

FBCNKC PASTORAL RESIDENCY HANDBOOK

2026

EXECUTIVE SUMMARY	2
1. RESIDENCY PROGRAM OVERVIEW.....	2
2. ADMISSION & APPLICATION REQUIREMENTS	2
3. RESIDENT RESPONSIBILITIES.....	2
4. LEASE HIGHLIGHTS	2
RESIDENCY PROGRAM.....	3
PROGRAM OVERVIEW	3
BENEFITS:	3
RESPONSIBILITIES.....	3
ADMISSION REQUIREMENTS	4
APPLICATION REQUIREMENTS	5
ADMISSION APPLICATION	6
LEASE AGREEMENT FOR PASTORAL RESIDENCY PROGRAM.....	8
SAMPLE PASTORAL RESIDENCY PROGRAM SYLLABUS	13

Executive Summary

1. Residency Program Overview

Objective: Equip aspiring pastors with real-world ministry experience and spiritual mentorship.

Benefits:

- Free housing for 12–24 months.
- At least 4 preaching opportunities annually, pastoral visits, and committee service.
- Certificate, honorarium, and optional ordination.

Tax Compliance: Aligns with IRS requirements for clergy housing compensation exemption.

2. Admission & Application Requirements

Eligibility: Practicing Baptist faith, seminary enrolled/recent grad, pastoral call.

Required Materials:

- 1-page syllabus (timeline, goals, 1000+ pages reading).
- 2 reference letters.
- Signed lease acknowledging legal and ministerial expectations.

3. Resident Responsibilities

- 75% church attendance and discipleship group participation.
- 8+ hrs/week of structured ministry.
- Meetings with mentor (not counted in work hours).
- 5–10 page final paper (SBL style).
- Monthly work disclosures required.

4. Lease Highlights

- \$0 rent; market rent applies if early termination occurs.
- Residents must adhere to commonly accepted SBC values and seminary conduct codes.
- Termination requires due process.

Residency Program

Program Overview

The Pastoral Residency Program at First Baptist North Kansas City will be designed to provide aspiring pastors with practical ministry experience, mentorship, and opportunities for personal and professional growth. Preference will be given to married candidates with families.

Benefits:

1. Housing: 12-24 months' rent-free residence in one of the homes owned by First Baptist North Kansas City.
 - A twelve month Pastoral Residence is estimated to have a real market dollar value of between \$15,000 – \$21,600 per annum as of 2026. Assuming the minimum annual Structured Work Requirements (416 hours), this equates to an annual rate of in-kind remuneration equal to \$36.06/hour to \$51.92/hour. Accordingly, Pastoral Residents are expected to fulfill their responsibilities with an appropriate sense of professional responsibility and alacrity.
 - A church can only exclude the value of housing provided to a resident if the lodging meets three conditions or tests. If any of these conditions are not met, the church must include the net value of the lodging on the resident's W-2 form, and the residents must report that amount as income on his tax return. The conditions are as follows:
 - The church must furnish the lodging on its Property.
 - The lodging must be furnished for the convenience of the church, which means that the church must have a valid purpose for providing housing beyond giving the resident additional compensation.
 - The resident must accept the lodging as a condition of employment, which means that the resident cannot have the option of accepting or declining the lodging.
2. Practical ministry experience, including, but not limited to:
 - At least four preaching opportunities per year.
 - Pastoral Visitation
 - Pastoral Administration
 - Administration of the Lord's Supper (if ordained).
3. Certification of Completion: At the end of the residency, the candidate will receive a certificate of completion and an honorarium (Subject to approval by the pastoral staff in consultation with the FBCNKC Generosity Committee).
4. Pastoral Ordination: Subject to the recommendation of a pastoral ordination council to be convened no earlier than the end of the last quarter of the residency.

Responsibilities

Successful completion of the residency, including ordination, certificate, and honorarium, are dependent on fulfillment of all responsibilities as outlined in this section.

Residents are expected to fulfill the following requirements:

1. Regular church attendance:
 - Regularity is defined as 75% of Sundays over the course of the residency.
2. Regular involvement in a discipleship group, preferably in a leadership role:
 - Regularity is defined as 75% of Spring and Fall semester weeks over the course of the residency.
3. Assignment as adjunct staff liaison to a committee of the church (except Personnel).
4. Structured Work Requirement: A minimum of 8 hours of ministry work per week or 32 hours monthly. The nature of the Structured Work Requirement will be mutually agreed to, taking into account the applicant's other life obligations, whether the applicant is currently enrolled or recently graduated, and the applicant's stated expectations as enumerated in the proposed syllabus.

Residents are required to submit a monthly Work Requirements Disclosure indicating how they met the residency requirements.

Structured Ministry Work requirements may be fulfilled by any of the following:

- Pastoral visitation (Congregant, Visitor, Hospital, Hospice, etc.)
 - Attendance at the Pastors' monthly meeting
 - Committee meetings
 - Ministry Event Support
 - Other ministry work as mutually agreed to, including but not limited to small group leadership, outreach, event organization, etc.
5. Reflection Paper: Residents are expected to complete and submit a 5-10 page single spaced reflection paper incorporating their experience as a resident, Scripture, syllabus reading assignments, and impact on vocational identity no later than the first day of the last month of their residency. Reflection papers must utilize SBL formatting requirements.

Admission Requirements

- A public profession of orthodox, protestant, baptistic faith.ⁱ
- Believer's Baptism.
- A call to pastoral ministry.
- Enrollment in a seminary that has adopted a doctrinal statement consistent with, and not in contravention of, accepted historical Southern Baptist faith, polity, and practice — or graduation from such a seminary within the last six months
- Applicants are required to enter into a lease agreement for the contemplated period of housing.
- A successful in-person entrance interview with the Lead Pastor, or equivalent, or with all the Pastors.
- Completed application with syllabus and reference letters.

Application Requirements

- Applicants are required to submit a one-page "syllabus" with their application that outlines their timeline, goals, a syllabus reading list of not less than four books and 1000 pages minimum, in the aggregate, as well as expectations for and a proposed schedule of mentoring meetings. Mentoring meetings do not count against the Structured Work Hours Requirement.
- Applicants are required to submit one Letter of Recommendation from a faculty member at the Seminary in which they are currently enrolled or from which they have recently graduated.
- Applicants are required to submit one Letter of Recommendation from a Pastor or Elder from the church they attended before enrollment in seminary or from the church they have attended while enrolled in seminary.

Admission Application

Personal Information

- Full Name:
- Date of Birth:
- Marital Status:
- Spouse's Name (if applicable):
- Children's Names and Ages (if applicable):
- Address:
- Phone Number:
- Email Address:

Describe your personal faith journey:

Describe your call to pastoral ministry:

Church Involvement

- Current Church Membership:
- Roles and Responsibilities in Current Church:

Admission Requirements:

- Public profession of orthodox baptistic faith: Yes / No
 - Date and Place of Profession:
- Believer's Baptism: Yes / No
 - Date and Place of Baptism:

Seminary Enrollment:

- Are you currently enrolled in a seminary? Yes / No
- Name of Seminary:
- Statement of Doctrinal Consistency
 - Is the seminary's doctrinal statement consistent with and not in contravention of accepted, historical Southern Baptist faith, polity, and practice? Yes / No

Application Requirements:

- Please attach a one-page syllabus that includes the following:
 - The period of time for which you are requesting housing.
 - A reading list of at least four books related to pastoral ministry and not a part of regular coursework.
 - Your goals and expectations for the residency including expectations and proposed schedule for access to mentoring opportunities.
- Are you willing to commit to the residency by executing a lease agreement with FBCNKC? Yes / No

- I have read, understood, and agree with the terms of the residency program.
- I affirm that the information included in this application is true to the best of my knowledge.
- I agree that if accepted I will abide by the terms of the Residency Program and the Lease that controls uses of the Property at which I will be residing.

Applicant Signature

Applicant Spouse Signature (If applicable)

Date

Date

Lease Agreement for Pastoral Residency Program

This Lease Agreement is made and entered into on this _____ day of _____ by and between **First Baptist North Kansas City** (hereinafter referred to as both "Landlord" and "FBCNKC") and _____ (hereinafter referred to as "Resident").

Article 1: Parties

- **Landlord:** First Baptist North Kansas City
Address: 2205 Iron Street, Kansas City, Missouri 64116
Phone Number: (816) 842-1175
Email: office@fbcknc.org
- **Resident:** _____
Address: _____
Phone Number: _____
Email: _____

Article 2. Property Description

The Landlord agrees to lease to the Resident the residential property located at _____, North Kansas City, Missouri (hereinafter the "Property"), for the purpose of participating in the Pastoral Residency Program.

The parties agree that the nature of the tenancy shall be as follows:

Option A – Entire Residence (Exclusive Possession – Married Couples)

The Resident is granted exclusive possession of the entire Property, subject to the terms of this Lease. No additional residents may be assigned by the Landlord without the written consent of the Resident.

Option B – Private Bedroom with Shared Common Areas (Non-Exclusive Possession – Single Persons)

The Resident is granted the right to occupy one designated bedroom within the Property (the "Assigned Bedroom"), together with non-exclusive use of shared common areas (the "Common Areas"), including but not limited to kitchen, bathrooms, living areas, and yard. Unmarried persons are eligible for Non-Exclusive Possession only if all established residents of the Property are of the same gender at the time of assignment. The Landlord reserves the right to verify eligibility and assign residents accordingly.

The Resident acknowledges that:

1. The Property is intended for shared occupancy;
2. The Landlord retains the right to assign additional residents to the Property at any time;
3. The Resident does not have exclusive possession of the entire Property;
4. The Landlord may establish reasonable house rules governing shared living arrangements, which may be amended from time to time upon written notice to the Resident.

5. The Landlord retains the right to assign and reassign the Assigned Bedroom as reasonably necessary for program or housing needs.

The option selected above shall control the interpretation of this Lease with respect to possession and occupancy rights. If no option is selected, Option B shall apply by default.

Nothing in this Agreement shall be construed to create a joint tenancy, tenancy in common, or partnership among residents. Each Resident's rights are individual and limited to the terms of this Lease.

Article 3. Term of Lease

The term of this lease shall commence on _____ and shall continue until _____, unless terminated earlier in accordance with the provisions of this agreement.

Article 4. Rent and Utilities

- **Market Rent:** Market for the Property is considered to be _____ per month.
- **Actual Rent:** Actual rent shall be \$0 per month for the duration of the lease term, subject to the terms below.
- **Conversion of Actual Rent to Market Rent.** If the Landlord or Resident terminate the lease agreement before the completion of the Term, Actual Rent shall immediately convert to an amount equal to Market Rent for each of the months remaining in the term, with the rent due for every month remaining in the term due on the first day of the month following termination. Resident may petition the Trustees of FBCNKC to reconsider Termination or waive Conversion of Actual Rent. The Trustees of FBCNKC retain the sole right to reconsider or waive Termination or Conversion of Actual Rent.
- **Utilities.**
 1. Under Option A, the Resident shall be responsible for all utilities serving the Property.
 2. Under Option B, the Landlord may either:
 - (a) require the Resident to establish utility accounts, or
 - (b) allocate utility costs among residents in a reasonable manner.

Any utilities paid by the Landlord on behalf of the Resident shall be considered additional rent and immediately payable.

Article 5. Use of Property

The Resident agrees to use the Property solely for residential purposes and as part of the Pastoral Residency Program, and in ways that are consistent with the Code of Conduct for the seminary in which the Resident is enrolled.

Resident may not sublet the Property or any portion thereof.

Under Option B (Shared Occupancy):

- The Resident's use is limited to the Assigned Bedroom and Common Areas;
- The Resident shall not interfere with the rights of other residents;
- The Resident agrees to comply with any reasonable house rules established by the Landlord.

Resident shall not use the Property for any unlawful purposes or in any manner that would violate any applicable regulations. Resident may not use the Property in any manner that, under a reasonable

interpretation of Southern Baptist doctrinal commitments, would bring shame or disrepute upon Christ or His church.

Article 6. Maintenance and Repairs

- **Landlord's Responsibilities:** The Landlord shall be responsible for all major repairs and maintenance of the Property, including structural repairs, plumbing, electrical systems, and HVAC systems. Landlord will provide Resident with functioning equipment necessary to maintain the lawn.
- **Resident's Responsibilities:** The Resident shall keep the Property in a clean and sanitary condition and shall promptly notify the Landlord of any maintenance or repair needs. The Resident shall be responsible for minor maintenance tasks such as changing light bulbs and maintaining the yard. Under Option B, the Resident's responsibilities apply to the Assigned Bedroom and the Resident's proportionate use of Common Areas.

Article 7. Scheduled Walk-Through Inspections

- **Scheduled Inspections.** In order to protect church-owned Property, identify maintenance needs promptly, and promote a safe and habitable residence, the Landlord may conduct routine walk-through inspections of the Property. Except in cases of emergency, such inspections shall occur no more than once each calendar quarter, together with a move-in inspection at the beginning of the lease term and a move-out inspection at the end of the lease term.
- **Inspection Team.** Routine walk-through inspections shall ordinarily be conducted by two representatives of FBCNKC, consisting of one Trustee and one Pastor. If one of those representatives is unavailable due to illness, emergency, or scheduling conflict, the Landlord may designate another appropriate church representative to participate.
- **Notice.** Except in cases of emergency, the Landlord shall provide the Resident with at least 48 hours' prior notice of any scheduled inspection. The notice may be given in writing, by email, or by text message to the contact information provided by the Resident. The Landlord shall make reasonable efforts to schedule inspections at a mutually convenient time.
- **Purpose and Scope.** Walk-through inspections shall be limited to evaluating the general condition of the Property (under Option A), or the Assigned Bedroom and Common Areas (under Option B), identifying needed repairs, and confirming compliance with the Resident's maintenance obligations under this Lease. Inspections are not intended to disturb the Resident's quiet enjoyment of the Resident's lawful use of the Property or to examine private papers, computers, phones, or other personal effects unrelated to the condition, safety, or lawful use of the Property.
- **Inspection Criteria.** Inspections may include review of the following:
 1. general cleanliness and sanitary condition of the residence;
 2. obvious damage to the Property beyond ordinary wear and tear;
 3. safety concerns, including fire hazards, blocked exits, unsafe storage, or other dangerous conditions;
 4. yard maintenance and exterior upkeep assigned to the Resident under this Lease;
 5. maintenance issues requiring Landlord attention, including plumbing, HVAC, electrical, appliance, roof, or structural concerns;
 6. evidence of unauthorized alterations, unlawful use, or subletting prohibited by this Lease;

7. any condition that could reasonably lead to Property loss, liability exposure, pest infestation, mold, or accelerated deterioration of the Property.

- **Inspection Summary and Opportunity to Cure.** Following any routine inspection, the Landlord shall provide the Resident with a short written summary of any concerns noted. If deficiencies are identified that fall within the Resident's responsibilities, the Resident shall be given a reasonable opportunity to correct them, ordinarily not less than 14 days, unless a shorter period is required by urgency, health, safety, or risk of material damage.
- **Emergency Entry.** Nothing in this section shall prevent the Landlord from entering the Property without prior notice when the Landlord reasonably believes emergency circumstances exist, including threats to life, safety, or the Property itself.

Article 8. Alterations and Improvements

The Resident shall not make any alterations, additions, or improvements to the Property without the prior written consent of the Landlord. Any approved alterations or improvements shall become the Property of the Landlord upon termination of the lease.

Article 9. Insurance

The Landlord shall maintain property insurance covering the Property. The Resident is encouraged to obtain renter's insurance to cover personal belongings and liability.

Article 10. Responsibilities and Expectations

The Resident agrees to fulfill the responsibilities and expectations outlined in the Pastoral Residency Program, including but not limited to:

- Regular church attendance (75% of Sundays).
- Involvement in a discipleship group (75% of Spring and Fall semester weeks).
- Assignment as staff liaison to a non-administrative committee of the church.
- _____ structured hours of ministry work per week.

Article 11. Termination

- **By Landlord:** The Landlord may terminate this lease for any reason, including but not limited to the Resident's failure to comply with the terms of this agreement or the responsibilities of the Pastoral Residency Program. For purposes of this Article, failure to permit properly noticed inspections under Article 7, or failure to timely cure documented conditions identified in such inspections, may constitute noncompliance with this Agreement. The Trustees of FBCNKC shall have the sole right of determining whether the Resident has failed to comply with the terms of this agreement or the Responsibilities of the Pastoral Residency Program.
- **By Resident:** The Resident may terminate this lease by providing 30 days' written notice to the Landlord.
- **Official Correspondence:** Correspondence will be considered served upon deposit with the United States Postal Service (USPS). All official correspondence must be sent to the following addresses:
 - **Landlord:** 2205 Iron Street, Kansas City, Missouri 64116
 - **Resident:** _____

Article 12. Governing Law

This lease agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

Article 13. Entire Agreement

This lease agreement constitutes the entire agreement between the parties and supersedes all prior agreements or understandings, whether written or oral, relating to the subject matter hereof.

Article 14. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this lease agreement as of the day and year first above written.

Landlord

First Baptist North Kansas City,

By: _____
Print Name & Official Capacity

Sign

Date

Resident

Print

Sign

Date

Resident Spouse

Print

Sign

Date

Sample Pastoral Residency Program Syllabus

Name: John A. Candidate

Residency Period: August 1, 2025 – July 31, 2026

I. Goals and Expectation

- **Vocational Discernment:** Clarify and confirm a worship-related pastoral calling through mentored experience and reflection.
- **Ministerial Competency:** Develop skills in preaching, pastoral care, administration, and church-music and worship leadership.
- **Theological Integration:** Connect seminary training with practical ministry.
- **Mentorship:** Regularly meet with pastoral mentor for guidance, feedback, and spiritual formation.

II. Reading List (Total: 1,130 pages)

1. **Gregory the Great, *The Book of Pastoral Rule*** (212 pages)
Ancient wisdom on the character and responsibilities of a pastor.
2. **Richard Baxter, *The Reformed Pastor*** (310 pages)
A classic on pastoral oversight, spiritual care, and personal holiness.
3. **Eugene Peterson, *The Pastor: A Memoir*** (336 pages)
A reflective narrative exploring the inner life of the pastoral vocation.
4. **Zack Eswine, *The Imperfect Pastor*** (272 pages)
A modern pastoral theology focused on realistic, faithful ministry.

III. Structured Ministry Work (8 hours/week – 32 hours/month)

- Attend Sunday services and lead by participation in worship team (8 hrs monthly)
- Serve as adjunct committee liaison for Missions Committee (2 hr monthly)
- Attend monthly pastoral staff meetings (2 hrs monthly)
- Attend staff huddles (1 hr monthly)
- Participate in or lead Sunday morning and mid-week discipleship group (8 hrs monthly)
- Conduct or assist in pastoral visits (1 hr monthly)
- Ministry Event Support (4 hrs monthly)
- Preparation for quarterly preaching obligation (3 hrs monthly)

IV. Mentoring Expectations

- **Primary Mentor:** Worship Pastor
- **Mentoring Meetings:** Twice monthly (1 hour each)
Not counted toward structured ministry hours

Sample Topics:

- Sermon feedback and homiletical growth
 - Leadership and church governance
 - Family and pastoral life
 - Conflict management and congregational care
-

V. Final Reflection Paper

- **Due:** July 1, 2026
-

VI. Personal Development Goals

- Build relationships with members across generations.
- Grow in prayer and spiritual disciplines.
- Observe and engage in church governance.
- Receive feedback with humility and apply it constructively.

ⁱ For purposes of this document, an “orthodox, protestant, baptistic faith” is defined as a set of beliefs and practices that emphasize biblical authority and sufficiency, salvation by grace through faith in Jesus Christ alone, believer’s baptism by immersion, congregational governance, and a strong commitment to evangelism and missions. Such a faith is “orthodox” insofar as it adheres to traditional Christian doctrines such as the Trinity, the divinity of Christ, and the resurrection, as articulated by the early ecumenical councils like the First Council of Nicaea and the Council of Chalcedon, “Protestant” insofar as it unequivocally embraces the Solas of the Reformation: Sola Scriptura (Scripture alone), Sola Fide (faith alone), Sola Gratia (grace alone), Solus Christus (Christ alone), and Soli Deo Gloria (to the glory of God alone)., and “baptistic” insofar as it aligns with beliefs articulated in instruments such as the London Baptist Confessions of Faith (1644, 1689), the Philadelphia Baptist Confession of Faith (1742), the New Hampshire Confession of Faith (1833), and the Baptist Faith and Message (1925, 1963, 2000).