



Cleveland Avenue Baptist Church
2853 Cleveland Avenue
Kansas City, Missouri 64128

Thomas Bugg, Chairman, Deacon Board
Anitra Warren, PSC Secretary

"Our mission is to Preach and Teach the Word of God with Emphasis on
Missionary' Outreach, Evangelism and caring for the membership."

Cleveland Avenue has a rich and impressive history. Our founding pastor started as a visiting minister for a small Methodist fellowship with 18 active members and 30 on the roll. Under his leadership, the Church organized as The Cleveland Avenue Baptist Church in 1978. In 1982 our church was incorporated. Over time, a noticeable growth materialized, and the congregation swelled far beyond the capacity of our little church. There were over 25 active organizations and ministries. May 1989 groundbreaking ceremonies for our new facility were held. The building was completed in 1990, and the mortgage was burned in May 1995. We continued to enjoy the goodness of God. An educational building, dedicated to our founding pastor, was completed in the spring of 2018. Over the years, our membership has declined, but not our love for God. Our founding pastor retired in 2019. After a pastoral search and church vote, our Assistant Pastor was elected to become our Senior Pastor. After serving for 6 years, he retired in November 2025. At the present time, we have an Interim Pastor as we pray and wait for the Lord to send our new shepherd.

We are located in the urban core with approximately 8 churches within a five-block radius. Our church structure consists of a Senior Pastor, several Associate Ministers, dedicated Deacons and a robust Trustee Board elected by the church body. We currently have approximately 75 members on the church roll. We are a 501C3.

Thank you for your interest in employment with Cleveland Avenue Baptist Church
The application and accompanying material(s) must be mailed to:

Cleveland Avenue Baptist Church
2853 Cleveland Avenue
Kansas City, MO 64128

Cleveland Avenue Baptist Church is an Equal Opportunity Employer (EOE)

Job Description for the Senior Pastor

Theology of Ministry:

The Senior Pastor is the spiritual leader of Cleveland Avenue Baptist Church (CABC) and is the primary preacher for all worship services and in collaboration with other ministers at the church. The Senior Pastor is responsible for leadership, planning and executing programs and opportunities for discipleship and ministry. The Senior Pastor, as the key leader, and in coordination with other church leaders, will define strategic goals, planning, and vision to fulfill the church's purpose.

Essential Duties and Responsibility:

- Show accountability to God first, and then His people (membership).
- Serve as primary preacher/teacher for all worship services including Bible Study.
- Provide the pastoral care needs for the congregation including marriage ceremonies, and funeral services as required. May share duties with other Ministers and Deacons with funeral services, preaching, teaching, hospital visits, home visits and other care needs of the membership as needed.
- As a teacher, knowledgeable in faith and holds firm to sound doctrine and ability to impart it to others.
- Provide leadership in planning and executing adult and youth ministry programs, New Members Training classes, and Biblical training in coordination with other leaders and members.
- Mentor and provide leadership and training to the ministerial staff.
- Maintain efficient and effective lines of communication between staff, leaders and all members of the congregation.
- Maintain high standards of personal behavior, ethics and character.
- Adhere to church policies, By- laws and procedures and oversee the development and revision of same with church members.
- Conduct pre-marital and family counseling, bereavement sessions as required and be an advisor on other situations when necessary.
- Be an official CABC representative in community and civic matters.
- Lead the membership in evangelism, soul winning training and developing leaders to win the unsaved.
- Administer the ordinances of the church.

Qualifications and Experience:

- Minimum education level of a bachelor's degree, and formal theological training from a credible Divinity School, Seminary or Bible College.
- A minimum of 5 years of prior pastoral ministry experience, preferred.
- Ministerial license(s), ordination certificates with appropriate signatures or designations.
- Must be an ordained minister who proclaims the gospel of Jesus Christ.

- Can easily engage with children/youth.
- Has strong preaching skills and experience in preaching the word of God regularly.
- Personal character above reproach and embodies the fruit of the spirit (Galatians 5:22-23).
- Follows the Baptist covenant and is not a gambler or a substance user or abuser.
- Holds to full monogamy in marital relationships.
- A gifted teacher with strong teaching skills who enables members to learn and understand deep spiritual truths.
- An effective communicator of well-prepared sermons, Bible study and prayer.
- Excellent communication skills, both written and verbal across a wide audience.
- Has strong vision for the church growth.
- Legally authorized to work in the United States on a permanent basis.

Physical Demands and Working Conditions:

- Substantial use of telephone and face-to-face communication.
- Substantial use of computers and software.
- Substantial use of office equipment and other methods of digital and electronic communication.
- Ability to sit and stand for extended periods of time.
- Occasional travel (local and out-of-town).
- Ability to work in an office and outdoor environment where temperatures may fluctuate.
- Ability to lift up to 25 lbs.

The above description reflects the details considered necessary to describe the principal function of the job and should not be construed as a detailed description of all requirements that may be performed on the job. Acceptance of the position of Senior Pastor includes all duties as required.

To apply for the Senior Pastor position, please submit a letter of interest, current resume including minimum salary requirements, background information detailing past and present ministry experience, accomplishments, and three (3) reference letters including someone from your last ministry appointment. Submit copies of higher education diplomas, degrees or transcripts, ministerial license(s), ordination certificates with appropriate signatures or designations.

Final candidates must be willing to appear in person and if married, spouse will be invited to the interview process.

All final candidates must submit to and successfully complete a thorough background screening to include drug screen, child abuse registry, criminal background screening, credit check and a reference/personal character check.

The selected candidate will serve under the supervision of the congregation of CABC and may be asked to sign an executed Employment Contract. The executed contract may be voted on by the congregation of CABC on an annual basis. The use of the employment contract is for retention purposes and is related to performance.

CABC is an equal opportunity employer. All qualified candidates will be considered without regard to age, race, creed, color, ancestry, sexual orientation, gender identity, disability, religion, national origin, sex, protected veteran status or any other legally protected status.



Cleveland Avenue Baptist Church
Employment Application

Position you are applying for: _____ Today's Date: _____

Last Name: _____ First Name: _____ M.I. _____

Address: _____

City/State/Zip: _____

Cell/Confidential Contact Telephone Number: _____ Email Address: _____

Are you 18 years of age or older? ☐ Yes ☐ No

Are you lawfully authorized to work in the United States of America? ☐ Yes ☐ No

Other names that you have worked and date (so that we may verify your employment history):

How long have you lived at the address listed above? _____ years. Previous address (past 5 years):

How were you introduced to CABC? _____ Website: _____

Advertisement/Newspaper: _____ Community Organization: _____

Other (Referral Source): _____

Relationship to any member(s) of CABC: _____

Education and Skills

	Institution Name & Location	Years Completed	Major/Minor Fields of Study	Graduate/Degree
High School or GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate Colleges or Universities				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical, Vocational or Business School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Masters, Doctorate, School of Theology, Additional Education				<input type="checkbox"/> Yes <input type="checkbox"/> No

(Note: Applicants should provide copies of diplomas, degrees, transcripts, licenses, certificates and registrations.)

If a license, certificate or other authorization is required or related to the position for which you are applying, complete the following:

Ministerial Licenses/Ordinations/Certifications	Date Issued	Date Expires (If appropriate)	Issuing Authority	License Number (If appropriate)

Employment History and Salary

What is the desired salary you are willing to accept if offered this position? _____

Are you presently employed? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

Name of present employer: _____

Position Held: _____

Address, City, State, Zip code: _____

Senior Pastor/Supervisor: _____

Area Code/Telephone Number: _____

Reason for leaving: _____

Please list all previous employment. If you have more than six previous employers, you should attach additional sheets utilizing the same format as the application.

Company Name and Address:	Position Title/Duties:	Start/End Date:
		Reason for Leaving:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor:	Telephone:
Company Name and Address:	Position Title/Duties:	Start/End Date:
		Reason for Leaving:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor:	Telephone:
Company Name and Address:	Position Title/Duties:	Start/End Date:
		Reason for Leaving:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor:	Telephone:
Company Name and Address:	Position Title/Duties:	Start/End Date:
		Reason for Leaving:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor:	Telephone:
Company Name and Address:	Position Title/Duties:	Start/End Date:
		Reason for Leaving:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor:	Telephone:

Military Background

Have you served in the Armed Forces? ☐ Yes ☐ No Branch/Rank: _____

Number of Years Served? _____ Special Skills/Training: _____

Pre-Employment Certification

Please read the following statements carefully before signing as these items represent significant matters in connection with your application and indicate your understanding and acceptance by signing in the space provided. All preemployment screenings, applications, background screenings, reference checks, drug screens, criminal history and credit history checks must be successfully completed before the start of employment with CABC. If any false information is found at any time in the employment process or during employment, CABC has the right to terminate the employment relationship immediately.

I authorize an investigation of all statements contained in this application. I understand that falsification, misrepresentation, or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize Cleveland Avenue Baptist Church (CABC) to secure information about my experience with former employers, education institutions and agencies and for those parties to provide information concerning my experience, releasing all parties from any liability arising there from.

1. If employed by Cleveland Avenue Baptist Church I will abide by CABC By-Laws, policies and rules.
2. If I am offered employment, I give my authorization for the release of my adult criminal history record(s) and credit check history.
3. If I am offered employment, I give my authorization for all pre-employment background screening and submit to drug and alcohol testing even if the state of Missouri has legal use laws for drugs and alcohol.
4. I understand and agree that any unlawful harassment whether on the basis of race, color, religion, national origin, sex, age, gender, etc., or any other legally protected characteristic will not be tolerated and must immediately be reported to the Deacon Board and the Trustee Board.
5. My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this application is true and correct. I understand that if omitted, false or misstated statements on this application are grounds for refusal to hire or dismissal at any time Cleveland Avenue Baptist Church becomes aware of the omitted, false, or misstated information.

I understand that CABC is not obligated to provide me with an interview or employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during employment, if hired, is intended to create a contract for continued employment with Cleveland Avenue Baptist Church, except as required by applicable federal, state, and local law. In addition, if an employment relationship is established, I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either Cleveland Avenue Baptist Church or myself, and that this cannot be altered except by an express agreement signed by myself and Board

of Deacons or a designated officer of CABC. I further understand and agree that no officer or other representative of CABC has the authority to make any verbal promises or commitments to me with respect to any terms, conditions, or privileges of my employment including compensation. I further understand that no policy, benefit, or procedure contained in any policy or handbook creates a contract for continued employment. I understand and agree that, if hired I will be required to abide by all rules, by-laws, procedures, practices and regulations of Cleveland Avenue Baptist Church and that my wages, benefits, and conditions of employment can be changed by Cleveland Avenue Baptist Church at any time in its sole discretion.

While I understand that this application may be kept for a minimum of six months, I further understand that this application will be considered active until the position is filled or a period not to exceed (30) days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so, submit a new application.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS

DATE OF APPLICATION: _____

SIGNATURE OF APPLICANT: _____

Cleveland Avenue Baptist Church is fully committed to a policy of hiring without regard to race, sex, age, color, religion, national origin, sexual orientation, gender or disability as prescribed by Federal and State Laws.

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Disclosure Regarding Background Investigation and Authorization

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

I understand that Cleveland Avenue Baptist Church (CABC) may obtain or have prepared a consumer report for employment purposes about me from a third-party consumer reporting agency for employment purposes, concerning my credit worthiness, credit standing, credit capacity, and criminal background. Thus, I may be the subject of a "(consumer report" which may include information about my character, general reputation, personal characteristics, and/or mode of living.

The types of information that may be obtained include, but are not limited to credit reports, social security number verification, criminal records checks, public court records checks, driving records check, educational records checks, employment verification, personal and professional reference checks, licensing and certification checks, and Missouri and Kansas Child Abuse and Neglect Registry. The information contained in the reports may be obtained from private and/or public record sources, including sources identified by me in my job application or through interviews or correspondence with my past or present coworkers, friends, associates, current or former employers, educational institutions or other acquaintances. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which I am applying.

I understand that I have the right to request more information about the nature and scope of any investigative consumer report by submitting a request to Cleveland Avenue Baptist Church. The nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by Validity Screening Solutions, 8717 W. 110th St., Overland Park, KS 66210, (913) 322-5999, [Validity Screening Solutions](#). The scope of this disclosure is all-encompassing, however, allowing Cleveland Avenue Baptist Church to obtain from any outside organization all manner of consumer reports throughout the course of my employment to the extent permitted by law.

Print Name: _____

Date: _____

Signature: _____