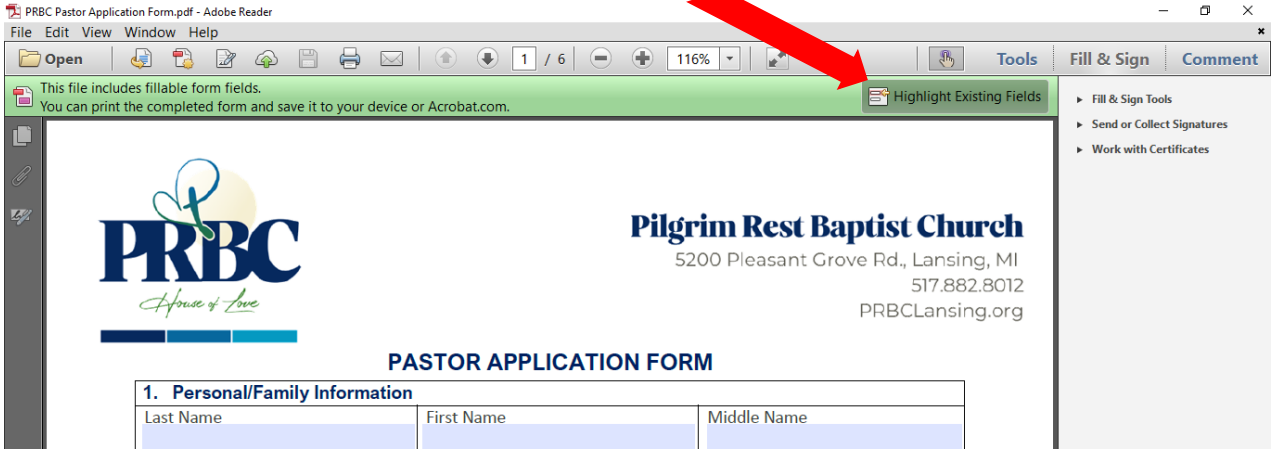


1. COMPLETING THE FILLABLE APPLICATION

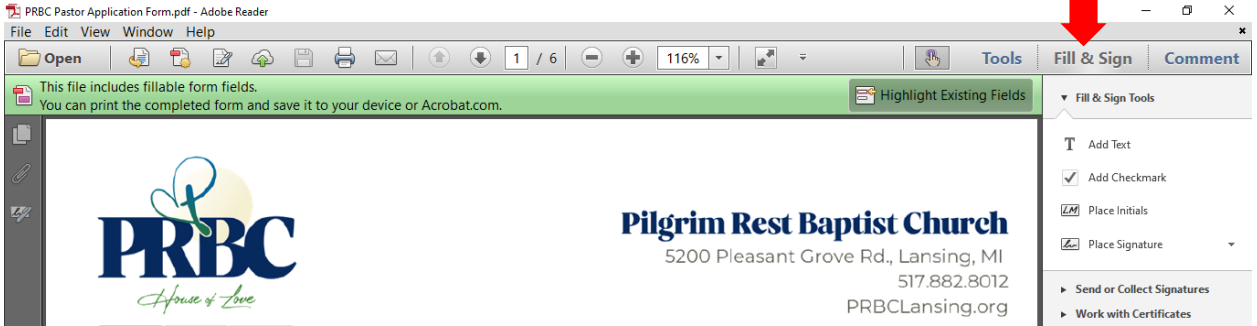
- Open application in Adobe Reader
- Click “Highlight Existing Fields” to display form fields.



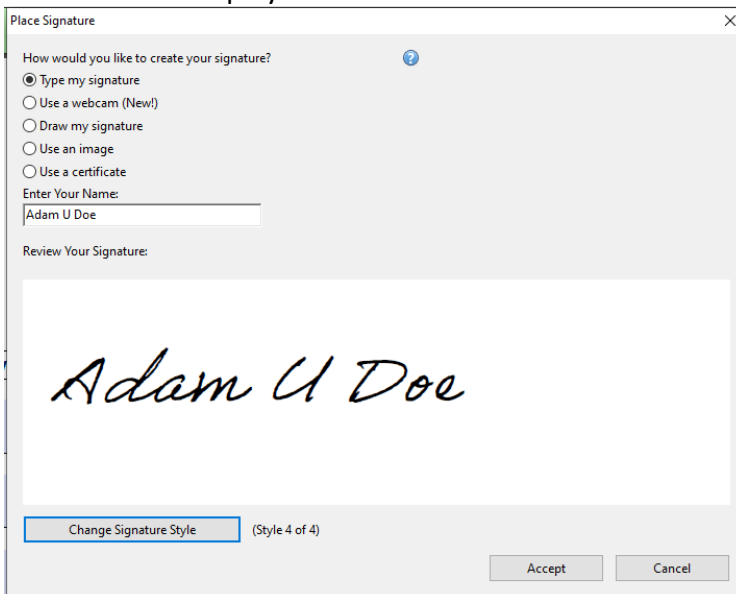
- Provide all requested information, as applicable.

2. SIGNING THE APPLICATION

- Click “File & Sign” on the tool bar above “Highlight Existing Fields.” Then click “File & Sign Tools.” The *Fill & Sign Tools* drop-down menu will be displayed.



- Select “Place Signature” from the File & Sign Tool drop-down menu. The *Place Signature* splash screen will be displayed.



- If using *Type my signature* option (default), enter a facsimile of your signed name in the field titled, *Enter Your Name*, to create a digital signature. Your digital signature will be displayed in the Place Signature splash screen as illustrated above.
- Click “Accept.” The Place Signature splash screen will disappear whereas your digital signature stamp will appear.
- Drag your digital signature stamp to the space between “Signature:” and “Date:” located at the bottom of Page 6.

3. SAVING AND SUBMITTING THE APPLICATION

- Rename application file prior to submitting. Use the following naming convention:
[Lastname][Firstname][Middleinitial][Datesubmitted].pdf
Example: DoeAdamU2-16-2021.pdf
- E-mail completed application and documentation to the Pilgrim Rest Baptist Church Pastor Search Committee at psc@prbclansing.org. Include in the subject line: “Pastor Application Form.”
- Alternately, application materials may be submitted via USPS to the following address:

PRBC PSC
4800 Collins Rd
P.O. Box 27429
Lansing, MI 48909-0429