



Bethel Church  
3185 Wayland Road  
Wayland, IA 52354

## Application for Employment

Position being applied for: Full Time Lead Pastor

Application Date: \_\_\_\_\_

### I. Personal Information

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

### II. Church Relationships

Where do you currently attend church? \_\_\_\_\_

How long have you been attending this church? \_\_\_\_\_

Date of Baptism: \_\_\_\_\_ Location: \_\_\_\_\_

Conference or denomination to which you are accountable for ministerial credentials:

Credentialing status as a minister:

Ordination or Licensing:

Congregation:

Area Conference:

Date:

Student in training for ministry, lay leader, or lay minister

Are you presently involved in church ministry? yes no

Share what areas of the church ministry you currently lead or are involved with:

### III. Christian Background

Describe when and how you came to have a personal relationship with Jesus Christ and know Him as your Lord and Savior:

Share about your experience of being called to ministry:

#### **IV. Spiritual and Professional Development**

1. Share 2-3 major truths from scripture that have shaped your life and shaped your ministry. How do you envision these truths shaping your ministry as a pastor?
2. What are you currently doing to keep your relationship with Jesus Christ fresh and vibrant?
3. What have you learned about yourself as a ministering person?
4. How do you continue to develop your strengths and meet challenges in ministry (e.g., pastor coaching, counseling, spiritual direction, etc.)?
5. What would you identify as your primary gifts?
6. Provide some descriptions of your personality. What do we need to know about how you are wired?
7. How do you handle conflict? What do you believe is a healthy general-process for handling conflict?
8. When you think of a healthy church, what characteristics come to mind?
9. How have you engaged and encouraged people of all ages to be involved in the life and ministry of the church?

**V. Education**

| <i>Education</i>                    | <i>Name/Location</i> | <i>Years Completed</i> | <i>Diploma/Degree</i> | <i>Course of Study</i> |
|-------------------------------------|----------------------|------------------------|-----------------------|------------------------|
| <i>High School</i>                  |                      |                        |                       |                        |
| <i>Trade, Business or Technical</i> |                      |                        |                       |                        |
| <i>College or University</i>        |                      |                        |                       |                        |
| <i>Graduate or Professional</i>     |                      |                        |                       |                        |

**VI. Continuing Education**

| <i>Name of College Seminary, Other</i> | <i>Dates Attended From – To</i> | <i>CEU Units</i> | <i>CPE Units</i> | <i>Title of Continuing Ed</i> |
|--|---------------------------------|------------------|------------------|-------------------------------|
|  |                                 |                  |                  |                               |
|  |                                 |                  |                  |                               |

**VII. Previous Employment**

Position(s) held: \_\_\_\_\_

Employment Dates:

Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ May we contact him/her?    yes    no

Reason for leaving: \_\_\_\_\_

Description of Primary Responsibilities:

Position(s) held: \_\_\_\_\_

Employment Dates:

Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ May we contact him/her?    yes    no

Reason for leaving: \_\_\_\_\_

Description of Primary Responsibilities:

### VIII. Pastoral/Congregational Priorities

This worksheet is to be used by both congregations and prospective pastors. It is designed to identify both the perceived needs and expectations of the congregation and the priorities and vision of the pastoral candidate. The order of listing below is by random selection and does not reflect any indication of importance.

**Pastoral Candidates:** Focus on how you would prioritize your time in pastoral ministry. This is the place to demonstrate the vision for the position you are seeking with regard to the priorities a leader should have. This is not an indicator of your preferences, gifts or talents; i.e., a candidate might have gifts in an area but feel it is not the highest priority for a pastor. The second instrument in this section is the place for gifts and abilities to be named.

**Congregations:** Focus on what your perceived needs and expectations are as a congregation. Think about priorities you have for your pastor and your pastor's time.

**Instructions for both a congregation and a pastor:**

Choose only five (5) **high**

Choose only seven (7) **medium**

Choose only five (5) **low range.**

**Please note: High priority is to be chosen as "6 or 7"**

| CONGREGATIONAL EXPECTATIONS / PASTORAL PRIORITIES |  | Low |   | Medium |   |   | High |   |
|---|--|-----|---|--------|---|---|------|---|
|   |  | 1   | 2 | 3      | 4 | 5 | 6    | 7 |
| 1.  | <b>LEADERSHIP/ADMINISTRATION</b><br>Pastor facilitates the development and implementation of vision, mission and goals for the congregation and accepts appropriate administrative, and supervisory responsibilities in a climate of shared leadership with members/ministry team.     |     |   |        |   |   |      |   |
| 2.  | <b>CHRISTIAN FORMATION</b><br>Pastor provides leadership in identifying formation needs of persons of all ages and backgrounds and in developing opportunities for growth and transformation.  |     |   |        |   |   |      |   |
| 3.  | <b>MINISTRY IN THE COMMUNITY</b><br>Pastor is actively engaged in identifying the missional context of the local community, and working with both church and community groups. Encourages members to become informed and involved. Works with local ecumenical and interfaith efforts. |     |   |        |   |   |      |   |
| 4.  | <b>COUNSELING</b><br>Pastor initiates counseling and pastoral care for those within and outside the church and makes appropriate referrals.  |     |   |        |   |   |      |   |
| 5.  | <b>EVANGELISM</b><br>The pastor leads the congregation in a way that communicates the Good News of Jesus Christ to all and understands that the local church is God's agent in the world.  |     |   |        |   |   |      |   |
| 6.  | <b>DEDICATIONS, BAPTISMS, MARRIAGES, FUNERALS</b><br>Pastor gives priority to important rituals of commitment, transition and healing in the lives of individuals and families so that these occasions become opportunities for spiritual growth.                                      |     |   |        |   |   |      |   |
| 7.  | <b>WORSHIP/MUSIC PLANNING</b><br>Pastor actively participates in planning, designing and leading in meaningful worship which invites a deepening relationship with God and transformation of the worshiper.  |     |   |        |   |   |      |   |
| 8.  | <b>PREACHING</b><br>Pastor places high priority on sermon preparation, content, style and delivery that invites people to a growing maturity in faith, discipleship and mission. Pastor seeks feedback from congregation.  |     |   |        |   |   |      |   |
| 9.  | <b>STEWARDSHIP/FINANCES</b><br>The Pastor works with the congregation to develop a planned stewardship program that grows out of God's generosity and translates into church finances that support the mission to which God has called the local congregation and the wider church.    |     |   |        |   |   |      |   |
| 10.   | <b>TEACHING</b><br>Pastor is actively involved in the teaching of Scripture, theology, and the history of the church; providing instruction for church leaders, new members and for new believers.   |     |   |        |   |   |      |   |

| CONGREGATIONAL EXPECTATIONS / PASTORAL PRIORITIES |   | Low |   | Medium |   |   | High |   |
|---|---|-----|---|--------|---|---|------|---|
|   |   | 1   | 2 | 3      | 4 | 5 | 6    | 7 |
| 11.   | <b>CONGREGATIONAL CARE</b><br>Pastor gives priority to developing and carrying out a plan for congregational care that nurtures growing discipleship and invites and equips others to share in Christ's ministry.   |     |   |        |   |   |      |   |
| 12.   | <b>CRISIS CARE</b><br>Pastor visits those in hospitals or emergency situations regularly; network is developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.   |     |   |        |   |   |      |   |
| 13.   | <b>WORK WITH SMALL GROUPS</b><br>Pastor places emphasis on developing structures which help members to know one another, to grow in faith and maturity, to love and support one another and to reach out to others.   |     |   |        |   |   |      |   |
| 14.   | <b>CHRISTIAN SPIRITUALITY</b><br>Pastor models and teaches personal and communal Christian spiritual practices, encouraging members to grow in authentic personal and congregational spiritual life   |     |   |        |   |   |      |   |
| 15.   | <b>DISCIPLESHIP</b><br>Pastor helps inspire a shared vision for the church so that the church will grow in its understanding and be willing to be changed as a people called, redeemed and sent into the world God loves.   |     |   |        |   |   |      |   |
| 16.   | <b>HEALTHY COMMUNICATION</b><br>Pastor leads in developing effective and transparent communication and healthy ways of living with congregational differences, working at problem solving and decision-making while recognizing that our unity is grounded in Jesus.  |     |   |        |   |   |      |   |
| 17.   | <b>ACTIVELY CALLS OUT AND DEVELOPS SPIRITUAL GIFTS</b><br>Pastor sees effective leadership of a congregation is a shared leadership and works actively to develop, support, and encourage lay leadership. Seeks to equip members to release their spiritual gifts in ministries within and beyond the congregation. Encourages mentoring and promotes a culture of calling and equipping new leaders. |     |   |        |   |   |      |   |

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**Interpretation:**

It is not essential for a congregation and a prospective pastor to have all the same high expectations/priorities. What signals danger is if a high expectation/priority for one is a low expectation/priority for the other.

It is important to pay attention to all three expectations/priority levels. Those that come out as "low expectations/priorities" are as important to notice as "high expectations/priorities" categories. Remember that no pastor can pay equal attention to all

Chances are that a normal competent pastor will give 70-80 percent of time and energy to 5 high expectations/priorities, 20-30 percent of time and energy to 10 medium expectations/priorities, and nod in agreement that 5 low expectations/priorities need attention while seldom finding time or energy or motivation to do much about them.

**IX. Pastoral Skills and Gifts**

This instrument is intended to register a candidate’s gifts, preferences and talents. Both the candidate and the references will complete this section.

**Please rate yourself on the following dimensions. Respond to each item quickly. This should take only a few minutes to complete. Your immediate reaction is most important. Designate your choice by marking the appropriate box.**

|     |  | AGREE         |          |          | DISAGREE |          |               |
|-----|--|---------------|----------|----------|----------|----------|---------------|
|     |  | very strongly | strongly | somewhat | somewhat | strongly | very strongly |
| 1.  | Has a good speaking / delivery style   |               |          |          |          |          |               |
| 2.  | Has a Christ Centered theology   |               |          |          |          |          |               |
| 3.  | Influences the congregation to practice hospitality and welcome outsiders            |               |          |          |          |          |               |
| 4.  | Draws inappropriate attention to him/herself in sermons                              |               |          |          |          |          |               |
| 5.  | Shows ability to handle crises   |               |          |          |          |          |               |
| 6.  | Is an effective public voice for the Church in the local community and world         |               |          |          |          |          |               |
| 7.  | Comes to meetings well prepared  |               |          |          |          |          |               |
| 8.  | Imposes his/her own agenda   |               |          |          |          |          |               |
| 9.  | Sermons are well prepared and connect with people’s experience                       |               |          |          |          |          |               |
| 10. | Is good at mentoring (encourages others)   |               |          |          |          |          |               |
| 11. | Is well read for the purpose of strengthening ministry                               |               |          |          |          |          |               |
| 12. | Enjoys working with others   |               |          |          |          |          |               |
| 13. | Handles conflict well  |               |          |          |          |          |               |
| 14. | Sermon topics are timely   |               |          |          |          |          |               |
| 15. | Helps to bring about change effectively  |               |          |          |          |          |               |
| 16. | Is deeply grounded in the biblical story and text, and communicates this effectively |               |          |          |          |          |               |
| 17. | Takes appropriate leadership risks for the sake of God’s mission                     |               |          |          |          |          |               |

|     |  | <b>AGREE</b><br>very strongly | strongly | somewhat | <b>DISAGREE</b><br>somewhat | strongly | very strongly |
|-----|--|-------------------------------|----------|----------|-----------------------------|----------|---------------|
| 18. | Has a sermon style that holds the interest of the congregation                         |                               |          |          |                             |          |               |
| 19. | Daily life reflects the boldness and humility of Jesus                                 |                               |          |          |                             |          |               |
| 20. | Follows through on tasks (gets things done)  |                               |          |          |                             |          |               |
| 21. | Sermons clearly call people to discipleship  |                               |          |          |                             |          |               |
| 22. | Shows an openness to the opinions of others  |                               |          |          |                             |          |               |
| 23. | Grounds life and ministry in regular practices of Christian spiritual disciplines      |                               |          |          |                             |          |               |
| 24. | Offers ministry without partiality in the congregation and the community               |                               |          |          |                             |          |               |
| 25. | Involves others in leadership  |                               |          |          |                             |          |               |
| 26. | Encourages all members of the community to find their calling and exercise their gifts |                               |          |          |                             |          |               |
| 27. | Is sociable and friendly   |                               |          |          |                             |          |               |
| 28. | Is skilled at chairing meetings  |                               |          |          |                             |          |               |
| 29. | Involved in community activities   |                               |          |          |                             |          |               |
| 30. | Helps develop a vision for the future  |                               |          |          |                             |          |               |
| 31. | Welcomes counsel from those in oversight   |                               |          |          |                             |          |               |

**X. Availability:**

When would you be available for service? \_\_\_\_\_

**XI. References**

Name: \_\_\_\_\_

Length of Time Known: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Length of Time Known: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Length of Time Known: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

*Applications should be emailed to Raneé Reschly at [bethel.wayland@gmail.com](mailto:bethel.wayland@gmail.com). Please provide us with a resumé and any additional information you feel would be important for us to know.*