

How do I initiate the process of relocation?

- Decision
- Pray and seek
- Update your Profile
- Subscribe to MO
- Prepare supplemental material (letters, tapes...)
- Communicate with your Area and Region Executive Ministers.



*This program is administered by
National Ministries
American Baptist Churches USA*

*American Baptist Personnel Services
National Ministries
P.O. Box 851
Valley Forge, PA 19482-0851*

1-800-392-2343

www.nationalministries.org/abps

abps@abc-usa.org

Fax: 610-768-2470

How CAN I

MOVE TO A NEW

POSITION?



**AMERICAN BAPTIST
PERSONNEL SERVICES**

How Can I Move to a New Position?

In the Baptist tradition, the call to a church or to other ministerial leadership positions is not guaranteed. The search and call process takes place within the structures of most American Baptist regions when you have a current American Baptist Personnel Services (ABPS) Profile.

Talk with the ABPS staff about your interest in relocating. Discuss your goals for ministry. Review helpful resources by visiting the ABPS Web site at www.nationalministries.org/abps or call 800-392-2343.

ABPS is committed to assisting you to make the best use of the American Baptist process for relocation. Pray for God's direction and seek God's will for your future.

Do you have a current ABPS Profile?

Make sure your Profile is up to date. Call 800-392-2343 to verify the status of your Profile.

If you are serious about relocating, select the availability code #1 "Open to Move" on your Profile.

If you don't have a Profile—

Request an ABPS Enrollment Packet by calling 800-392-2343. The fee of \$25 is payable by check (*payable to National Ministries*) or credit card (*VISA or MasterCard*).

As part of the enrollment process, you need to be listed in the American Baptist Professional Registry (PR). If you are not listed in the PR, contact your executive minister for a signed Validation form to proceed with the enrollment process.

You must return a completed questionnaire, rating forms, Validation form (*if required*) or letter of sponsorship to the ABPS office before your information can be entered into the system and a Profile generated.

How do I know which positions are available?

Subscribe to Ministry Opportunities (MO), which is an online publication listing available ministry opportunities as reported by American Baptist regions, national and ecumenical organizations. Currently, MO reports more than half of the known vacancies in churches with a resident membership of 100 or greater. Smaller sized churches are listed when information is provided.

To access MO, persons must:

- be listed in the Professional Registry of the American Baptist Churches USA OR
- have an American Baptist Personnel Services Profile.
- Ministerial leaders not meeting either criteria need to contact the Executive Minister of their region to obtain written approval. Contact information is listed at www.nationalministries.org/abps or by calling the MO office at 1-800-222-3872, ext. 2177.

MO is available for FREE online. Visit our Web site at www.abpsconnection.org/mol or by e-mail at mol@abc-usa.org to subscribe.

Information contained on the MO listing is confidential and restricted to subscriber's use only. All inquiries regarding listed positions are to be addressed to the listed "contact person." Contacting a church directly is not acceptable.

Talk with your executive minister about relocating.

Inform your executive or area minister that you are interested in relocating. You can discuss with them support for your decision and suggestions on how best to prepare to move. It is usually easier to move within your own region.

Don't become discouraged. Many positions are available. Finding the right position for you may take 12 to 18 months.

How may I be considered by other regions?

Send a copy of your current ABPS Profile to the executive or area ministers in those regions where you wish to be considered. Write a personal letter indicating why you wish to be considered by their region; also indicate which position interests you. You may want to include supplemental materials (*letters, tapes*) that are not part of your Profile.

About two weeks after sending the materials, call the region and request a personal visit with the executive or area minister to discuss your interest in relocating.

ABPS sends Profiles to regional staff when a region requests them, or when matching a search request for a specific position. Profiles of those who indicate they are willing to move, as well as matches for search criteria, are sent through the region office to the search committee. Also included are Profiles brought to the region staff members' attention through personal contact, responses to a ministry opportunity listing or at the recommendation of a friend or seminary staff.

Never mail your Profile directly to a search committee.

Continue to keep in touch with those whom you have contacted for as long as you are available to relocate. When you have accepted a call, inform them of your decision.

Most Importantly!

Be an active participant in regional and national denominational events (*area meetings, ABC Biennial*). This gives you visibility and provides opportunities for networking.