



## Trinity Baptist Church

2811 Fendall Ave., Richmond, VA 23222

### Senior Pastoral Vacancy Announcement and Job Description

**Overview:** Trinity Baptist Church of Richmond, Virginia (TBCRVA) founded in 1906 is prayerfully seeking a dynamic and energetic individual to serve as **Senior Pastor** for a congregation of 700 plus members. This vacancy is due to succession. The successful applicant will be required to perform the duties of a Senior Pastor.

The ideal applicant will be an individual, called by God who will be the spiritual leader for the congregation. A visionary with exceptional interpersonal, pastoral, and spiritual leadership skills. Additionally, the applicant must also be a preacher and teacher led by the Holy Spirit, with the ability to develop and deliver biblically sound, sermons and teachings. The qualified applicant is responsible to God and the church to proclaim the gospel of Jesus Christ, to teach the Bible, to provide Christian leadership in all areas of the church and to engage in the pastoral care for the congregation. Lastly, the Senior Pastor extends God's grace to others and leads by example as one who is relational, authentic, transparent, and humble.

**POSITION SUMMARY:** The Senior Pastor shall be a baptized believer who is firmly committed to the purpose of and dedicated to the total ministry of the Lord Jesus Christ. The Senior Pastor shall preach the gospel of Jesus Christ, by precept and example.

#### **DUTIES AND RESPONSIBILITIES: The Senior Pastor shall/is:**

- Coordinate different activities of the church including spiritual and fellowship activities and to lead worship services. This will include:
  - Conducting all worship services as the primary preacher and is ultimately responsible for the spiritual welfare of the congregation.
  - Administering the Holy ordinances of Baptism and Communion.
  - Visiting the sick and shut-in.
  - Having charge of the spiritual welfare of the congregation and all worship celebrations.
  - Teaching.
  - Performing marriages, conducting funerals and baby dedications.
  - Providing premarital, family, and bereavement counseling sessions.
  - Representing the Church in all civic matters, all association meetings, conventions at the local, state, and national levels.
  - Attending church functions.
  - Responding to written and verbal communications.
  - Being available for community projects.

- Responsible for defining and communicating the strategic plan, vision, and purpose for the congregation, all its ministries, and auxiliaries for the ensuing year in collaboration with the Executive Leadership Team (ELT) identified as the Senior Pastor, Executive Minister, Diaconate Chair, Finance Chair, in addition to any necessary ministry heads.
  - Provide oversight, direction, and leadership necessary to implement the strategic plan.
  - Develop a model plan to ensure effective and efficient oversight, administration, and coordination of all church activities through appropriate staff and lay leadership teams.
  - Ensure staffing, facilities, and programs are effectively aligned to meet strategic goals.
  - Cast new vision for church ministries, community outreach, and spiritual growth.
  - Ensure the completion of ministry, business, facility, and logistical support functions through staff and lay volunteers.
  - Provide leadership to the diaconate, officers, and ministry leaders of the church.
- Provide executive level management and oversight for multiple program initiatives throughout the church.
  - Preside over all church meetings including business meetings except those in which the filling or vacating the pulpit is involved.
  - Expected to work in conjunction with the lay leadership of the church to organize the programs of the church.
  - Provide leadership in planning and executing programs in discipleship and ministry training, in coordination with other lay leaders.
  - Oversee the pastoral care needs of the congregation and as necessary, share with other ordained and lay ministers in hospital visitation, home visits, conduct premarital, vocational, family, and bereavement counseling sessions.
- Oversee development of and adherence to church policies, procedures, and where necessary make needed updates/modifications to those policies and procedures in collaboration with the Executive Minister.
- Involved in the employment, direction, and dismissal of all Church personnel and its ministries as necessary in cooperation with the Executive Minister and Diaconate.
  - Be responsible for the daily operations, serves and supports the mission of TBC.
  - Staff the Church and its ministries as necessary for a healthy and balanced spiritual ministry.
  - Be responsible for the training, licensing, and ordination of Ministers as appropriate and provide training to, ratification, and ordination of Diaconate.
  - Oversee, along with the Diaconate, as appropriate, all church disciplinary matters and conflict issues in the church.
- Serve as an Ex-officio member of all boards, councils, committees, and auxiliaries of TBCRVA, except as noted in the Constitution and Bylaws, and his leadership shall be recognized in all of them with voting rights and privileges as warranted.
- Serve as the representative of the congregation in all civic matters and all association meetings/conventions at the local, state, and national levels.

- Develop and maintain good interpersonal relationships/efficient and effective lines of communication with others both within and outside the church.

## **LEADERSHIP SKILLS and COMPETENCIES**

- **Visionary:** Has a clear vision for the church, business, function, operation and maintains a long-term, big-picture view and facilitates growth for TBCRVA.
- **Strategic mindset:** Sees ahead to future possibilities and translates them into winning strategies; identifies, plans, leads, and executes to meet changing organizational and community needs.
- **Financial acumen:** Ability to understand the finances of the church, managing costs to trends, budgeting, capital campaigns, developing financial plans, and overall church fiscal management.
- **Strong interpersonal skills,** with the ability to establish and maintain effective working relationships with individuals at all levels inside and outside of Trinity Baptist Church.
- **Coaching/Mentoring/Development:** Strong coaching/management skills, including the ability to function as a mentor to leadership and staff.
- **Communication and Transparency:** Promotes a free flow of information and communication throughout the church (upward, downward, and across).
- **Establishes open, candid, trusting relationships.** Treats all individuals fairly and with respect. Cultivates an active network of relationships inside and outside of the church.
- **Community:** Establish, foster, and maintain a strong sense of community.

## **WORKING CONDITIONS AND ADDITIONAL REQUIREMENTS:**

- As the Senior Pastor, their call to the Pastorate is confirmed to the Church through the Congregation and those hired through him are to assist him fulfilling this calling.
- Experience demonstrating interest in the church's involvement in outreach to the surrounding communities and abroad. Actively involved and engaged in community affairs.
- The position of Senior Pastor requires great flexibility in hours available for work, including evenings and weekends.
- Travel as necessary to meet the needs and obligations of TBCRVA.

The duties of the Senior Pastor are further amplified in the church constitution. The applicant must be spiritually, morally, and academically prepared for the Pastorate.

## **REQUIRED QUALIFICATIONS OF THE SENIOR PASTOR:**

- Must be a born again baptized believer, licensed, and ordained to preach the Gospel of Jesus Christ in accordance with Baptist Doctrine and Baptist Principles.
- Pastoral experience in a Baptist Church.
- Possess an undergraduate degree, Master of Divinity (MDiv) seminary degree from a reputable accredited college or university.
- Basic knowledge of Baptist church finance and fiscal management processes.
- Demonstrated ability to work effectively with members of all ages and genders.

- Strong and effective verbal and written communication skills.
- Shall become a member of TBCRVA prior to installation.
- Must consent to a reference check and pass a standard background check.

#### **PREFERRED QUALIFICATIONS OF THE SENIOR PASTOR:**

- 6-10 years of senior pastor/pastoral experience in a Baptist church.
- Doctor of Ministry (DMin.) seminary degree from a reputable accredited college or university.

**REPORTING RELATIONSHIP:** The Senior Pastor reports to God and the congregation.

#### **ADDITIONAL INFORMATION - PROCESS:**

There will be a pre-screening of applicant credentials and selected candidate(s) must complete an interview, complete a sermon before the TBCRVA congregation, and undergo a background and reference check.

#### **DEADLINE FOR RECEIPT OF COMPLETE APPLICATION PACKET:**

The completed application packet for all interested and qualified applicants **must be returned by May 31, 2025, or postmarked by May 31, 2025, if submitting via U.S. Mail.**

Applications can be obtained from the Trinity Baptist Church RVA website.

## **INSTRUCTIONS FOR APPLICATIONS FOR THE SENIOR PASTOR POSITION**

If you are applying for the Senior Pastor position, your envelope containing the original Application and Questionnaire for Employment of Senior Pastor (hereinafter “application”) **must be returned by May 31, 2025, or postmarked by May 31, 2025, via U.S. Mail.**

The Search Committee’s ability to become acquainted with you and to know your position on the inquired topics is extremely important. Accordingly, all parts of the application are required to be completed. If additional space is needed to respond to any inquiries, you may use additional sheets. Do not put “***see resume***” on your application in lieu of responding to any part of the application. The application must also be signed and dated.

Please note, a background check will be conducted on the finalist(s). Moreover, if at some point after submitting your application you are no longer interested in pursuing the Senior Pastor position, please notify the Senior Pastor Search team via email at [tbcrvasearch@aol.com](mailto:tbcrvasearch@aol.com) immediately.

#### **YOUR COMPLETED APPLICATION PACKET CONTAINS THE FOLLOWING**

- a. Completed application with signature (pages 6-8 of this document)
- b. Letter of Intent (Cover Letter)
- c. Current Resume which includes a summary of relevant ministry, professional & educational experiences
- d. Copies of Ministerial License
- e. Certificate of Ordination
- f. Proof of Theology training and any related degree(s) e.g., official transcripts
- g. Three (3) letters of recommendations (pastors/clergy, layperson, personal)

- h. Current Color Photo
- i. A video recording of a recent sermon within the last year including the date, time and location of the sermon submitted in one of the following formats
  - i. Links via Facebook, YouTube, Church website, or DVD

***Note: To avoid resubmission requests, please provide the correct link for recorded sermons on Facebook, YouTube or Church website and review all DVDs for errors prior to submission.***

We take confidentiality seriously. All documents and information will be treated as “**Confidential**” and handled in that manner. Background checks will **only** be completed on finalists. Background check documents of finalists not selected will be shredded.

## **Application Submission**

**Applications may be returned in one (1) of three (3) methods:**

**Method 1: U.S. Mail:** Applications returned via U.S. Mail or in person at Trinity Baptist Church must be placed in a **sealed envelope** and addressed as follows:

Trinity Baptist Church  
Confidential to the Attention of:  
The Senior Pastor Search Committee  
P.O. Box 26000  
Richmond, VA 23260

**Method 2: In Person:** Applications returned at the church should be placed in a **sealed envelope and placed in the locked Trinity Baptist Church Senior Pastor Search Mailbox located in the Church Administration Hallway Monday – Thursday 10:00 am – 2:00 pm** and addressed as follows:

Trinity Baptist Church  
Confidential to the Attention of:  
Senior Pastor Search Committee

**Method 3: Via Email:** Applications submitted via email should include the words “**Senior Pastor Search – your name**” **in the subject line** and submitted to the TBC Senior Pastor Search Committee email box: [tbcvasearch@aol.com](mailto:tbcvasearch@aol.com).

It is important that you ensure a completed packet is submitted. See pages 4-5 for the list of items to be contained in your packet. A checklist is included on page 9 of this packet to assist you with your submission. Should you have any questions, please outreach to the Search Committee Co-Chairs via email at [tbcvasearch@aol.com](mailto:tbcvasearch@aol.com) or via cell: Cheryl Gallon at 810.210.1032 or Phyllis Fountain at 804.200.3130 and we will be sure to provide a timely response. **Completed Application Packets must be returned by May 31, 2025, or postmarked by May 31, 2025, if submitting via U.S. Mail.**

**Cheryl D. Gallon & Phyllis Fountain, Co-Chairs  
Senior Pastor Search Committee**

# Application and Questionnaire for Employment of Senior Pastor

## Trinity Baptist Church, Richmond, VA

This application must be completed fully or you will not be considered an applicant for eligible hire. While a resume may be attached, please do not respond to a question by stating "see resume."

### I. PERSONAL INFORMATION

1. Legal Name: \_\_\_\_\_  
Last First Middle

Street Address: \_\_\_\_\_  
City State Zip Code

Email: \_\_\_\_\_

Phone: Home: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

2. Are you currently employed? ☐ Yes ☐ No

3. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

4. If offered, on what date would you be available for work? \_\_\_\_\_

5. Have you been convicted of a crime? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Conviction will not necessarily disqualify an applicant from employment.**

### II. PASTORAL EXPERIENCE

1. Number of years that you have been in the ministry \_\_\_\_\_

Continuous years? ☐ Yes ☐ No

Interrupted years? ☐ Yes ☐ No

2. Have you left behind any former pastorate indebtedness or cause for rumor, which would be considered controversial to your ministry? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Why are you seeking to leave your present ministry? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### III. REFERENCES

Please list at least three (3) references.

<b>Name</b>	<b>Phone Number</b> (    )
<b>Address:</b>	<b>Type of Reference:</b> <input type="checkbox"/> Clergy <input type="checkbox"/> Community/Personal <input type="checkbox"/> Business
<b>Email Address:</b>	
<b>Name</b>	<b>Phone Number</b> (    )
<b>Address:</b>	<b>Type of Reference:</b> <input type="checkbox"/> Clergy <input type="checkbox"/> Community/Personal <input type="checkbox"/> Business
<b>Email Address:</b>	
<b>Name</b>	<b>Phone Number</b> (    )
<b>Address:</b>	<b>Type of Reference:</b> <input type="checkbox"/> Clergy <input type="checkbox"/> Community/Personal <input type="checkbox"/> Business
<b>Email Address:</b>	

#### **IV. APPLICANT'S STATEMENT**

I certify that the answers herein are true and complete to the best of my knowledge.

By signing my name below, I authorize Trinity Baptist Church, Richmond, VA to investigate all the statements contained in this application as well as all statements I make in any interview(s) that Trinity Baptist Church, Richmond, VA believes is necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or amended by written contract by the authorizing parties or amended by church governing law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized person(s) of this organization.

In the event of employment, I understand that false or misleading information given in my application or any interview(s) may result in discharge from employment. I understand, and agree, that I am required to abide by all rules and regulations of the employer.

**Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Application/Questionnaire and all attachments should be submitted/returned via one of the three (3) methods identified on page 5 of this application.**

**DEADLINE FOR RECEIPT OF COMPLETE APPLICATION PACKET: The Application and Questionnaire must be returned by May 31, 2025, or postmarked by May 31, 2025, if submitting via U.S. Mail.**



# Trinity Baptist Church Packet Check List

You may use this checklist to ensure you have a complete packet for submission. Please remember to place your candidate packet in a sealed envelope, marked “Confidential” if mailing or for in person delivery.

- ☐ **Completed & signed application (pages 6-8 of this document)**
- ☐ Letter of Intent (Cover Letter)
- ☐ Current Resume which includes a summary of relevant ministry, professional & educational experiences
- ☐ Copies of Ministerial License
- ☐ Certificate of Ordination
- ☐ Proof of Theology training and any related degree(s) **e.g., official transcripts**
- ☐ Three (3) letters of recommendations (pastors/clergy, layperson, personal)  
**Note: Please be sure to provide the actual letters of recommendation in addition to listing the names in the application.**
- ☐ Current Color Photo
- ☐ A video recording of a recent sermon within the last year including the date, time and location of the sermon submitted in one of the following formats
  - i. Links via Facebook, YouTube, Church website or DVD**Note: To avoid resubmission requests, please provide the correct link for recorded sermons on Facebook, YouTube or Church website and review all DVDs for errors prior to submission.**

All documents will be treated as “**Confidential.**” Background checks will **only** be completed on the finalists. Background check documents of finalists not selected will be shredded.