

FIRST CALVARY BAPTIST CHURCH

Pastor

Oscar L. McIntosh
Chairman, Deacon Ministry

Clarence W. Hill
Chairman, Trustee Ministry



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(803) 256-3670

David Swinton
Treasurer

Geneva J. McIntosh
Clerk

Ida Thomas
Secretary

PASTOR EMPLOYMENT APPLICATION

APPLICATION SUBMISSION CHECKLIST

Please ensure all the following items are submitted together as a complete application packet:

- ☐ Completed and Signed Application Form
- ☐ Current Résumé (*will not be accepted in lieu of application*)
- ☐ Cover Letter including your reasons for seeking this position
- ☐ Exemplar Sermon: A video recording or direct web link to a sermon delivered within the last 3–6 months
- ☐ Copies of Ministerial License and Ordination Certificate
- ☐ Official Transcripts from your highest degree-granting institution to be sent directly from the degree granting institution

I. PERSONAL INFORMATION

Full Name:

Present Address:

How long at this address? _____

Birth Date: _____

Telephone

Home (_____) _____

Cell (_____) _____

Email Address:

Personal Website(s)/Social Media Handle(s):

Legal Status

Are you a United States citizen?

☐ Yes ☐ No

If no, can you present proof of your legal right to work in the U.S.?

☐ Yes ☐ No

Family Status

Marital Status

☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Single

Name of Spouse:

Is this your first spouse?

☐ Yes ☐ No

Names and Ages of Children:

II. SPIRITUAL & THEOLOGICAL FOUNDATIONS

Spiritual Narratives

(Please attach additional pages as necessary)

Conversion Experience

Briefly describe how the Lord brought you to salvation.

Call to Ministry

Briefly describe your call leading to vocational ministry.

Ecclesiastical Credentials

Are you Ordained?

☐ Yes ☐ No

Date & Place:

Denomination:

Baptism

Have you been baptized by immersion?

☐ Yes ☐ No

Doctrinal Agreement

Are you in full agreement with this Church's Covenant and the Baptist Faith and Message?

☐ Yes ☐ No

Ministry Background

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

III. EDUCATIONAL BACKGROUND

Please list all post-secondary education:

Type of School	Name & Location	No. of Years	Major & Degree
College/University			
Graduate School			
Seminary			
Other Training			

Additional Education

Please list any additional courses attempted, the dates taken and Institution attended, and whether or not completed.

IV. MINISTRY & EMPLOYMENT HISTORY

(List experience for at least the past 10 years, starting with current/most recent)

Current Church/Employer

Church/Employer: _____

Phone: _____

Address/Website: _____

Dates: _____

Position: _____

May we contact for a reference?

☐ Yes ☐ No

Previous Church/Employer

Church/Employer: _____

Phone: _____

Address/Website: _____

Dates: _____

Position: _____

Reason for leaving:

May we contact for a reference?

☐ Yes ☐ No

Previous Church/Employer

Church/Employer: _____

Phone: _____

Address/Website: _____

Dates: _____

Position: _____

Reason for leaving:

May we contact for a reference?

☐ Yes ☐ No

Employment Gaps

Please explain any gaps in your employment history (over 3 months) not accounted for above:

V. PASTORAL SKILLS SELF-EVALUATION

On a scale of 1 to 10, rate yourself in the following areas (10 being strongest):

Ministry Area	Rating
Preaching & Teaching	_____
Administration	_____
Counseling	_____
Evangelism	_____
Discipleship	_____
Youth/Children Ministry	_____
Visitation	_____
Leadership Development	_____
Outreach/Missions	_____

Ministry Strengths, Challenges & Vision

Please briefly summarize your ministry strengths and challenges; ministry preferences and vision; and any special areas of interests in ministry.

Sermon Media Submission

Please provide details for viewing your sermon submission.

☐ I have enclosed a Thumb/Flash drive, DVD, CD-ROM or VHS of a recent sermon.

☐ I have provided a URL:

VI. LEGAL & ETHICAL DISCLOSURES

(If "Yes" to any, please attach a separate sheet with a detailed explanation)

Have you ever filed for bankruptcy?

☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic offenses)?

☐ Yes ☐ No

Are you currently under investigation for any criminal offense?

☐ Yes ☐ No

Are you currently under investigation or disciplinary action by a present employer?

☐ Yes ☐ No

Have you ever been terminated or asked to resign from a pastoral position?

☐ Yes ☐ No

Have you ever been charged with sexual misconduct or improprieties regarding children?

☐ Yes ☐ No

VII. REFERENCES

(List 3 Professional and 2 Personal references; do not list relatives)

Reference Type	Name	Phone
Professional/Pastor		
Professional/Supervisor		
Professional		
Personal		
Personal		

VIII. SUPPLEMENTAL QUESTIONS

Please provide a brief response to the following questions.

Question 1

Tell us about a time you had to share a new vision or directional change with the congregation, workplace or a community setting. Explain how you communicated this new vision or change and how you approached individuals who were hesitant or had differing views?

Question 2

Describe a major church, work, or community undertaking you were responsible for, and explain how you managed the details and logistics, and how you made individuals feel supported, valued, and equipped for their tasks.

Question 3

How would you approach reaching out to the community to encourage new persons to visit our church?

Question 4

What process or strategy do you believe is most successful for changing a first time visitor into an active, committed member?

Question 5

How would you reach out to young families and bring them into a church with a predominantly older membership? Please share any relevant experience.

Question 6

How would you balance introducing new strategies or initiatives to attract young families while still honoring the older, established members and traditions of the congregation?

Question 7

How would you describe your teaching style, and what is your primary goal for the congregation when delivering a sermon?

Question 8

From the list below, please select the three personality qualities that best describe your leadership and ministry style, and then explain:

- ☐ Integrity/High Ethical Standards
- ☐ Compassionate/Empathetic Care
- ☐ Visionary/Strategic Thinker
- ☐ Collaborative/Team-Oriented
- ☐ Adaptable/Resilient in Change
- ☐ Driven/Results Oriented
- ☐ Deeply Theological/Scholarly

Explanation:

Question 9

What are your plans, if any, for using digital tools and technology in your ministry while also ensuring senior members still feel valued and connected?

Question 10

What specific digital strategies (e.g. livestreaming, social media, community apps) do you plan to use to attract and engage new or younger members? Please provide examples where you have successfully used these digital strategies or tools?

IX. AUTHORIZATION AND AGREEMENT

PLEASE INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials _____

I certify that all information in this application is accurate and complete. I understand that misleading or false statements are sufficient cause for refusal of hire or termination.

Initials _____

I authorize the Church to contact my references/employers and request information from governmental agencies regarding my criminal record, driving record, credit history, and education. I further authorize the review of my online and social media profiles.

Initials _____

I release and hold harmless the Church and all sources of information from any liability resulting from the release or use of information obtained during this process.

Signature: _____

Date: _____