



- Other churches will wait to vote until a meeting later in the week. Should this process be used, you should expect a phone call from the committee chair.
- In either situation you will be sent a copy of the call giving all the details. You should respond in writing and confirm your starting date.
- Inform the following of your call to a new position, including your new address and starting date:
  - ✓ The seminary placement office
  - ✓ ABPS in Valley Forge, PA
  - ✓ All the Executive and Area Ministers with whom you had contact regarding placement.

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American Baptist Personnel Services  
 P.O. Box 851  
 Valley Forge, PA 19482-0851  
 1-800-ABC-3USA  
 Richard Harris: ext. 2414  
 Lynne Eckman: ext. 2446

Financial Aid Office  
 P.O. Box 851  
 Valley Forge, PA 19482-0851  
 1-800-ABC-3USA  
 Lynne Eckman: ext. 2446



[www.nationalministries.org/abps](http://www.nationalministries.org/abps)



## GUIDE FOR

# AMERICAN BAPTIST SENIOR SEMINARIANS

### *Seeking a Place in Ministry*

American Baptists do not have a precisely defined method of placement. Rather, we have an agreed upon procedure which provides for the good of all involved; the candidate, the church, and the denomination.

### *Necessary Steps for Placement*

- ✓ Have you taken a Baptist Polity course?
- ✓ Have you completed your field education?
- ✓ Have you contacted your Seminary Placement Office?
- ✓ Do you have an American Baptist Personnel Services (ABPS) Profile?
- ✓ Have you been in conversation with your Regional Executive Minister and Area Minister informing them of your interests and plans?

### *During your Senior Year*

- Update your American Baptist Personnel Services (ABPS) Profile. Make sure your availability is "Open to Move"
- Obtain a "pre-ordination license" from the American Baptist church of which you are a member. (Some persons elect to be licensed and ordained by the church to which they are called.)
- Utilize the *Ministry Opportunities Listing* to learn about the positions available within ABC. A copy of the Ministry Opportunities Listing (MOL) can be found in the seminary placement office.
- Send your ABPS Profile along with a letter of introduction to the Executive and Area Ministers in those regions where you wish for your name to be placed before a search committee.
- Interview with every Executive or Area Minister that visits your seminary campus.
- Meet with ABC national staff of special interest to you (Overseas Missions, Chaplaincy, New Church Planting, etc.).
- Prepare a videotape of your preaching and worship leading.





### ***Your First Contact with a Search Committee***

- Your ABPS Profile reaches a search committee in one of the following ways:
  - The ABPS computer matches your Profile with a church's search request.
  - An Executive or Area Minister gives your Profile to the committee.
  - Someone has given your name to the search committee and the chairperson has requested your Profile from the Executive or Area Minister.
  - You have asked an Executive or Area Minister to forward your Profile to a specific search committee.
- After the search committee reviews your Profile, should they want to know more about you, they will contact you. You will be given additional information about the church and asked if you are interested in pursuing further contact with no obligation on either side.
- Should your response be "Not Interested," you are under no further obligation. A letter of appreciation to the search committee chair is suggested.
- If your response is "Yes, I am interested," you may be asked to supply additional information about yourself, including a résumé, video of your preaching, and/or to answer questions prepared by the committee. Feel free to send any items that you believe will help the committee learn more about you.
- You may ask for additional information from the church, such as the Congregational Profile, recent annual report, mission statement, list of goals. Request anything that will assist you in making an informed decision.
- Either at this point or following the committee's review of your materials, they may ask you to come for an interview.
- The committee may want to hear you preach in person prior to the interview. Since seminarians do not have a regular pulpit, the committee or region staff may arrange for a neutral pulpit.



### ***The Interview***

- Confirm all pertinent information in writing — time, place, date.
- Be sure to get good directions to the interview location.
- If married, some churches will expect your spouse to be present. You and your spouse need to discuss this possibility in advance.
- The search committee has requested the interview and should cover your expenses. Be sure both parties understand the arrangements prior to the interview.
- At the conclusion of the interview, you may ask the committee for an approximate date of when you can expect to learn of their decision. The committee is obligated to inform you if they continue to be interested in you, or if they will be moving on to other candidates. Churches may interview more than one person for the position.
- Upon returning home, send a letter of appreciation to the search committee chairperson and to others who provided you with hospitality.
- If at any time you are no longer interested in being considered for the position, you are obligated to inform the search committee immediately.
- For your information, you may interview for more than one position at the same time.

### ***Candidating***

- When a search committee decides to present you to the congregation and you agree, you then become the candidate.
- You will be expected to preach, lead worship and meet with some of the church boards and committees. There is usually a time of fellowship included.
- The search committee will present only one candidate at a time to the congregation, and you may candidate at only one church at a time. If the congregation issues you a call, you should be prepared to accept.
- Some congregations take the vote immediately following the worship service. If this process is used, you will be informed of their decision immediately and asked to respond.

