



Fredericktowne Baptist Church, Walkersville, MD

Personnel Requisition Form

Today's Date: 4/9/18

Position Title: Senior Pastor

Brief Justification:

Fredericktowne Baptist Church, established in 1974, is an independent congregation located in Frederick County, MD, 50 miles northwest of Washington, D.C. and 45 miles west of Baltimore, MD. Frederick is the second largest city in Maryland. The congregation is made up of a broad spectrum of families, including government, military, and various civilian disciplines. We are seeking a senior pastor to effectively shepherd a family-oriented, Bible-centered congregation with many established ministries including an outstanding music ministry and worship dance program, a large pre-k through high school AWANA program, Christian service brigade, Missions conferences as well as many other ministries that draw different and diverse talents. The successful applicant is required to have a Bachelor's degree in Religion; given the position we prefer a Master of Divinity degree with several years' experience in a pastorate position. In addition to providing your resume, you are requested to provide answers to the "Pastoral Search Screening Questionnaire" <http://www.fbcfamily.org/content/pastoral> . We pray for a Godly man who exhibits a spirit filled lifestyle as stated in 1Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-4 , that will shepherd our flock to spiritual maturity and encourage us to reach our community for Christ. If interested, please submit resume and responses to the screening questionnaire to pulpitcommittee@fbcfamily.org.

FBC Pulpit Committee
8645 Biggs Ford Road
Walkersville, MD 21793

Additional Information:

Senior Pastor Job Description: <http://www.fbcfamily.org/information/SeniorPastorJobDescription.htm>

[Fredericktowne Baptist Church Statement of Faith](#)

[Fredericktowne Baptist Church Constitution](#)



JOB TITLE: Senior Pastor		GRADE:
		FLSA: Exempt
SITE:	Fredericktowne Baptist Church, Walkersville, MD	
REPORTS TO:	Elder Board	
ORIGINAL DATE:		LAST REVISED: 04/07/2018

BASIC SUMMARY:

A man of mature spiritual experience and understanding, capable of shepherding God's people and overseeing God's work. He must meet the scriptural qualifications found in 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1- 4.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Shepherd all attenders and members of FBC as a servant of our Lord Jesus Christ.
- Teaching and leading attenders and members from salvation to spiritual maturity towards an ever increasing intimacy with our God.
- Lead Priesthood of Believers in regular worship service through praise, prayer and preaching of the Word.
- Edify the saints by teaching according to the Word of GOD, the Bible in order to build up the body of Christ for discipleship and to equip it to do the work of ministry and evangelism.
- Shepherd the flock by tending to their needs by visitation, encouragement, spiritual counseling, admonition, nurturing and administering the ordinance of believer's baptism and the Lord's Supper, conduct weddings, funerals, baptisms, dedications, and special worship services.
- Hold open meetings to all within the church for such things as corporate prayer, revival, and praise.
- As a member of the elder board, the pastor will lead, guide and oversee the matters of the church with special focus on the spiritual interests of the church.
- Subject to other constitutional responsibilities and authorities granted, or retained, by the congregation under the constitution.
- Consult with Elder Board regarding doctrinal questions that arise in the church (Acts 15:4-6)
- Skilled at developing, coordinating, delegating and supporting lay ministry leaders.
- Care for the church the way a shepherd cares for his Flock (1 Peter 5:1-2)
- Keep watch over the spiritual well-being of individuals within the church (Heb. 13:17).
- Share in the responsibility of all mature believers to confront and restore those who give reason to be disciplined (Gal 6:1), (1 Thess. 5:12-13)
- To write a yearly performance evaluation of all church staff members under his direction and provide the evaluation to the Elder Board for review.
- During Pastor's annual performance review, the Pastor is to provide to the Elder Board an unconditional written affirmation of FBC's Doctrinal statement.
- Recommend annual staff salary adjustment to the Elder Board for review in time for adjustment to FBC's annual budget presentation to the congregation for approval.
- Performs other duties as assigned by the Elder Board. (See FBC Constitution Sections 2.4.1, 2.4.2, and 3.3)

QUALIFICATIONS:

- **Education:** Bachelor Degree of Religion or higher from an accredited school. Prefer Master's Degree of Divinity
- **Membership:** Pastor, and spouse if married, shall meet the qualifications for membership of FBC and become members.
- **Experience:** **Must have at least** seven years of pastoral experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exhibit interpersonal skills that are conducive to effective communication and that contribute to a congenial work environment. Maintain positive work atmosphere by behaving and communicating in a professional manner with Elder Board, attenders, members and staff.
- Pastoral duties require working knowledge of computer programs for office tasks such as word processing, spreadsheet, presentation applications, email, etc.
- *Ability to read, understand, and effectively communicate in English.*
- Ability to handle biblical languages.

PHYSICAL DEMANDS:

- The regular duties of this job require the ability to drive and perform manual tasks.

WORK ENVIRONMENT:

- Must maintain office hours set by Elder Board.
- The noise level in the work environment is usually low to moderate. Pastor's Office conducive for study and counseling.

COMMENTS:

- Normally 40 hours per week including Sunday Worship with established office hours.
- Must be eligible to work in the United States.
- Pastor required to live in close proximity to Walkersville.

APPROVALS:

	SIGNATURE	DATE

The Pastor is required to satisfactorily perform the essential duties and responsibilities of their position. • The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

FBC Pastoral Search Initial Questions (that accompany the applicant's resume submittal):

- 1) What Christian Theology best represents your understanding of the Bible?
- 2) How would you characterize your understanding of biblical church leadership? Do you believe in Pastor led, Elder rule, or an Elder led church and what does the selected term mean to you?
- 3) Explain the importance of prayer in our relationship with the Lord?
- 4) What is your view of corporate prayer in the life of the church?
- 5) What is the role of the senior pastor in his working relationship with the elder board and what is the role of the senior pastor as a member of the elder board?
- 6) Do you believe in limited atonement or unlimited atonement? Explain your answer.
- 7) Describe your ministry philosophy (mindset or preference), ranking in order of emphasis, or providing N/A for not applicable.
____ Seeker Sensitive (focused on felt needs and inoffensive approaches)
____ Seeker-Driven
____ Traditional/Liturgical
____ Believer focused (focused on edification of the saints)
____ Topical sermons + many illustrations (stories)
____ Expository sermons – precept upon precept – convicting
____ Other _____
- 8) Present the key elements in leading someone to becoming saved.
- 9) Do you believe: a) in eternal security of the believer, or b) that a believer can lose his/her salvation?
- 10) What is your view regarding the sign gifts? What is your view regarding a direct personal experience of God through the baptism with the Holy Spirit?
- 11) Please describe your view of how to administer God's ordinances. What is the purpose and effect of baptism and the Lord's Supper? How frequently should the Lord's Supper be administered?
- 12) Recognizing that it varies week to week, provide a nominal break-down/allocation of your time for a work week. Do you think this allocation will change as senior pastor at FBC?
- 13) Elaborate regarding the types of books you read, music you listen to, causes you get involved with, and TV or movies you watch.
- 14) How many hours a week do you average studying the Bible and Christian books on your own time?
- 15) What entire books of the Bible have you taught?
- 16) Describe your ministry philosophy regarding primary roles in interacting with the congregation.
- 17) In what specific ministry areas do you expect to be personally active (e.g. Men's ministry, Sunday school teacher, small groups, counseling, Music, AWANA, VBS) and what roles would you take in these ministries?
- 18) In what ways do you personally demonstrate hospitality in your church?
- 19) What techniques do you use to be a peacemaker and to respond in a gentle manner and as a loving shepherd?