church
- Preaching
- Management and Administration.
- Youth Ministry.
- Training, Counseling, Teaching and Mentoring.
- Outreach to the wider community.
- Support and oversight of staff and volunteers (leaders and coordinators of various activities)
- Collaborative decision making in boards or committees.
- Personal professional development.
- Networking, facilitating partnerships, promoting unity.

***In which of these are you strongest? Explain -***

***In which of these are you weakest? Explain -***

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

**PROFESSIONAL REFERENCES**

**Do not list family members or relatives for references.**

**Give three references who are qualified to speak of your spiritual experience and Christian service.** \_\_\_\_\_

Name/Complete Address Phone Position

|  |     |  |
|--|-----|--|
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |

**Give three references who are qualified to speak of your professional training and experience.**

List your current or most recent supervisor first.

Name/Complete Address Phone Position

|  |     |  |
|--|-----|--|
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |
|  | ( ) |  |

**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

**Please Read Carefully, Initial Each Paragraph and Sign Below**

|                   |   |
|-------------------|---|
| _____<br>Initials | I certify that all the information in this application is accurate and complete to the best of my knowledge and I have not knowingly withheld any information that might adversely affect my chances for employment. I understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment. |
|-------------------|---|

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_