

# New Hope Baptist Church

## Pastor Candidate Application Packet

### POSITION OVERVIEW

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Position Title:

Location:

Phone Number:

Mailing Address (Attn: Pastoral Search Committee):

Email:

### GENERAL PURPOSE

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The Pastor of New Hope Baptist Church serves as the spiritual leader, primary preacher, shepherd, and ministry vision-caster for the congregation. This official office is reserved for persons called by God and scripturally qualified for ministry (1 Timothy 3:1-7 and Titus 1:5-9). The Pastor works collaboratively alongside church leadership, staff, and the Deacon body to fulfill the church's mission through biblical preaching, discipleship, holistic pastoral care, leadership development, evangelism, and community engagement.

#### Key Areas of Responsibility:

- Biblical preaching, teaching, and mentoring of entire ministry
- Spiritual leadership and vision in partnership with leadership to reach the community
- Discipleship and leadership development
- Pastoral care and counseling
- Strategic planning & church growth
- Church staff and stewardship
- Oversight and coordination of day-to-day operations of the church
- Leadership: oversees church staff and ministry operations as outlined within the church's bylaws/constitution
- Community outreach and missions
- Deacon, Trustee, and ministry leadership collaboration
- Personal professional development
- Networking, facilitating partnerships, promoting unity

## **CONFIDENTIAL APPLICANT INFORMATION**

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Thank you for your interest in serving as Pastor of New Hope Baptist Church. We appreciate your willingness to consider God's leading in this ministry opportunity.

This application packet is designed to assist the Search Committee in evaluating candidates for the position of Pastor. All information submitted will be treated confidentially and reviewed only by individuals directly involved in the pastoral search process.

Please complete all sections and submit the requested supporting documents.

## **APPLICATION SUBMISSION CHECKLIST**

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Please check off each item you are including with your completed application:

- Completed Pastor Application
- Resume or Curriculum Vitae
- Statement of Faith Essay
- Audio/Video links of past sermons/services
- Official transcripts and credentials
- Ordination/License certificate
- Five references
- Background check authorization
- Recent photograph

## **APPLICANT INSTRUCTIONS**

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- Please answer all questions completely and accurately.
- Additional pages may be attached where more space is needed.
- The Search Committee will contact references, verify educational credentials, and conduct background investigations as permitted by law.
- Submission of this application does not guarantee employment, nor does it create a contract between the applicant and the church.

## PASTOR APPLICANT INFORMATION

Full Name:

Address:

City:  State:  Zip:

How long:  Birth Date:

Home Phone:  Business Phone:  Cell Phone:

Email:  LinkedIn:

Facebook:  Instagram:

TikTok:  X (Twitter):

Are you a citizen of the United States of America?

Yes      No

Marital Status:

Married      Separated      Divorced      Widowed      Single

If Married, Name of Spouse:

Have you been previously married?

Yes      No

Do you have children?

Yes      No

If Children, Names and Ages:

Have you had at least eight years of pastoral or leadership experience?

Yes      No

If yes, explain your primary responsibilities:

Are you ordained?

Yes      No

Are you licensed?

Yes      No

Date and Place of Ordination & Licensing:

Denomination:

Have you been baptized by immersion?

Yes      No

## EDUCATIONAL BACKGROUND

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*School/Institution · Location/Address · Graduation Date · Major/Degree*

### College/University

School:  Location:

Graduation Date:  Major/Degree:

### Vocational or Technical School

School:  Location:

Graduation Date:  Major/Degree:

### Graduate School

School:  Location:

Graduation Date:  Major/Degree:

### Other

School:  Location:

Graduation Date:  Major/Degree:

## WORK EXPERIENCE

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Please list your ministry/work experience dating back a minimum of seven years, beginning with your most recent role. Attach additional pages if necessary.

### Position 1

Name of Employer:

Job Title:

Employment Dates:

Address & Phone Number:

Name of Supervisor:

Reason for Leaving:

May we contact this employer for a reference?

Yes      No

### Position 2

Name of Employer:

Job Title:

Employment Dates:

Address & Phone Number:

Name of Supervisor:

Reason for Leaving:

May we contact this employer for a reference?

Yes      No

**Position 3**

Name of Employer:

Job Title:

Employment Dates:

Address & Phone Number:

Name of Supervisor:

Reason for Leaving:

May we contact this employer for a reference?

Yes      No

## STATEMENT OF FAITH

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Submission Format/Requirements: Please submit a separate Word document (approx. 1-2 pages, double-spaced, Times New Roman, 12 pt font) essay detailing your Statement of Faith addressing the following five areas. This essay will allow our Search Committee to understand your spiritual journey, doctrinal alignment, and pastoral vision.

- **Personal Testimony:** Share your journey of faith, how you came to know Christ, and your clear call to pastoral ministry.
- **Theological Convictions:** Summarize your core doctrinal beliefs. Highlight your alignment with historical biblical truths and our church's confession of faith.
- **Ministry Strengths & Weaknesses:** Provide a self-assessment of your spiritual gifts and operational strengths, as well as areas where you feel less equipped or seek continued growth.
- **Ministry Preferences & Vision:** Describe your preferred style of leadership, preaching philosophy, and your overarching vision for a healthy local church.
- **Special Interests in Ministry:** Detail any specific areas of ministry that you are deeply passionate about (e.g., counseling, missions, youth, community outreach, etc.)

## CONFIDENTIAL LEGAL AND ETHICAL DISCLOSURE

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If you answer "Yes" to any of the questions below, 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.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

Yes            No

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?

Yes            No

Have you ever been charged in civil or criminal proceedings with improprieties regarding minors?

Yes            No

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?

Yes            No

Have you ever been suspended, discharged, or resigned in lieu of being discharged from any position?

Yes            No

Have you ever filed for bankruptcy?

Yes            No

Have you ever been convicted of a felony?

Yes            No

## PROFESSIONAL REFERENCES

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Give five references to include your spiritual experience, Christian service, and professional training. (Do not list family members or relatives for references.)

*Name · Address · Phone · Position · Relationship*

1.
2.
3.
4.
5.

## REFERENCES AUTHORIZATION

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I authorize New Hope Baptist Church and its representatives to contact any references, employers, churches, educational institutions, or organizations listed in this application for the purpose of verifying information related to my candidacy.

I release all parties from liability arising from the good-faith exchange of information concerning my qualifications and suitability for ministry service.

Applicant Signature:  Date:

## BACKGROUND SCREENING CONSENT

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I understand that, if I become a finalist candidate, New Hope may request a criminal background check, reference verification, educational verification, and other lawful screening procedures related to ministry service.

I authorize New Hope Baptist Church to thoroughly investigate my background, ministerial credentials, criminal history, credit history, and employment history. I release New Hope Baptist Church and all previous ministries or employers from any liability regarding the exchange of this information.

Applicant Signature:  Date:

## APPLICANT CERTIFICATION AGREEMENT

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**(Please read carefully before signing)**

I certify that all the information provided in this application and all accompanying materials is true and complete to the best of my knowledge. I have not knowingly withheld any information that might adversely affect my chances for employment. I understand that any omission, falsification, or misrepresentation may result in my immediate removal from consideration or termination of employment if hired.

I understand that employment as Pastor of New Hope Baptist Church requires adherence to biblical standards of moral conduct and leadership as defined by Scripture and the Church's governing document. I certify that there is nothing in my past or present moral conduct that would disqualify me from biblical ministry.

I confirm that neither the acceptance of this application nor the entry into the selection process creates an implied or actual contract of employment with New Hope Baptist Church. I understand that if an employment offer is extended for Pastor, the precise terms, duration, and termination provisions of our ministry relationship will be governed exclusively by an official Pastoral Covenant or Church bylaws.

Applicant Signature:  Date:

### FOR SEARCH COMMITTEE USE ONLY

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Date Application Received:

Reviewed By:

Initial Review Completed:

Reference Checks Completed:

Interview Scheduled:

Background Check Completed:

**Final Committee Recommendation:**

Advance Candidate

Hold for Further Review

Do Not Advance

Comments:

Committee Chair Signature:  Date: