



Griffin Chapel Primitive Baptist Church

Location: 1100 Richmond Street
Tallahassee, FL 32304

Telephone: (850) 224-6630

Mailing Address: P. O. Box 5928
Tallahassee, FL 32314-5928

Email: griffinchapelpbchurch@gmail.com

Pastoral Search Announcement

Opening Date: March 2021

Closing Date: May 1, 2021

Griffin Chapel Primitive Baptist Church of Tallahassee, Florida is seeking a Pastor who is guided by the Holy Spirit. The church sits on a hill where a stranger finds a friend. The church was built under spiritual guidance as directed by the scripture in *Matthew 16:18*....upon this rock, I will build my church; and the gates of hell shall not prevail against it. The new Pastor is expected to build and expand on the ministries that have been laid in our church, bible study, church ministries that include evangelism and community services. Our main focus is saving souls for Christ.

According to the Discipline of the Primitive Baptist Church, the Pastor must, when necessary, reprove, rebuke, and exhort with all long suffering and doctrine. Therefore, he must study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth. *II Timothy 2:15*

ALL SUBMITTED DOCUMENTS AND MEDIA ARE CONFIDENTIAL AND BECOME THE PROPERTY OF GRIFFIN CHAPEL PRIMITIVE BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE DESTROYED AFTER TWO YEARS.

GRIFFIN CHAPEL PRIMITIVE BAPTIST CHURCH PASTOR APPLICATION FORM

DATE: _____

APPLICANT INFORMATION:

Full Name (Legal): _____

Last Name

First Name

Middle Name

Present Address (Resident): _____

Street

City

State

Zip Code

Mailing Address (If different): _____

Street

City

State

Zip Code

Preferred Phone Number: _____ Best time to contact: _____

Preferred E-Mail Address: _____

FAMILY INFORMATION:

Marital Status: Married Separated Divorce Widowed Single

If Married, name of Spouse: _____

Last Name

First Name

Middle Name

Do you have Children? YES NO

Number of Children _____

EDUCATIONAL BACKGROUND:

List all schools (including seminary) attended, location, dates attended, degree earned and graduation if applicable

Name of School	Location(Complete Mailing Address)	Dates Attended	Degree Earned	Graduation Date

PROFESSIONAL LICENSE/CERTIFICATION

List all professional license and/or certification you hold as indicated below.

License/Certification	License/Certification# (If applicable)	Date Obtained	Name of issuing Entity

EMPLOYMENT EXPERIENCE

Please list your work and/or ministry experience beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer:	Name of Immediate Supervisor:
Home Phone: Cell Phone:	Employment Dates: From: To:
Job Title:	Full Time/Part Time:
Duties/Responsibilities:	
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 Immediate Supervisor:
Home Phone: Cell Phone:	Employment Dates: From: To:
Job Title	Full Time/Part Time:
Duties/Responsibilities:	
Reason for Leaving (Be Specific):	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are You Ordained Yes No

Date and Place of Ordination: _____

Name of Ordaining Body: _____

Have you any involvement with the community beyond your local Church? Yes No

If Yes, please explain:

What attracted you to our Church?

All applicants must include the following support documentation with your application:

1. List of two (2) references that we may contact. Be sure to include their name, title, mailing address, telephone numbers, affiliation and years they have known you. Please note these individuals/references should not be family members or relatives.
2. Copy of Ordination Certification or License Certification

UNDERSTANDING AND AGREEMENTS:

As an applicant for the position of Pastor with the Griffin Chapel Primitive Baptist Church, I understand and agree that I must include all requested information in order for my application to be complete, as incomplete applications will not be considered. I further understand that I must provide truthful and accurate information in this application and all supporting documents. I understand that I may be separated from the position if it is later discovered (at any time) that information on this form or supporting documents was incomplete, untrue or inaccurate. I give the Griffin Chapel Primitive Baptist Church Pastoral Search Committee the right to investigate the information provided, contact listed references and talk with former employers (except where I have indicated they may not be contacted). I give the Griffin Chapel Primitive Baptist Church the right to secure additional Pastoral and/or job-related information about me. I release the Griffin Chapel Primitive Baptist Church and its' representatives from all liability for seeking such information.

I understand that if selected as one of the final candidates for the position of Pastor, I am subject to a thorough reference check and background checks.

I understand that ALL SUBMITTED DOCUMENTS ARE CONFIDENTIAL AND BECOME THE PROPERTY OF THE GRIFFIN CHAPEL PRIMITIVE BAPTIST CHURCH. ALL DOCUMENTS AND OTHER ITEMS WILL BE DESTROYED AFTER THE PASTOR'S SECOND (2ND) YEAR ANNIVERSARY.

I certify that after all information presented in this application is true. Any false statements contained in this application or related documents will result in immediate disqualification from the process and/or immediate dismissal. For your application to be considered, you must sign and date below.

Applicant Signature: _____ Date: _____

Job Description

Minimum Required Education:

Accredited High School Diploma or GED

Pastoral Qualifications:

- Must be a licensed or ordained minister, willing to adhere to the established policies and procedures of the Primitive Baptist Discipline
- Be a spirit-filled Believer in the resurrected Christ
- Is a man who places strong family value, according to the Word of God
- Be an active member of a Bible-Based established congregation
- The Pastoral Candidate must possess strong communication skills, teach, and preach sound doctrine from the Holy Bible
- Evangelizes for kingdom building
- Believes in the stewardship of giving tithes and offerings through example.
- Must be a visionary with strong leadership skills
- Possess strong interpersonal traits that relates to all people
- He must have a plan for church growth
- Presents himself as a man of God
- Has a lifestyle worthy of Pastoral office

Administrative Responsibilities:

- Will present a vision for the growth of the church with details of implementation
- Possess counseling skills for peaceful resolutions for its members
- Willing to visit sick members
- Interested in youth and outreach events
- Ability to lead worship services, funerals, weddings, baptisms, communions, church conferences and other services and programs, established by the church.
- Will consider Pastoral duties 2nd, 3rd and 4th Sundays.
- Periodically attend auxiliary meetings
- Capable of conducting the business of the church
- Is willing to be a servant-leader

How to Apply:

Download application form, print, complete, enclose all required documents and mail to:

Griffin Chapel Primitive Baptist Church
ATTN: Pastor Search Committee
P.O. Box 5928
Tallahassee, FL 32314-5928

Final candidates must submit to:

Background Check, Work History, Reference Letters, and Follow-up Checks

“We thank you for your interest in joining the Griffin Chapel Church Family”

Griffin Chapel Primitive Baptist Church
Pastoral Application Checklist

	Cover Letter
	Current Resume (including detailed listing of ministerial/pastoral experience, accomplishments, etc.)
	Completed Application
	A DVD or link to a social media page with a sermon delivered within the past year
	Ministerial license(s), ordination certificate with the appropriate seal
	Certified copies of degrees mailed from the issuing accredited institution
	Reference letters from each of the following: <ul style="list-style-type: none"> • Current and /or former pastor (1) • Current ministerial colleagues (1) • Personal Acquaintances (2) – Not a relative
	Current color photo (5 x 7 head shot) and a family photo—if applicable
	Copy of Driver’s License or State Identification
NOTE: Any application package that does not include the items above will NOT BE CONSIDERED.	
Applicant’s Printed Name	
Applicant’s Signature	
Date	