

MOUNT TABOR BAPTIST CHURCH  
10500 N.W. 7<sup>TH</sup> AVENUE  
MIAMI, FLORIDA 33150  
305-756-2583

**PASTORAL VACANCY APPLICATION - Full-Time Position**

**Salary range \$70,000 to \$100,000 yearly**

Mount Tabor Baptist Church, was founded in 1901 and is seeking a full-time pastor, called by God who will be the spiritual leader of the congregation. The qualified candidate is responsible to God and the church to proclaim the gospel of Jesus Christ, to teach the Bible, to provide Christian leadership in all areas of the church, and to engage in pastoral care for the congregation.

***Opening Date: June 1, 2023      Closing Date: June 30, 2023***

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

1. Applications can be found at [Taborloves.org](http://Taborloves.org)
2. An MP4 (known as MPEG4) or an online link (accessible via either Facebook or YouTube) to a sermon delivered within the past year
3. Certified official transcript sealed from the Institution mailed to the church
4. Three (3) recommendation letters, clergy, layperson, and personal (**non-relative**)
5. A completed and signed application checklist (see page 9)

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

**United State Postal Service**  
**Mount Tabor Baptist Church**  
**C/O The Pulpit Search Committee**  
**10500 N. W. 7<sup>th</sup> Avenue**  
**Miami, Florida 33150**

**Fed Ex, or UPS deliveries**  
**Mount Tabor Baptist Church**  
**C/O The Pulpit Search Committee**  
**10500 N. W. 7<sup>th</sup> Avenue**  
**Miami, Florida 33150**

**NOTE: Any Applicant Package postmarked after the closing date of June 30, 2023, 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 request for additional information or questions in writing from **June 12 through June 25 2023** to Pulpit Search Committee at [TaborlovesPCS@gmail.com](mailto:TaborlovesPCS@gmail.com) or by mail to Mount Tabor Baptist Church, c/o Pulpit Search Committee, 10500 N.W. 7<sup>th</sup> Avenue, Miami, Florida 33150.

**NO PHONE CALLS PLEASE**

### **QUALIFICATIONS**

- Must be a licensed and ordained Baptist minister or a minister with official ordination credentials from an established denomination compatible with Baptist theology, congregational doctrine, and polity
- Must have a clear understanding of the Baptist Polity, doctrine, and theology
- Must be an effective communicator with the ability to teach and preach practical lessons and sermons
- Must have skills in written as well as oral communication
- Must have a minimum of three years' experience as an ordained Baptist pastor or a minister licensed by a Baptist Church minister or a minister with official ordination credentials from an established denomination compatible with Baptist theology, congregational doctrine, and polity
- Must be proficient in the use of digital technology
- Must demonstrate a record of community and social justice
- Must have the minimal requirement of Clinical Pastoral Experience (CPE) or similar certifications in pastoral counseling
- Must be capable of facilitating Parliamentary Procedures

### **DUTIES OF THE PASTOR**

- The Pastor will be responsible as an ex-officio member of all church ministries/committees
- The Pastor will preside over worship services, funeral services, weddings, and baby dedications or designate someone else to perform these functions in his absences
- The Pastor will be responsible for teaching, counseling and observance of the Ordinances of the Lord's Supper and Baptism
- The Pastor will be committed to continued theological and congregational education for the purpose of congregational formation and growth
- The Pastor will articulate a vision for the church
- The Pastor will attend, and encourage members to support (Associations, Unions, and Congress and the State and National Congress and Convention) to support religious education and ideas that will enhance the church's ministries as well as establish other ministries
- The Pastor will supervise the administrative operations of the church and its facilities
- The Pastor will be responsible for visiting persons who are hospitalized, confined to home or, in an extended care facility as well as delegating these responsibilities to the Deacon/Deaconess Ministry and /or church leaders as appropriate
- The Pastor will moderate church conference meetings
- The Pastor will serve as the Lead Servant Leader to facilitate the spiritual formation of the congregation
- The Pastor will work with various ministries to facilitate Servant Leadership in planning, organizing, and coordinating programs in discipleship and ministry
- The Pastor will model intergenerational approaches to spiritual formation
- The Pastor will promote accessibility practices to create a welcoming and safe environment
- The Pastor will 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: \_\_\_\_\_

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 School: 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: \_\_\_\_\_

**Graduate School**

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: \_\_\_\_\_

**Layperson**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

**Personal**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

**Additional References (Optional)**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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 pulpit 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.

A. 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)

B. 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:

C. 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 were you charged and the case disposition.  
(Attach additional sheet if necessary)

**SECTION V: BACKGROUND INFORMATION CONTINUED**

- D. 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)
- E. 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)
- F. 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)
- G. 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)
- H. 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)
- I. 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)
- J. Have you held a position that required bonding? \_\_\_ Yes \_\_\_ No
- K. Have you ever been accused or charged of sexual offense? \_\_\_ Yes: \_\_\_ No: \_\_\_



APPLICANT'S Full NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT CHECKLIST**

- \_\_\_\_ 1. A fully completed Pastoral Vacancy Application package.
- \_\_\_\_ 2. An MP4 (known as MPEG4) or 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. Certified copies of degrees mailed from the issuing institution to the Mount Tabor Pulpit Search Committee. (See page 1 for the address)
- \_\_\_\_ 5. Three (3) recommendation letters; clergy, layperson and personal (non-relative).
- \_\_\_\_ 6. 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 Name: \_\_\_\_\_

Applicant 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, if given, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever and 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 Mount Tabor Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with Mount Tabor Baptist Church it will be on at-will basis. This means that either Mount Tabor 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 Mount Tabor Baptist Church all information about me concerning, including but not limited to: My past or present employers; learning institutions, including colleges and universities; law enforcement and all other 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 Mount Tabor 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 drug screening test.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: Mount Tabor Baptist Church Pulpit Search Committee by certified mail to:

**United States Postal Service:**

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c/o Pulpit Search Committee  
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