*New Bethlehem Baptist Church*

*PO Box 38; 1945 Liberia Road Wadmalaw Island, SC 29487*

*843.559.5335 (Office) 843.557.0530 (Fax)*

*nbbcpastoralsearch1@gmail.com*

*PASTORAL VACANCY ANNOUNCEMENT*

August 13, 2025

Dear Applicant,

Thank you for your interest in New Bethlehem Baptist Church. Before you review the application, here is a brief overview of our church’s history. Bethlehem Baptist Church was established in 1772, on two acres of land given to the people of Wadmalaw Island, S.C. In 1969 a new church was built at that site on Maybank Highway and the name was changed to New Bethlehem Baptist Church. In May of 2011 a new edifice was completed, and the church moved to its current location on Liberia Road. New Bethlehem Baptist Church has approximately 350 members.

In this packet you will find the pastoral application and instructions for its completion. If you have any questions about the application or the process, please feel free to contact the church via the email address at the top of the page. The deadline to apply is listed on the church’s website at [www.newbethlehembc.org](http://www.newbethlehembc.org)

We look forward to beginning this process with you.

Sincerely,

The NBBC Pastoral Search Committee

The NBBC Deacons Ministry

Enclosures: Pastoral Application

**HOW TO APPLY**

# All interested and qualified persons must submit an initial candidate package consisting of the following documentation:

* Completed New Bethlehem Baptist Church application (included)
* Current resume
* Cover letter
* Copy of ministerial license or ordination certificate
* Copy of marriage license (If applicable)
* Copy of degree(s)
* Four recommendation letters (Letters from family members will NOT be accepted)
	+ At least 2 from clergy
	+ Professional
	+ Personal
* Current photo of applicant

# All information submitted will be confidential. Additional information may be requested and/or required.

**FINAL CANDIDATES MUST CONSENT TO:** REFERENCE CHECKS, EDUCATION/CREDENTIAL VERIFICATION, A CRIMINAL HISTORY BACKGROUND CHECK, A DRUG TEST, AND A CREDIT AND FINANCIAL HISTORY REVIEW.

Send application and documents to:

New Bethlehem Baptist Church Attn: Pastoral Search Committee

P.O. Box 38 Wadmalaw Island, SC 29487

Or email application and documents to: nbbcpastoralsearch1@gmail.com

# New Bethlehem Baptist Church Pastor Application Form

PERSONAL INFORMATION DATE:

Name:

Present Address:

How long (at this address):

Telephone: Home (\_ )

Business (\_ \_) Cell ( )

Email address:

Personal website address (if applicable):

Social media site memberships, if any:

If hired, can you present proof of your legal right to live and work in this country? □ Yes □ No Number of years lived in the U.S.

Marital Status: □ Married □ Separated □ Divorced □ Widowed □Single

If Married, Name of Spouse:

(Provide Proof of License)

Is this your first Spouse? □ Yes □ No Names and ages of children:

Have you ever been convicted of a criminal offense? □ Yes □ No

If yes, please explain:

Are you licensed AND ordained? □ Yes □ No

If yes, please give date of licensing:

If yes, please give date and place of ordination: Denomination:

**EDUCATION BACKGROUND**

# No. of YEARS

**TYPE OF SCHOOL NAME OF SCHOOL LOCATION COMPLETED**

College/University:

Vocational or

Technical School:

Graduate School:

Other:

# Please provide copy of degree/diploma/certificate of educational program completed.

**Additional Academic Experiences (Post-Secondary)**

Please list courses attempted and/or completed. Please note if part-time or full-time. Include: dates of attendance, institutions and awards received. (May be completed on separate page if necessary)

Please briefly describe your general background: Summarize your ministry strengths and weaknesses; ministry preferences and vision; and your special interests in ministry. (May be completed on separate page 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, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to 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.]

1. **Have you ever been investigated for misconduct? □ Yes □ No**
2. **Have you ever been charged in civil or criminal proceedings with improprieties regarding children? □ Yes □ No**
3. **Have you ever been suspended, discharged, or resigned in lieu of being discharged from any position? □ Yes □ No**
4. **Have you ever filed for bankruptcy? □ Yes □ No**

**If yes, please state the date, nature and circumstances of the bankruptcy.**

1. **Have you ever been treated for substance abuse? □ Yes □ No**
2. **Have you ever been a plaintiff or defendant in an administrative, civil matter, or lawsuit? □ Yes □ No**

**WORK EXPERIENCE**

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

Name of Employer: Name of last supervisor:

Address:

Phone #: Employment dates: From: To:

Your last job title: Salary:

Reason for leaving (be specific)

May we contact this employer for a reference? □ Yes □ No

Name of Employer: Name of last supervisor:

Address:

Phone #: Employment dates: From: To:

Your last job title: Salary:

Reason for leaving (be specific)

May we contact this employer for a reference? □ Yes □ No

Name of Employer: Name of last supervisor:

Address:

Phone #: Employment dates: From: To:

Your last job title: Salary:

Reason for leaving (be specific)

May we contact this employer for a reference? □ Yes □ No

What evidence is there that you can operate cross-culturally and be at home in a multi-cultural community?

Military History: □ Yes □ No If yes, Long Form DD214. Membership and Participation in Educational and Civic Organizations:

1.

2.

3.

4. \_

5.

List of honors you have received:

1.

2.

3.

4.

5.

Ministerial Essay (please type on separate page and attach – 300 words or less):

How do you understand the role of a pastor in the ministry? Write a brief statement describing your views on Baptist doctrine; Bible-based teaching; Christian education; discipleship training; sensitivity to the needs of the congregation; leading the church through change; visions for growing church membership; and commitment to denominational affiliations.

**LEADERSHIP ROLES**

Leadership of a church involves several roles. Consider the following list (up to five). CHURCH LEADERSHIP RESPONSIBILITIES:

* + General Pastoral Care
	+ Oversight and coordination of day-to-day operations of the church
	+ Preaching
	+ Youth Ministry
	+ Training, Counseling, Teaching, Mentoring and Confidentiality
	+ Outreach to the wider community
	+ Support and oversight of staff and volunteers (leaders and coordinators of various activities)
	+ Collaborative decision making in boards or committees
	+ Knowledge of 501c3 Guidelines and Grant Writing
	+ Use of Technology in promoting ministry
	+ Personal professional development
	+ Networking, facilitating partnerships, promoting unity and growth
	+ Evangelism
	+ Visiting the sick and bereaved

In which of these are you the strongest? Explain.

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In which of these are you the weakest? Explain.

What evidence is there to confirm that you have strengths in these areas?

**PERSONAL REFERENCES**

 Give two references that are qualified to speak of your spiritual experience and Christian service. **Please note your**

 **references cannot be the same individuals who provided your recommendation letters.**

 Do not list family members or relatives for references.

## List your current pastor first.

Name/complete address Phone Position

# Give two references that are qualified to speak of your professional training and experience.

## List your current or most recent supervisor first.

Name/complete address Phone Position

**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

# Please read carefully and sign below.

My signature below authorizes New Bethlehem Baptist Church (NBBC) to conduct a background

investigation and authorizes release of information in connection with my application for the position of

pastor. This investigation will include a criminal record history check through the South Carolina Law

Enforcement Division (SLED), South Carolina Sex Offender Registry, Criminal Search and Sex Offender Registry

 of the applicant’s prominent state of residence, as well as a Nationwide Search and may include personal

 information from sources such as driving records, previous employers, educational institutions,

personal references, and other appropriate agencies or individuals. I waive my right of access to any such

information. Without limitations, I hereby release NBBC and all reference and data sources from liability in

 connection with the release or use of the information. I further understand that all application materials and

information from all sources becomes the property of New Bethlehem Baptist Church.

Furthermore, I certify that I have made true, correct and complete answers and statements on this

application in the knowledge that this information may be relied upon in considering my application. I

understand that any omission or falsely answered statement made by me on this application or on any

supplement to the application will be sufficient grounds for failure to consider for hire or for my discharge

should I become employed with New Bethlehem Baptist Church.

 **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**