

March 8, 2019

Dear PCA Presbyters,

Severna Park Evangelical Presbyterian Church is seeking a full-time executive director. Salary is \$70-90K/yr. with benefits and pension.

The attached job description describes the vision for the position and the attached strategy describes what SPEP believes it will be called to do over the coming three years.

Along with a cover letter, potential candidates may send their CV/Resume, any professional or ministry websites, and a written statement professing belief in reformed Christian doctrine.

These may be sent:

1. Email - executivedirectorsearch@spepchurch.org
2. Mail - Severna Park Evangelical Presbyterian Church (PCA)
110/114 Ritchie Highway Pasadena, MD 21122 Attn: XD Search Committee

Thank you,

Ken Ward

Chairman of the SPEP Executive Director Search Committee

Severna Park Evangelical Presbyterian Church

A place where Jesus mends broken lives with the goodness of God and equips us to join Him in His work. 110/114 Ritchie Highway- Pasadena, MD- 21122

Send Cover Letter, Resume, Statement of Faith to executivedirectorsearch@spepchurch.org

Position Title: Executive Director

Overview: The Executive Director serves as the church's primary administrator and business manager and is responsible for and leads the church's day to day support operations of the church's ministries. The Executive Director is a ministry driven, process minded, and relational leader who will manage the church's business affairs and supervise the church's non-ordained staff with the goal of supporting and coordinating the church's ministries in a way that allows them to be successful in fulfilling the Session's strategy and the Senior Pastor's vision.

Qualification:

- Must be a member of the PCA or be willing to become a member of the PCA.
- Must accept and abide by the standards of all PCA and church policies
- Must pass a criminal background check.
- Position requires 5-10 years as a senior leader/manager in a church, military, or corporate business environment.
- Bachelor's degree in Business, Technology or other related field.
- An individual of character, sound judgement and integrity that is personable, engaging, and works well in teams

Skill:

- Working knowledge of Human Resource (HR) functions to include payroll, benefits, pensions and healthcare.
- Experience implementing effective employee evaluations/reviews.
- Proficiency in technology/computer systems. Software used including, but not limited to Microsoft Office and QuickBooks.
- Excellent verbal and written communication skills in multiple media.
- Working knowledge of building management and maintenance practices and procedures
- Excellent administrative and leadership skills.
- Proven track record as an effective, engaging and charismatic leader, motivator and collaborator

Areas of Focus:

Administration: Works closely with the Session & Diaconate to develop, administer and implement church policies and procedures. Works to ensure that the administrative functions of the church are managed properly so that the Session strategy is able to be effectively implemented, allowing the Senior Pastor and pastoral staff to focus on shepherding, discipleship and the ministries of the church. Maintains a current general knowledge of pertinent federal, state and local regulations and laws dealing with non-profit organizations and religious institutions. Serves as the church's point of contact for all legal and business matters. Serves as the church's authorized contracting officer for all non-facilities related matters.

Communication: The Executive Director will be an intentional and natural hub of communication. Attends session meetings, deacon meeting, director meetings, and staff meetings (working committee meetings at their discretion). Responsible for organizing and

initiating processes that encourage and promote effective communications between Session, Diaconate, staff, ministries and the conduit to the congregation. The Executive Director will also be vigilant to communicate session strategy/direction where appropriate.

Human Resource Management: Responsible for the oversight of all of the church's HR functions. Conducts annual evaluations/reviews that support the professional and spiritual growth of the staff, by partnering with them to develop goals, review progress and offer constructive ways that responsibilities can be successfully completed, and goals accomplished. Responsible for reviewing all job descriptions of non-ordained staff to ensure clear and reasonable expectations are communicated to each staff member. Mentors all of the non-ordained staff and work with them to develop professionally by setting measurable goals that are in line with the strategy and daily needs of the ministries set and met by the staff

Facilities: Utilizes knowledge of facilities management and coordinates with the Maintenance Supervisor to ensure that the decisions and resources allocated by the Deacons for the care of the facilities and grounds of the church are carried out within budget and on time.

Finance: Works collaboratively with the Church Treasurer, bookkeeper, finance committee and Ministry Leaders in developing the annual budget that is to be reviewed and approved by the Session. Reviews and approves expenses. Be the primary reviewer and signer of all checks issued by the bookkeeper to ensure accountability and compliance with applicable policies and/or regulations. Ensures that the bookkeeper is keeping accurate financial records and that the church and staff are in line with its budgetary goals, adjusting for fluctuations in giving and needs. Is qualified to serve as the back-up for the church's bookkeeper in their absence.

Operations: Works directly with the Executive Session, Deacons and Pastors to implement the strategic plan of the church. Serves as an adjunct member of all committees dealing with long/short term planning. Responsible for coordinating all ministry support initiatives.

Direct Reports: Pastoral Secretary, Worship Director, Children's Ministry Director, Youth Director, Admins, Book Keeper and Maintenance Supervisor

Work Schedule: Full-time.

Reporting: Reports to the Session and works closely with the Pastoral staff and Deacons to ensure that the ministry of the church is carried out efficiently and effectively.



SPEP 2018-2021: Focusing on Making Discipleship Deliberate, Personal & Fruitful

The Next Step Towards Our Vision of Being a Place Where Jesus Mends Broken Lives

When Priscilla and Aquila heard [Apollos], they invited him to their home and explained to him the way of God more adequately...[then, when called to Achaia, he] greatly aided those who by grace had believed --Acts 18:26-27

God has given His people at SPEP an exciting vision - to be a church where Jesus mends broken lives with the goodness of God and equips us to join Him in His work. Over the past decades God has brought us closer to that vision and, by His grace, today we are a church with rigorous Biblical teaching, an eagerness to serve and an enthusiastic commitment to one another. As the Assessment Team discovered, God is now calling us to grow further by revealing the need in our body for stronger discipleship, richer fellowship, improved focus and greater effectiveness.

We believe that stronger discipleship is the key to achieving this growth and that Acts 18:26-27 shows us how. Priscilla and Aquila **deliberately** disciplined Apollos when they “invited him.” Their discipleship was **personal**, fostering richer fellowship when he went “to their home.” Their discipleship was **fruitful** when they improved his focus by “[explaining] to him the way of God more adequately” which enabled greater effectiveness when “he aided those who by grace had believed.” Apollos went on to become a leader of the early church.

This is why discipleship is our focal point for the next three years. By becoming more deliberate, personal and fruitful in discipleship, while remaining good stewards of our heritage in teaching, worship, and prayer, we trust that the Holy Spirit will help us bear fruit, moving us closer to our vision of being a place where Jesus mends broken lives with the goodness of God, and equips us to join him in his work.

There are two reasons that this is a three-year plan. First, we want to address the concerns of the Assessment Team with these initiatives. A three-year timeframe gives the Session enough time to execute, evaluate and refine. Second, within these three years a pulpit committee will use this document both to guide their search and to show prospective ministers our calling. God may use our new pastor to adjust our course. However, by using this document to articulate the direction where we believe He is leading, we hope to avoid extending a call to a pastor who doesn't share our overall vision or spiritual direction.

Over the next three years we will strive to be good stewards of our teaching, worship and prayer. And we will:

Make Discipleship Deliberate...

1. Develop a Discipleship Roadmap to Align our Activities to Deliberately Grow Disciples
2. Identify Changes to Sunday that Enhance Discipleship, Fellowship and Worship by January 2019

Make Discipleship Personal...

3. Fellowship Within Our Programs Before Building New Programs for Fellowship
4. Foster Intergenerational Discipleship - Invigorate & Integrate our Young Adult Program

Make Discipleship Fruitful...

5. Focus on Our Strengths and Partner with Others Who Have Different Strengths
6. Develop our Ministry Style of Extraordinary Openness About Brokenness and Healing
7. Encourage Women and the Unordained In Our Church Life

These initiatives are explained and responsibility assigned on the following page.

*Whenever the cloud lifted from above the tent, the Israelites set out; wherever the cloud settled, the Israelites encamped.
-- Numbers 9:17*

We must never lose sight of the Church's heritage in God's people of Israel. He always led Israel, always cared for them and always guaranteed them His Love.

He has always done the same for His Church and so, when we see His cloud lifting as we do now, we can confidently follow His lead. We are excited about these next three years and this opportunity to make discipleship stronger in SPEP.

May God's will be done.

Our Strategy for 2018-2021: God has done great things through our Reformed tradition, our family of PCA churches and SPEP. As we follow Him forward, we expect the Lord to build on our strengths and prune us. He already has us on a path of His choosing; we will build on that good foundation rather than start anew. In the next three years, we must be good stewards of our teaching, worship and prayer and then we will:

Make Discipleship Deliberate...

1. Develop a Discipleship Roadmap to Align our Activities to Deliberately Grow Disciples. By September 2018, the Committee on Congregational Life and the Outreach Committee will recommend a plan to the Session for deliberately encouraging discipleship in SPEP. The Deacons and the Ministry Support Committee will propose any necessary facility adjustments within six months of a Session-approved discipleship roadmap.

2. Identify Changes to Sunday that Enhance Discipleship, Fellowship and Worship by January 2019. Sunday is the time when we are all together, so it should be optimized to provide a foundation of discipleship, fellowship and worship that can be strengthened and deepened in ministries and small groups. By September 2018, the Committees, Deacons & staff, under the initial leadership of the Worship Committee, will present the Session with recommendation(s) for changes to our plan for Sunday that, if endorsed, will be presented to the congregation by January 2019.

Make Discipleship Personal...

3. Fellowship Within Our Programs Before Building New Programs for Fellowship. Our church has a tradition of vibrant small groups; while we will continue to nurture that tradition, we will also emphasize building fellowship through our ministries. Elders and church staff will shepherd ministry leaders and help them to intentionally encourage fellowship in their ministries. At least semiannually, SPEP will provide formal training, encouragement and fellowship for ministry leaders.

4. Foster Intergenerational Discipleship - Invigorate and Integrate our Young Adult Program. We will invite our youth and young adults into discipleship beyond youth/young adult programs. We will focus on those who grow up in SPEP, connecting them into our spiritual family and equipping them to be part of the body. While we focus on our youth, we will aim to strengthen all members in their personal relationship with Christ by building them up in the Word, prayer, fellowship, and evangelism. Within six months of a Session-approved Discipleship Roadmap, the Director of Congregational Life, working with the youth ministry team and the men's and women's ministries, will offer the Session recommendations for programs, staff and resourcing.

Make Discipleship Fruitful...

5. Focus on Our Strengths and Partner with Others Who Have Different Strengths. We are at our best when ministries communicate a thoughtful understanding of God, deepen our intergenerational connections and cultivate an attitude of extraordinary openness about brokenness and healing. We will focus our ministries on these strengths but also connect with other churches and para-church ministries where they have special giftings. To make this possible, the Session will appoint a volunteer or staff member (existing or additional) to be responsible for identifying, recommending, coordinating and communicating partnerships to connect us with God's work in the broader church. Along the way, gifting and personality assessments will be provided for ministry leaders and, eventually, the congregation to better align gifting and ministry.

6. Develop our Ministry Style of Extraordinary Openness About Brokenness and Healing. We have a vision of being a church where God mends broken lives - both Christian and non-Christian - so we must be extraordinarily open about our brokenness and healing. SPEP should be a place where the non-Christian and the Christian openly discuss the issues that they both face; allowing Christ to reveal how He mends lives. In the future, SPEP may bring together the community to discuss drug addiction, suicide or other issues where our Biblically-informed worldview gives us the ability to describe His healing in terms that the non-Christian can understand and where our large network of members connects us with the world. Within six months of a Session-approved Discipleship Roadmap, the Outreach Committee will develop a plan and timeline to put this vision into action. This plan should include specific opportunities and advertising strategies in Severna Park, Arnold, Pasadena and Millersville that will make SPEP more visible in those communities. The Deacons & Ministry Support Committee will report to the Session on changes to our campus to make us more visible and accessible.

7. Encourage Women and the Unordained In Our Church Life. We encourage any member: man, woman and child to serve both as they are called and as the Bible permits. At SPEP we believe that, even though the Bible specifies church office for called men, a flourishing church requires having women and the unordained participate in leadership and service.