Dear Applicant,

Grace Church (PCA) in Dover, Delaware is searching for a new Associate Pastor to become the senior pastor within three to five years. The Search Committee is ready to evaluate applications with the goal of filling this position as early as September 2020.

The attached candidate package contains the Associate Pastor job description and a document providing our church’s profile. If you are interested in interviewing for the Associate Pastor position, please post your resume and answer the questions on our candidate web page at this link.

We will be pleased to answer your question at GraceDoverSearchCommittee@gmail.com. Also, if you have interest in this position, please contact us so we can look forward to your application.

In Christ,

Tom Kauth
Ruling Elder, Search Committee Chairman
Grace Church, Dover Delaware

GraceDoverSearchCommittee@gmail.com
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Apply Here

Attachments:

1. Job Description
2. Grace Church Profile
Job Description: Associate Pastor

Church Summary

“Our mission is to love and serve our community and world with the good news of Jesus Christ, bringing people together across the lines of ethnicity and class to worship and follow Jesus.”

Grace Church (PCA) in Dover, Delaware, is a congregation of over 200 households. Our pastors and church leaders are guiding our church in becoming a multi-ethnic, multi-class congregation. Key ministries for our church include youth and children’s spiritual education, outreach, small groups, and mercy ministries. Some of these ministries are under the supervision of retiring pastors and will need new leadership.
Grace Church has been blessed by the stability of faithful, shared leadership for 25+ years with Jonathan Seda serving as our Senior Pastor since 1983. Over time, our pastoral staff grew to a total of five pastors. When Jonathan Seda, current Senior Pastor, retires in September 2020, one of our Associate Pastors, Kenny Foster, will become Senior Pastor. Two other Associate Pastors, Rick Barr and Jeff Rakes, have reached retirement age and will retire within the next 18 months, and our Assistant Pastor, David Kim, is awaiting a call to a Korean church.

Position Summary

Grace Church is looking for an Associate Pastor who whole-heartedly embraces our multi-ethnic vision as a biblical imperative and will partner with our Senior Pastor in shepherding our congregation. This new Associate Pastor is intended to transition into the Senior Pastor position within three to five years when Kenny Foster intends to return to an Associate Pastor role as he nears retirement. Currently, the Associate Pastor shares half of the preaching responsibilities with the Senior Pastor, and we foresee this practice continuing.

Our transition committee outlined a plan in which our church leadership will be restructured from five to two full-time pastors with additional volunteer and paid positions created for ministry management. While we anticipate the new Associate Pastor will have an active role in both this restructuring and ministry oversight, he will not necessarily assume leadership of all of the ministries impacted by the transition plan. Rather, this restructuring will require the new Associate Pastor to generate and execute strategic ministry plans in conjunction with Pastor Foster to help develop new leaders for our ministries.
Position Responsibilities

• Provide vision, understanding, encouragement, and oversight for the church in pursuit of its multi-ethnic mission
• Preach half of the year’s sermons, including preparing sermon notes for translation (Korean), discussion questions for Sunday School, and service slides
• Prepare and lead portions of worship when not preaching, including administering the sacraments
• Develop church leadership by recruiting, equipping, coaching, and overseeing elders, deacons, staff, ministry leaders, and volunteers for ministry
• Lead vital ministries and assisting ministry teams with identifying opportunities, making strategic plans, and following through on goals and objectives
• Experience emphasis: administering mercy ministries, general oversight of Christian education programs, organizing and administering community and small group programs
• Participate in Session committees and commissions, as needed
  Example: Administrative Commission, Commission for Pastoral Care, Finance Committee, Christian Education and Discipleship Committee, and the Building and Grounds Committee
• Participate in Heritage Presbytery and General Assembly meetings, as needed
• Officiate or assist with funerals and weddings, when requested
• Visit hospitals, nursing homes, and home-bound congregants

Position Requirements

• Ordained (or ordination ready) in the PCA
• Masters of Divinity or other equivalent training
• 3+ years pastoral experience or ministry equivalent
• Proven track record of committed, compassionate, and effective pastoral oversight
• Competence in administrative, managerial, and technological skills
• Ability to set and achieve specific goals in a team-based environment
• Background in multi-ethnic ministry preferred
• Whole-hearted acceptance of Grace Church’s vision

Miscellaneous

• Compensation commensurate with experience
• Korean or Spanish language skills not required but desirable
Grace Church Profile

Contents

Our Calling 2
Our Story 3
Future Growth Plan 4
Committees 4
Leadership 5-6
Church Body 7-8
Congregational Survey 9
Stewardship 10
Ministries 11
Community 12

Appendix A 13-15
Pastoral Transition Plan
Summary and Timeline

Appendix B 16
Grace Church Mission and Vision Statements
Grace Presbyterian Church Vision Statement

“Our vision of the future is that Grace Presbyterian Church is a church that sees its surrounding community as its most important mission field. It is a church that throughout that community intentionally reaches across the lines of ethnicity and class with the Gospel of Jesus Christ in both deed and word. It is a church that celebrates and demonstrates the power of the Gospel to break down the barriers of ethnicity and class thus demonstrating the reality of the gospel before a watching, unbelieving world. It is a church that, conforming to the Scripture as the only rule of faith and practice and following the example of the Apostle Paul, becomes all things to all people so as to reach them. It is a church that embraces the cultural strands of those it is seeking to reach, enriching itself and glorifying God as He weaves them together into a cultural fabric that reflects the variety and beauty of His image in all mankind. The attaining of this vision will be clearly seen in the corporate worship of God as people from every ethnic background and class come together in His presence.”

The full vision statement is in Appendix B.
Our Story

Church History

Grace Church started as a mission of the Reformed Presbyterian Church, Evangelical Synod (RPCES), in 1977. Grace Church became part of the Presbyterian Church in America (PCA) in 1982. Jonathan Seda was called as pastor in 1983. Our youth minister, Rick Barr, joined the staff in 1991, and our minister of worship, Jeff Rakes, started in 1993. Through a Promise Keeper’s pastors’ conference coupled with deep, personal study of Ephesians, Pastor Seda was gripped with the biblical vision of racial reconciliation and the call of the gospel to reach across lines of ethnicity and class in our own Dover community. Kenny Foster then joined our pastoral staff in 2007. In 2015, the Dover United Korean Church, which met in our facilities for years, dissolved and became part of Grace Church, further strengthening our development as a multi-ethnic congregation. Pastor David Jikwang Kim joined our staff in 2017.

Recent History

In 2015, we began an initiative to increase generosity in giving with the objective of generating a budget surplus for ministry and facility improvements. Over three years the congregation gave an additional one million dollars to be used for site improvements and future expansion with $350,000 applied to ministries and staffing including:

- The Rose Garden Project in Bulgaria—a ministry supporting women transitioning out of the sex trade
- Grace for Dover, seed money for an Executive Director—a community-wide initiative providing support for at-risk people
- Adult Education/Discipleship Coordinator—to rejuvenate adult spiritual development within Grace Church
- Korean part-time pastor for Grace Church
- Additional secretarial hours to support staffing changes at Grace Church
Future Growth Master Plan

In recent years, the church developed a master plan for the expansion of our physical infrastructure including new classrooms, new offices, an enlarged fellowship area, and a new expanded sanctuary. We have completed the necessary site improvements (parking, driveways, drainage, etc.) to accommodate this growth and are positioned to move forward with building expansion when church leadership determines the right timing.

Transition and Pastoral Search Committees

The Pastoral Transition Committee was established in autumn 2017 when the pastoral staff announced most of our pastors would retire in 2020-2021. This committee developed a transition plan and began to execute it in August 2019. Key elements of the transition plan are in Appendix A. In conjunction with the plan, a Pastoral Search Committee was elected by the congregation and formed in May 2019.

The Pastoral Search Committee consists of 15 church members representing a range of ages, ethnicities, and other other demographics.

Pastoral Search Committee:

- Nick Alexander
- Beth Barr
- Wes Crocker
- Caroline Greene
- Hugh Hamilton
- Ray Harbeson
- Tyler Hogan, Ruling Elder
- Young Hwangbo
- Sharon Jones
- Tom Kauth, Ruling Elder, Committee Chair
- Clara Martinez-Constanza
- Lyma McFall
- Luke Siler
- Jon Wallace, Deacon
- Carl Way
Leadership

Key Leaders

**Senior Pastor**, Doctor Jonathan Seda

**Pastor of Community Outreach**, Pastor Kenny Foster
*Focuses on ministries outside the walls of the church; co-preaches with Senior Pastor; will become Senior Pastor in September 2020*

**Pastor of Youth and Young Adults**, Pastor Rick Barr
*Oversees all Christian Education, toddler through adult, with special emphasis on Youth Ministries*

**Pastor of Worship and Administration**, Pastor Jeff Rakes
*Music Director; Administrative Director; Information Technology Manager*

**Assistant Pastor for Korean Ministries**, Pastor David Kim
*Leads Korean language worship service; provides English-to-Korean translation for first generation Korean attendees; oversees Korean School*

**Session**: Nine active ruling Ruling Elders

**Women’s Advisory Board**: Five women participating in Session meetings

**Other key staff positions:**
- Facility Manager
- Office Manager
- Administrative Secretary
- Orchestra Director
- Preschool Coordinator
Personality of Our Leadership

Dr. Joel Hathaway of Covenant Theological Seminary conducted a survey of approximately 30 church leaders and key influencers in our congregation. The results are as follows:

The information gathering preference for this group is “Practical”: their focus is on the “here and now”; their preference is to work with facts and details; this group likes realistic challenges and problem solving; they are experience- and action-oriented; and they are realistic and matter-of-fact.

The decision-making preference of this group is divided between “Analytical” and “Connectional”

- Analytical: Interested in systems, structures, patterns; like to expose issues to logical analysis; can be aloof and unemotional; are likely to evaluate issues through their intellect and decide on the basis of right/wrong; may have difficulty talking about emotions; may not work as diligently at clearing up arguments or quarrels.

- Connectional: Interested in people and their feelings; easily communicate their moods to others; pay attention to relationships; tend to evaluate issues through their ethical system and decide on the basis of good/bad; can be sensitive to rebuke; may tend to give compliments to please people.

The lifestyle preference of this group is “Structured”: they do not like to leave questions unanswered; they are likely to plan work ahead and finish it in a timely fashion; they make an effort to be exact in what they do; they do not like to change their decisions once made; they are likely to demonstrate stable work habits; and they easily follow rules and discipline.
Our Church Body

Our average Sunday worship attendance is 275, with approximately 437 regular attendees. The demographics of our regular attendees:
Asian—10%, Black—8%, Hispanic—4%, White—73%, Mixed—4%;
Median Age: 48; Female—58%, Male—42%
Among the principles essential to our congregation, loving one another across the lines of race and class is high on the list. Any person becoming an officer of the church must affirm he is for the vision of our church (see Appendix B), not merely unopposed to it.

Within the Session, there is often a considerable amount of diversity on secondary and tertiary issues of theology and practice (though all within the bounds of orthodoxy and PCA permissible views). Elders may have differing views on topics such as eschatology, Sabbath recreation, the role of psychology within Christian counseling, or the best way to fence the Lord’s table. When needed, Elders craft position papers, policies, and document practices. For example, we recently adopted a position paper on the role of women in ministry (essentially stating that women are permitted to perform any ministry that a non-ordained man might perform). Other practices are established without position papers, such as our practice of allowing adult members to evaluate their own children’s readiness to participate in the Lord’s Supper.

Our Elders prioritize presenting a unified front and not allowing differences of opinion to become divisive, however strongly they may be held. If an Associate Pastor candidate holds any views that would prohibit him from working with our Session for his conscience’s sake, our elders will appreciate forthright candor from the candidate.
The Pastoral Search Committee developed and administered a congregational survey in late 2019.

The results are as follows:

- Most attendees came to Grace Church through a referral. The top reasons active attendees connect and stay with Grace Church are the preaching, the worship services, and the community of believers.

- The Sunday worship services, youth ministries, and Christian Education programs are considered the most important areas of our ministry. Stewardship is also important. Generally, attendees are highly satisfied with youth ministries and child care while they are the least satisfied with small groups and men’s ministry.

- Most respondents feel comfortable with reducing our number of pastors. About 40% of respondents indicated willingness to volunteer additional hours to support ministries and programs currently under pastors.

- Respondents indicated significant interest in putting more emphasis on small groups.

- The top three skills our congregation considers to be important for our new Associate Pastor are preaching, leadership, and teaching.
Our Stewardship

Our 2020 operating budget is $870,000. The chart below shows annual expenditures between 1987 and 2019. About 10% of the operating budget is dedicated to missions support.
Our Ministries

Adult Sunday School
- Four classes are held during our second worship service, usually with topics and teachers rotating quarterly. One or two classes continue to meet through the summer

Bible Studies
- Women’s weekly study using the Precepts curriculum developed by Kay Arthur
- Young at Heart—a group for our congregants over age 55

Small Groups
- Two to three long-term care groups
- Journey Groups—a discipleship program using Perimeter Church’s Life-on-Life curriculum for small groups of men or women
- Two to three short-term topical groups per week, including a newcomers’ group

Women of Grace (women’s ministry)
- This ministry’s purpose is to encourage women to grow in Christ through God’s Word and by building relationships with one another

Touch of Grace
- Preparation and delivery of home-cooked meals for attendees in crisis

Grace Marriage Partnership
- Marriage enrichment program with pre-marital lay counseling

Children and Youth Ministries
- Children’s Church (held during worship service)
- Bolt (a weekly Christ-centered activity night for elementary-aged children)
- Junior and Senior High Youth Groups
- Sunday school, Sunday afternoon activities, volunteer services, discipleship trips, and short-term mission trips
- Vacation Bible School (meets one week each summer; attendance approximately 100 children)

Outreach to Local Community
- Hamlet Block Party: Annual gathering in a neighboring subdivision providing activities and opportunities to connect with the local community
- Christmas Store: Donated new toys and games sold at very reduced prices to enable low income families an opportunity to purchase gifts for their children
- Jobs for Life: Biblically-based mentoring program to help unemployed and under-employed participants to develop job search and job retention skills; this ministry is being reestablished at our church after transitioning to a local community agency for several years
- Embrace: Respite care for families with members living with disabilities
- Reformed University Fellowship (representative and ministry): Bible studies, fellowship opportunities, and retreats at Delaware State University, a Historically Black College/University, about two miles from Grace Church

Music Ministry
- Orchestra
- Choir
- Worship team with 3-4 vocalists, drummer, keyboards, and piano
- Organ

Additional Ministries (recurring occasionally)
- Financial Peace University
Our Community

View information about Dover and Kent County at the following websites:

- Grace Church Web Page: https://www.gracedover.com/
- City of Dover: https://www.cityofdover.com/
- Kent County Development: https://www.choosecentraldelaware.com/
- Best Places Web Page: https://www.bestplaces.net/county/delaware/kent
APPENDIX A

Grace Church Pastoral Transition Plan

Overview

With three of its five pastors reaching retirement age within the next few years, the Grace Church staff and session have given significant consideration to our upcoming transition. Our desire is to honor and care for our pastors, preserve our multi-ethnic vision, and position the church for growth and new ministry.

For several years, the staff and wives discussed what this transition might look like, what pastors’ families’ needs might be, and how they can serve the church well during the transition period. In March 2018, the staff presented a draft of their plan to the elders. The session, in agreement with the core of the plan, chartered the Pastoral Transition Committee (PTC) to review the plan and make recommendations for any changes. The PTC was composed of six Ruling Elders, two members of the Women’s Advisory Board, and three members of the church at large. Additionally, the committee engaged the services of Dr. Joel Hathaway from Covenant Seminary who provides expert consulting for PCA churches in transition at no charge. The PTC began meeting in April 2018 and engaged in research, projections, and analysis for several months. After receiving congregational feedback, an approved transition plan was submitted to the session for final approval.
Key Points of the Transition Plan

- Pastor Foster will replace Pastor Seda as Senior Pastor upon Pastor Seda’s retirement in September 2020.
- A new pastor will be hired in September 2020 as an Associate Pastor with the intention of transitioning to Senior Pastor after 3–5 years. This new pastor will likely have relevant experience and reflect our commitment to multi-ethnic ministry and leadership.
- Pastor Barr will become part-time in August 2020. He will continue for another year supervising the youth ministry before fully retiring. A new youth director will be hired around that time. (This person may not be ordained and may have additional responsibilities.)
- Pastor Rakes will train new and existing staff members to carry out his roles in administration, music, finance, and information technology during 2020–21 and then retire.
- Pastor Kim is awaiting a call to a Korean church. A new staff member will assume his responsibilities or a new translator will be hired.
- While the number of staff members will increase, the number of pastors will be reduced. A transition fund covering salaries may be called for while our current staff assists new staff members starting in the 2019 - 2020 fiscal year (September through August). A Pastoral Search Committee will also require a budget for interviewing candidates in the 2019 – 2020 fiscal year.
- The Session will expect the pastoral staff to evaluate and communicate their respective areas of responsibility at each stage of the transition.
Timeline

This transition timeline is a rough chronology rather than a strict plan; future events may not occur in the precise month/year indicated. Note: this timeline follows the calendar year while the Grace Church fiscal & ministry years start in September.

2020
January
• Additional admin staff is hired; senior secretary begins taking over from Pastor Rakes
June
• The top Associate Pastor candidate is invited to visit Grace Church and preach
July
• A call is issued to the Associate Pastor
September
• Pastor Foster is installed as Senior Pastor
• Church hosts Pastor Seda’s retirement celebration; Pastor Seda takes a leave of absence for 4–8 months before formally retiring
• Pastor Rick Barr moves to part-time status; both Rick and Beth Barr’s roles in small groups and discipleship are assumed by volunteers and other staff members; Rick’s focus for his last year is oversight of children and youth ministries and volunteers until a new youth director is hired
• The new Associate Pastor is installed
• Congregation calls Pastor Seda as Pastor Emeritus
• Celeste Rakes begins turning over her ministry leadership roles

2021
January
• New Associate Pastor leads team to find new youth, music, IT, and finance staff
• March
• New Youth Director is hired to take on Pastor Barr’s youth responsibilities
• New Financial Officer, IT Director, and Worship Director hired to take on Pastor Rakes’ responsibilities
• September–October
• Pastor Barr & Pastor Rakes retire

2023/2024/2025
• Depending on the transition and Pastor Foster’s readiness, the Session or congregation can call a meeting to discuss changing the new pastor’s call to Senior Pastor (at this point, the transition period will be 3-5 years)
APPENDIX B

Grace Presbyterian Church Vision, Purpose Statement, Mission Statement, and Vision Endorsement

This Vision Statement of Grace Presbyterian Church (GPC) is intended as a concise description of a preferable future for our particular church. That is, it is a picture of what we believe God is calling GPC to become. In doing this we do not forget our doctrinal distinctives. We affirm them as the foundation upon which we build this vision. Thus, we stand with all Christian churches in affirming the Apostle’s Creed and with Protestant and Reformed churches in affirming the teachings of the Westminster Confession of Faith. It is these doctrinal standards that inform our Christian world and life view.

What do we believe God wants GPC to look like in the future?

GPC Vision Statement
Our vision of the future is that Grace Presbyterian Church is a church that sees its surrounding community as its most important mission field. It is a church that throughout that community intentionally reaches across the lines of ethnicity and class with the Gospel of Jesus Christ in both deed and word. It is a church that celebrates and demonstrates the power of the Gospel to break down the barriers of ethnicity and class thus demonstrating the reality of the gospel before a watching, unbelieving world. It is a church that, conforming to the Scripture as the only rule of faith and practice and following the example of the Apostle Paul, becomes all things to all people so as to reach them. It is a church that embraces the cultural strands of those it is seeking to reach, enriching itself and glorifying God as He weaves them together into a cultural fabric that reflects the variety and beauty of His image in all mankind. The attaining of this vision will be clearly seen in the corporate worship of God as people from every ethnic background and class come together in His presence.

From this vision we affirm the following as our purpose and mission:

GPC Purpose Statement
Grace Presbyterian Church exists to carry out the Great Commission by making disciples from every ethnic background and class in its surrounding community through deed and word, and by gathering them as one in the worship of God thereby celebrating and demonstrating the power of the Gospel to change lives and transform the world—spiritually, socially and culturally.

GPC Mission Statement
Our Mission is to love and serve our community and world with the good news of Jesus Christ, bringing people together across the lines of race and class to worship and follow Jesus.

Vision Endorsement
In order to achieve the vision of Grace Presbyterian Church (GPC), the staff and officers of GPC (along with their wives) must be united in mind and heart regarding the vision. I am committed to pursuing and modeling the vision, being prepared, to the best of my ability, to articulate the biblical foundation of the vision and to shepherd the congregation into this vision. I affirm that I am for this vision and not merely unopposed to it.

________________________________________
Signature of Applicant