



Philadelphia Primitive Baptist Church

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Pastoral Search Announcement

Opening Date: May 11, 2026

Closing Date: August 31, 2026

On behalf of the Philadelphia Primitive Baptist Church, the Pastoral Search Committee is prayerfully seeking an Occupational Pastor. The pastor will provide strong spiritual leadership, preaching and teaching biblical doctrine, knowledgeable of the Word of God, overseer of the church, supportive of church ministries, fellowship and building up the church for the body of Christ. Philadelphia Primitive Baptist Church values spirit-led worship, preaching, community outreach, evangelism, and a commitment to prayer and discipleship.

As a congregation we are seeking a pastor who serves the church while maintaining another occupation. One who has a heart for children, people of different walks/backgrounds of life, supportive of church ministries, and bring growth to the church both spiritually and in numbers. We are seeking a pastor who demonstrates effective communication, preaching skills, who's approachable, compassionate, service-minded, and can balance occupational, personal, and pastoral responsibilities.

Philadelphia Primitive Baptist Church has a history that dates back as early as 1903. A small group of members held regular prayer meetings along Dent Street. This served as the embryo for what we now know as Philadelphia Primitive Baptist Church, which eventually grew a congregation that still exists after one hundred and twenty-three years. The congregation began its terrific development in the year 1905 under the devoted leadership of Elder A.R. Pender, along with Deacon Johnson and Mother Wells, working faithfully as officers. The first National Primitive Baptist Convention was held in the city of Tallahassee; the location was Philadelphia Primitive Baptist Church. For many years the convention at Philadelphia Primitive Baptist Church was held as the standard for national conventions and even received a write-up in the Pittsburgh Courier.

If you feel called by the Holy Spirit to apply for this position, we invite you to follow the instructions and complete the attached application package.

In Christian Service,

Pastoral Search Committee

Minimum Qualifications:

- Must be a licensed, ordained elder with ministerial experience who believes, and practices Primitive Baptist teachings as specified in the current National Primitive Baptist Discipline
- Must be able to articulate a vision and mission for the church that emphasizes spiritual growth and Christian education and development
- Must be committed to church growth and membership retention
- Must be a servant leader and an effective communicator (orally and in writing) as well as a community participant
- Must have the ability to build and oversee Church ministries
- Must be in full agreement with Philadelphia Primitive Baptist Church By-Laws and Policies
- Must have some theology or religious study and/or biblical counseling training

Expected Pastoral Responsibilities:

Establish ministries based on sound doctrine of God's word and principles of the Primitive Baptist Faith.

Oversee leadership of ministries to produce and reflect a positive impact in the church.

- Provide an overview of the whole counsel of God
- Deal with doctrinal issues that may need particular attention
- Apply Biblical principles to moral, ethical and political issues
- Provide encouragement, reproof and correction
- Conduct baptisms and oversee membership
- Give opportunity for people to respond to gospel message/accept Christ
- Administer/conduct the Holy Communion and Feet Washing Rites
- Become actively involved in the local community

Provide pastoral counseling care for the congregation, individually and/or in groups

- Visit members who are hospitalized, shut-in, and/or bereaved
- Perform pre-marital counseling
- Counsel troubled members and/or others in need
- Officiate at weddings, funerals, and/or memorial services
- Perform child dedications

Equip and teach the congregation to train new members in discipleship

- Nurture, equip and teach new believers
- Provide leadership development opportunities
- Equip congregation to nurture and teach new believers
- Facilitate and teach Bible Study
- Attend Church School and give reviews of the lesson

Provide leadership and direction for ministry, not only in its effectiveness, but also in the preparation of people to carry it out

- Implement the Church vision and develop a strategic plan for the Church
- Develop a plan for pulpit ministry, discipleship, and community outreach
- Ensure that prayer has a prominent place both in the Church and personal lives
- Be an ex-officio member of all boards and committees
- Create an outreach vision that is local and mission oriented.
- Work with the Deacons in maintaining a spiritually healthy church
- Develop a strategic plan for Church to grow in believers of Christ the Living Savior

Perform administrative duties to ensure the ministry of the Church runs smoothly

- Oversee worship service in collaboration with the music ministry
- Respond to all forms of communication when necessary (postal mail, email, phone calls, etc.)
- Offer advice on use of benevolent assistance
- Collaborate with the Chairman/Vice Chairman of the Deacon Board to develop meeting agendas
- Attend all Deacon Board Meetings/Facilitate and conduct meetings effectively
- Balance delegation with hands-on approach
- Lead and encourage membership in giving in the areas of tithes, offerings, assessments, and any other financial obligations of the Church

Maintain a self-development program geared toward strengthening personal and church lives and assuring both are in balance.

- Schedule time to concentrate on prayer and studying God's word
- Maintain time for personal health and relaxation
- Keep current reading with Association, State and National Publications
- Consistently connect with other pastors, colleagues, and resource persons
- Stay abreast of and attend pastoral gatherings in the area
- Attend and develop from seminars and conferences
- Be an active participant, representing the Church, at all Primitive Baptist meetings, Middle Florida/ Georgia District meetings, Florida State Primitive Baptist Convention, and National Primitive Baptist Convention
- Accept invitations to preach at other churches and conferences

Become involved and participate in community activities, including local municipality

Application Procedure

Interested candidates must submit an application package comprised of the items listed below.

1. Application Checklist
2. Cover Letter
3. Current Resume
4. Completed Application
5. Letters of References (Two Personal—excluding relatives and Two Ministerial—minister/pastor/ moderator)
6. Copy of Ministerial License and Certificate of Ordination
7. A video or link to a social media page with a sermon delivered within the past year
8. Copies of transcripts from educational institutions.
9. Current color photo (head shot, 5 x 7) and a family photo, if applicable
10. Copy of Driver's License or State Identification

The candidate application package must be postmarked by July 6, 2026. Any application package submitted or postmarked after that date will not be considered. Application packages will only be accepted through the US Postal Mail or Electronically. Please no telephone calls, emails or faxes to the Philadelphia Primitive Baptist Church Office or to any member of the Pastoral Search Committee. Partial application packages will not be accepted. **All information provided will be treated as confidential and will be retained for a year after deliberation and when the pastoral search is completed.**

The Pastoral Search Committee will acknowledge receipt of application package by email, with a receipt date by July 6, 2026. Final candidates must consent to a criminal background check, credit and financial history review, and provide other information as requested by the Committee. Background checks will be performed by an outside agency for complete confidentiality.

Philadelphia Primitive Baptist Church – Tallahassee, Florida
Pastoral Application – *Please Type or Print Legibly*

Name: _____ Known by another Name? _____
Last First Middle

Current Address _____ City _____ State _____ Zip _____

Mailing Address, if different _____ City _____ State _____ Zip _____

Telephones: Home _____ Cell _____ Business _____

E-mail Address _____ Driver's License State/Number _____

Preferred method of contact regarding this position: Home _____ Cell _____ Business _____ Email _____ Mail _____

Birth Date _____ Birth Place _____ Number of years lived in the U.S. _____

If hired, can you present proof of your legal right to live and work in this country? Yes _____ No _____

Please list all address and residence periods for the last ten years if at current address less than 10 years:

<i>From – To</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>From – To</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>From – To</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>From – To</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Social Media footprint (Twitter handle, LinkedIn, Facebook Page, Instagram, etc.) _____

Digital Media (Links to podcasts, vlogs, blogposts, etc.) _____

Are you able to perform essential functions of this position with or without reasonable accommodation? Yes _____ No _____

If No, please explain (Attach an additional sheet if needed) _____

Marital Status (Check One): Single _____ Married _____ Widowed _____ Separated _____ Divorced _____

If married, spouse's name: Maiden _____ First _____ Middle _____

Years Married _____ Number of Children _____ Names/Ages _____

Please indicate your hobbies and special interests: _____

Please indicate any vocational/technical skills you possess: _____

Are you licensed to preach? Yes _____ No _____ Are you ordained with the Primitive Baptist Church
Denomination? Yes No _____

If yes, indicate Ordination date _____, by whom? _____

City _____ State _____ What is your current denomination? _____

Have you been baptized by immersion? Yes _____ No _____

Name of your current church home _____

Pastor _____ Address _____

City _____ State _____

Military Background

Are you a veteran? Yes _____ No _____ Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

Awards _____

Educational Background

Undergraduate School _____

From _____ To _____ Did you graduate? Yes ____ No ____ Degree _____

Major _____

Seminary School _____

From _____ To _____ Did you graduate? Yes ____ No ____ Degree _____

Area of Concentration _____

Graduate School _____

From _____ To _____ Did you graduate? Yes ____ No ____ Degree _____

Major _____

Doctoral Study _____

From _____ To _____ Did you graduate? Yes ____ No ____ Degree _____

Major _____

High School _____

From _____ To _____ Did you graduate? Yes ____ No ____ Degree _____

Major _____ Minor _____

Employment History

Please list your employers starting with the current or most recent. Add additional pages if needed.

Employer #1 – Name _____

Location _____
Address City State Zip Code

Position/Title _____ Type of Employment: Full Time ____ Part Time ____

Start Date _____ End Date _____ Supervisor _____

Reason for Leaving: _____

Employer #2 – Name _____

Location _____
Address City State Zip Code

Position/Title _____ Type of Employment: Full Time ____ Part Time ____

Start Date _____ End Date _____ Supervisor _____

Reason for Leaving: _____

Employer #3 – Name _____

Location _____
Address City State Zip Code

Position/Title _____ Type of Employment: Full Time____ Part Time

Start Date _____ End Date _____ Supervisor _____

Reason for Leaving: _____

Employer #4 – Name _____

Location _____
Address City State Zip Code

Position/Title _____ Type of Employment: Full Time____ Part Time

Start Date _____ End Date _____ Supervisor _____

Reason for Leaving: _____

References

Please list four references consisting of two clergy and two personal (not relatives)

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Location: _____
Address City State Zip Code

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Location: _____
Address City State Zip Code

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Location: _____
Address City State Zip Code

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Location: _____
Address City State Zip Code

Background Information

If you answer “Yes” to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, charge or offense, when and where charged, the date, court, and disposition or other appropriate explanation. An arrest or a conviction record will not automatically be a barrier from 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.

- A. Have you ever been arrested for any offense? Yes ____ No ____ If yes, please state nature of the charge(s), when and where charged and the case disposition. *Attach additional sheet if necessary.* _____

- B. Have you ever been convicted of any crime? Yes ____ No ____ If yes, please state nature of the conviction(s), when and where, and the case disposition. *Attach additional sheet if necessary.* _____

Adjudication withheld? Yes ____ No ____

- C. Have you ever been charged in administrative, civil or criminal proceedings with improprieties regarding children? Yes _ No _ If yes, please state nature of action(s), when and where, and the disposition. *Attach additional sheet if necessary.* _____

- D. Have you ever entered a plea of not guilty, or guilty, or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes ____ No ____ If yes, please state nature of the action(s), when and where and the disposition. *Attach additional sheet if necessary.* _____

- E. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave/vacate job position, or volunteer position on the grounds of any unlawful sexual behavior, or violation of any employer’s sexual misconduct or harassment policy? Yes ____ No ____ If yes, please state nature of the action(s), when and where, and the disposition. *Attach additional sheet if necessary.* _____

- F. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes ____ No ____ If yes, please state nature of the charge(s), when and where charged, and the case disposition. *Attach additional sheet if necessary.* _____

G. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit? Yes ____ No ____ If yes, please state nature of the action(s), when and where, and the disposition. *Attach additional sheet if necessary.*

H. Have you ever been treated for substance/alcohol abuse? Yes ____ No ____ If yes, please state nature of the action(s), when and where, and the disposition. *Attach additional sheet if necessary.*

I. Have your Driver's License ever been Suspended ____ or Revoked ____? If yes, explain: _____

J. Have you ever been accused or charged of sexual harassment? Yes ____ No ____ If yes, please state nature of the action(s), when and where, and the disposition. *Attach additional sheet if necessary.* _____

K. Have you ever filed for bankruptcy? Yes ____ No ____ If yes, explain: _____

Ministerial Experience

Please begin with present or most current, if different from employer list:

Name of Church: _____ Position _____

Church Address: _____ City/State/Zip Code: _____

Employment Dates: From _____ To _____ Pastor: _____

Reason for leaving: _____

Name of Church: _____ Position _____

Church Address: _____ City/State/Zip Code: _____

Employment Dates: From _____ To _____ Pastor: _____

Reason for leaving: _____

Name of Church: _____ Position _____

Church Address: _____ City/State/Zip Code: _____

Employment Dates: From _____ To _____ Pastor: _____

Reason for leaving: _____

Personal Evaluation

What do you perceive as your primary task as a pastor? _____

With 1 being the most important and 10 being the least important, please number each item in the order of importance according to your philosophy of ministry:

____ Preaching

____ Teaching

____ Counseling

____ Dealing with Interpersonal Differences

____ Administration

____ Discipleship

____ Evangelism

____ Building Relationships

____ Visitation

____ Motivating Others

Briefly provide your philosophy of ministry. Include your convictions regarding:

A. The role of church leaders _____

B. Discipleship _____

C. Evangelism _____

D. Church Government _____

E. Any other issues you believe are important _____

Certification and Signature

Please read and initial the statements below and sign:

I certify that the information given by me to the questions in this application, including representations in my resume, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever. I have not withheld any information that might adversely affect my chances for consideration. I understand that misleading or false statements will constitute a sufficient case for refusal of hire, employment termination or employment covenant. _____

I understand that neither the acceptance of this application nor subsequent entry into any type of employment and covenant relationship with Philadelphia Primitive Baptist Church creates an actual or implied employment. I understand that if I am offered and accept employment with Philadelphia Primitive Baptist Church, it will be on at will basis. This means that either Philadelphia Primitive Baptist Church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause. _____

I authorize the release of national and state criminal records and credit history report to Philadelphia Primitive Baptist Church. I authorize the schools, my former employers, and people named in this application to release to Philadelphia Primitive Baptist any information requested to verify the information on this application, my education, character, and employment history with them. I also give Philadelphia Primitive Baptist Church permission to use the information acquired to conduct a background check on me. _____

I understand that if I am a finalist, I will have to submit to a drug screening test. _____

Name of Applicant _____ Date _____

Signature of Applicant _____ Date _____

Electronic signatures cannot be accepted for this form; a handwritten signature is required

Mail or Email Completed Application Package to:

**Philadelphia Primitive Baptist Church
Pastoral Search Committee
840 W. Dunn Street
Tallahassee, Florida 32304
Email: Philadelphiapastoralsearch@gmail.com**