



THE RIVERSIDE CHURCH  
IN THE CITY OF NEW YORK

## Senior Minister Application Instructions for Candidates

The Riverside Church Senior Minister Search Committee invites qualified candidates to apply to the full-time position of Senior Minister. The Riverside Church, a member church with American Baptist Churches, USA and United Church of Christ, invites applicants ordained both within and outside our denominational affiliations. The priority deadline is **March 15, 2022**.

- I. **What the Position Entails.** Please carefully review both the church profile and job description found on The Riverside Church Senior Minister Search Committee webpage: <https://www.trcnyc.org/smsc/>.
  
- II. **What to Submit.** Please submit the following seven (7) items for a completed application.
  1. **Minister Profile.**  
Log in or register with the profile system of *either* ABC MinistrElife: <https://ministrelife.org> *or* UCC Ministry Opportunities: <https://oppsearch.ucc.org/web/default.aspx> and create a profile. A single profile should be submitted only once.
  2. **Resume or Curriculum Vitae.**
  3. **Letter of Interest.** Please include in your letter a response to the following two questions:
    - i. How would you describe The Riverside Church's legacy, reputation, and challenges (e.g., strengths, weaknesses, opportunities and/or threats)?
    - ii. What gifts and skills do you believe best match the gifts and skills needed at Riverside at this time?
  4. **Statement of Faith or Personal Theological Reflection** (500 words). Please include in your statement or reflection a description of your core beliefs and how your ministry experience exemplifies those beliefs.
  5. **Sermon.** Please provide a link (e.g., YouTube or Vimeo) to a video-recorded sermon and a written transcript or manuscript.
  6. **Writing Sample.** For example, pastoral letter appearing in a church newsletter, published article, Op Ed, etc. (desired length: 500 words minimum, 5000 words maximum).
  7. **Three (3) Confidential Letters of Recommendation.** Please select recommenders who can speak specifically to your pastoral leadership and pastoral experience. Confidential letters must be sent by the recommender via email to one of the addresses noted below.



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**III. Where to Submit.** Please submit application materials to *either* Option A *or* Option B as follows:

**Option A: American Baptist Churches**

- Please submit a Minister Profile (number 1 on the list above) with American Baptist Churches Personnel Services, MinistrElife: <https://ministrelife.org>.
- Please submit Resume or CV, Letter of Interest, Statement of Faith, Sermon link and manuscript, and Writing Sample (numbers 2 through 6 on the list above) together in a *single application packet* via email to The Rev. Dr. Cheryl F. Dudley, Regional Executive Minister for American Baptist Churches of Metropolitan New York at [Search@abcmny.org](mailto:Search@abcmny.org)
- Please instruct three (3) references to submit a confidential letter of recommendation (number 7 on the list above) with the candidate's name in the subject line of the email directly to The Rev. Dr. Cheryl F. Dudley, Regional Executive Minister for American Baptist Churches of Metropolitan New York at [Search@abcmny.org](mailto:Search@abcmny.org).

**Option B: United Church of Christ**

- Please submit a Minister Profile (number 1 on the list above) with United Church of Christ Ministry Opportunities <https://oppsearch.ucc.org/web/default.aspx>.
- Please submit Resume or CV, Letter of Interest, Statement of Faith, Sermon link and manuscript, and Writing Sample (numbers 2 through 6 on the list above) together in a *single application packet* via email to Jason Lillis, Administrative Assistant to the Senior Minister Search Committee at [JLillis@trcnyc.org](mailto:JLillis@trcnyc.org).
- Please instruct three (3) references to submit a confidential letter of recommendation (number 7 on the list above) with the candidate's name in the subject line of the email directly to Jason Lillis, Administrative Assistant to the Senior Minister Search Committee at [JLillis@trcnyc.org](mailto:JLillis@trcnyc.org).

Applications will be considered complete when all materials listed above have been received, including the Minister Profile to be submitted to *either* the American Baptist Churches Personnel Services profile system *or* the United Church of Christ search and call database. The priority deadline is **March 15, 2022**.

Questions may be directed to Jason Lillis, Administrative Assistant of the Senior Minister Search Committee at [JLillis@trcnyc.org](mailto:JLillis@trcnyc.org).