

*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
POSITION OPEN AUGUST 20, 2025 UNTIL SEPTEMBER 26, 2025*

8/15/2025

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 requirements for pastoral candidates, 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. All applications must be received by September 26, 2025.

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

<u>TYPE OF SCHOOL</u>	<u>NAME OF SCHOOL</u>	<u>LOCATION</u>	<u>No. of YEARS COMPLETED</u>
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.
5. Have you ever been treated for substance abuse? Yes No
6. 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.

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 _____