

Our Mission:

Presenting Every Student Complete in Christ

*"We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ."
(Colossians 1:28)*

New Covenant School is a Christian institution of foundational learning assisting parents in the Biblical discipline and training of their children. Recognizing that all knowledge comes from God alone, we are committed to integrating His truth revealed in scripture into every aspect of the school providing a rigorous, quality academic program training children to think Biblically about every area of life.



Head of School Position Packet





Introduction Letter

Dear Prospective Candidate,

On behalf of the New Covenant School Head of School Search Team, and the elders of New Covenant Church, I want to thank you for your interest in New Covenant School.

We hope this packet will provide you all the information needed to assist you in submitting your application for the position. Please note that pages 3-7 will give you a general overview of our school and its mission and vision (similar to what you will find on our website). Pages 8 through the end will give you perspective of our unique position and the position of Head of School.

New Covenant School started in 1999 with 10 students in 7th & 8th grade. Today we have K2 through 12th grade, and an integrated homeschool co-op program, all total to serve over 300 students on our campus. Our current Head of School will not return for the upcoming school year. We are thankful our school has moved forward during his successful 11-year tenure. As we consider what God has in front of us, we value the given opportunity to add to our strengths and shore up our weaknesses.

We desire to fill this position as early as August of '23 or as late as August of '24. Regarding this timeline, we are prepared to search for the candidate we believe has a personal call from God that is obvious to all. New Covenant School has a leadership team in place that is ready and capable to manage the day to day needs of the school, more can be read about our unique position on page 8.

In reading through this packet, if you believe you would be a good fit for our Head of School position, then please submit your information according to the "process of candidacy" found on the final page. If there are specific questions that you have, you can contact me, or our Communication Lead, personally at the information below.

Thank you for your interest, we covet your prayers.

Sincerely,

Andy Rountree

NCS Board Member

Chairman, Head of School Search Team

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Mission

New Covenant School is a Christian institution of foundational learning assisting parents in the Biblical discipline and training of their children. Recognizing that all knowledge comes from God alone, we are committed to integrating His truth revealed in Scripture into every aspect of the school providing a rigorous, quality academic program training children to think Biblically about every area of life.

New Covenant School partners with Christian parents and the local church to help fulfill the call to make Christ-like disciples of God's children. Jesus taught that *"Everyone when he is fully trained will be like his teacher"* (**Luke 6:40**). At NCS we combine rigorous academics and lots of fun in an atmosphere of joy, respect, and order to inspire a life-long love of learning in every child. Our curriculum and instruction are designed to teach children in the way God has made them to learn following a Biblical pattern, are built on a foundation of Biblical truth, and strive to equip students to *think critically, reason Biblically, and live gloriously*.

THINK CRITICALLY: We help students master the tools of life-long learning. We use Biblical-Classical pedagogy as the foundation of our curriculum because the Trivium's classical pattern for learning (the Grammar, Dialectic, and Rhetoric stages of learning) parallels God's Biblical pattern for learning (knowledge, understanding, and wisdom). We know this tested and proven educational model equips students to excel as learners and leaders wherever God may lead them upon graduation. We consider it a great privilege to make this future-shaping investment in the lives of our students.

REASON BIBLICALLY: For living beings created by God and living in a world created by God there is neither truth or knowledge apart from knowing Him. Studying God's world should logically reveal the glory of the Creator. Therefore, at NCS, the truth of God's Word is foundational to all areas of academic and co-curricular life. The Lord commands us to study and teach His word to His children at every opportunity. The Scriptures are the revelation of God, His truth and wisdom, and our final authority for matters of life and faith. Graduates will be able to integrate, articulate, communicate, and defend their faith with wisdom and eloquence as they become effective disciples and leaders in their generation.

LIVE GLORIOUSLY: We believe the chief end of man is to glorify God and to enjoy Him forever. The God-glorifying life can be a clear reflection of His glory to a very needy world. NCS is helping our graduates to be set apart and available to God for His holy purposes and culture transforming work. Academic life at NCS is supplemented by rich and growing co-curricular arts, athletics, and service programs featuring music, art, practical computer technology, chess, Student Council, field trips, cross country, basketball, community service projects, and much more.

As NCS partners with families and local churches to *present every student complete in Christ*, we believe that with God's grace we are helping our students become maturing Christian disciples. Our proven academic program and character-building co-curricular activities help students mature in the Christian faith, reflect Christ-like character, and become culture-shaping learners and leaders that are well prepared for success in college, university, and beyond.

Our Vision

Portrait of a New Covenant School Graduate

At New Covenant School, by the means of God's grace, we cultivate churchmen and churchwomen with Christ-like virtue, wisdom, balance, knowledge, and eloquence.



Christ-like Virtue

- Wholehearted love for God and neighbor (Matt. 22:37-40)
- Responsible engagement with the church Christ owns and builds (Matt.16:18; Heb.10:25)
- Glorifying and enjoying God in all things (1 Cor. 10:31).
- Letting every word and deed display the fruits of the Holy Spirit (Gal 5:22, 23).
- Always displaying faith, hope, and love along with prudence, temperance, justice, and fortitude (1 Cor. 13:1-13).
- Staying heavenly-minded while not-yielding to any immorality (Col 3:1-6).

Christ-like Wisdom

- Seeking God and His will first in all things (Prov. 9:10).
- Praying without ceasing about all things (Phil.4:6; 1 Thess. 5:17).
- Thinking and reasoning logically, evaluating every thought with the absolute truth of Scripture (2Cor.10:5).
- Pursuing definite divine assignments that honor God and are consistent with his gifting (Rom.12:3-4).

Christ-like Balance

- Having a good grasp of law, grace, and freedom in Christ (Romans 7:12; 8:1).
- Equipped to live out extraordinary callings in ordinary places (2 Tim. 3:16-17).
- Well-rounded through consistent Christian fellowship and engagement with the world (Matt.11:19; Acts 2:42).
- Being of worldly benefit without embracing worldly values (1 John 2:15).

Christ-like Knowledge

- An understanding of Scripture that directs every thought and action for Christ (Matt. 4:4; 2 Cor. 10:5).
- Meditation and delight in the Word of God daily (Psa.1:1-3; Deut. 6:4-9).
- Studying to be thoroughly furnished, complete, and equipped for every good work (2Tim.3:17).
- Loving the true, the good, and the beautiful as defined by God's Word (Phil. 4:8).

Christ-like Eloquence

- Effective, winsome, and scriptural communication applying critical thinking skills in a confident and respectful manner (Luke 2:46-52).
- Quick to listen, well spoken, and humble (James 1:19; 3:1-12).

Our Culture

Culture matters! Our classical, Christian, and Covenantal culture sets us apart from other schools, we are unique. We've purposely chosen to study and apply the time-tested methodology and content of the Trivium of *classical* learning (grammar, dialectic, and rhetoric) because it reflects and reinforces the Biblical pattern of learning (knowledge, understanding, and wisdom). As a *Christian* school, we make a priority of seeking and revealing God's truth in everything we study as we immerse ourselves in His word while we are exploring His world. We hold ourselves, faculty, staff, students, and families accountable to each other and to God because we are in a *covenantal* relationship with each other in discipling and teaching our students. We also partner with ACCS, the Association of Classical and Christian Schools in order to keep ourselves accountable and growing academically and spiritually.



Just how does our unique culture make a difference in the lives of our students? According to the results of a "***Life Outcomes Study***" conducted through the University of Notre Dame, there is a definite, measurable difference in graduates from classical and Christian schools like ours. This 2018-2019 study compared alumni (ages 24-42) from public, secular private, Catholic, evangelical Christian, religious home schools, and ACCS (classical Christian) schools, on topics of life-choices, preparation, attitudes, values, opinions, and practices. The research confirms what history has repeatedly demonstrated—**classical Christian education influences the course of a home, a community, and a nation.**

Our Conviction

Acknowledging Christ as the personal designer of each person and creator of all things, as the redeemer and the only mediator of people fallen into sin, as the touchstone of all truth and sovereign over every area of life, New Covenant School strives to appropriate the mind of Christ as the perspective from which we characterize and respond to reality, and train covenant children toward their completion in Him. In making such a biblically grounded frame of reference explicit and operative, we are committed to academic excellence, responsibly striving corporately and personally to accomplish the following general objectives:

Train each student to see all of creation as the handiwork of God and to study it with wonder and respect.

1. Train each student to acknowledge his or her own fallen nature along with the rest of creation, responding with the view that renewal begins with Christ's redemption, by seeking to bring every thought and act into obedience to Him.
2. Train each student to develop the discipline of learning as a continuous process and vocation, receiving many valuable insights into the structure of reality provided by God through thinkers in every age, and seeking to interpret and re-form such insights according to the Scriptures.
3. Train each student to think scripturally about culture so as to glorify God through reclaiming and redirecting the creation of the service of God and human advancement.
4. Offer each student opportunities to discover and give expression to their potential in every facet of their redeemed humanness.
5. Facilitate the development of each student's personal goals, priorities, and practices that foster spiritual, emotional, social, physical, and intellectual effectiveness and well-being.

To assure that students make sufficient progress towards maturity to the objectives above, New Covenant School is committed to acquiring highly qualified and gifted faculty members fully committed to achieving the above aims as well as modeling them in their lives.

Our Statement Of Faith

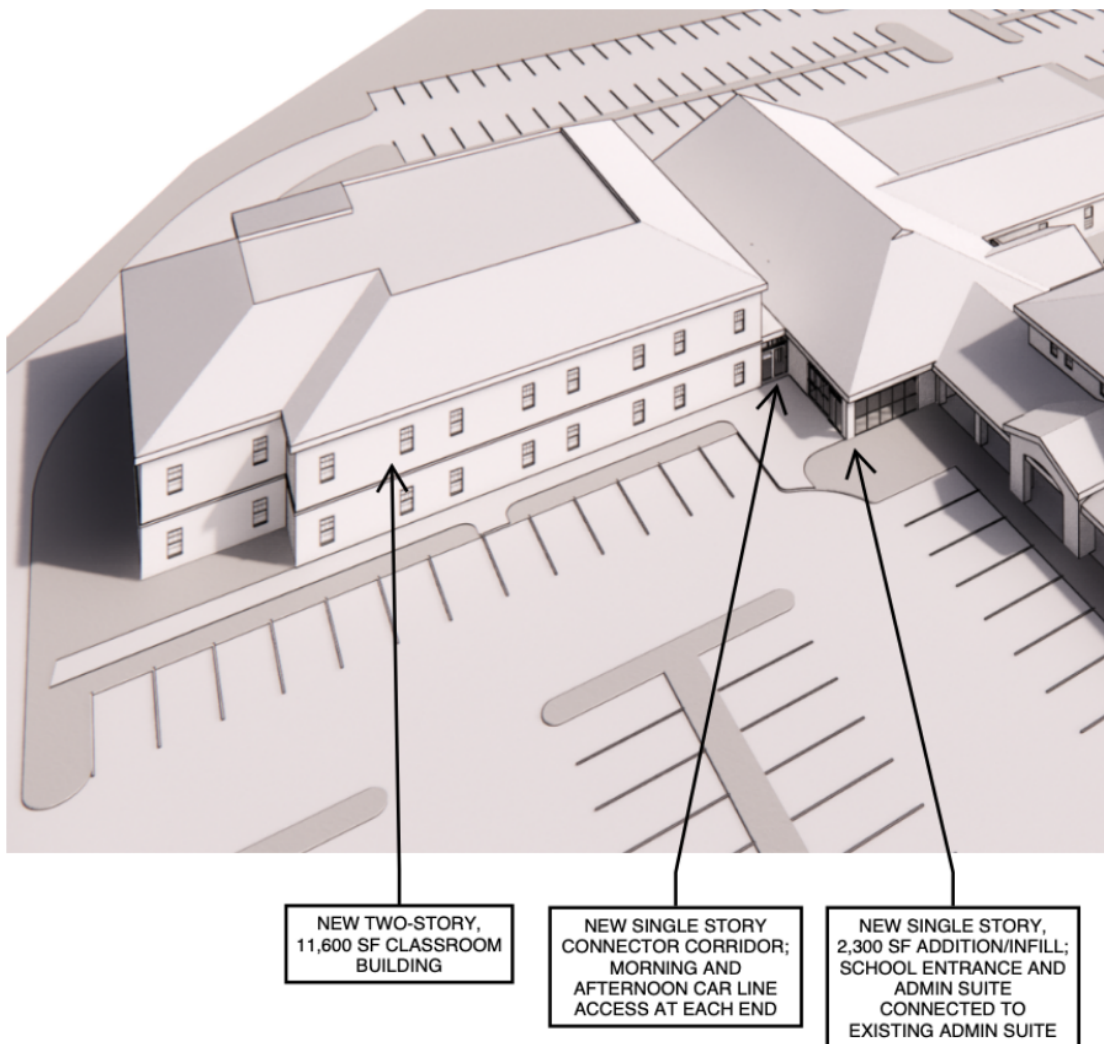
The following is the foundation of beliefs on which New Covenant School is based. They are also key elements of biblical Christianity that will be unapologetically taught in various ways through all grade levels.

1. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are the same in substance, equal in power and glory. God is a Spirit, infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth. (Matt. 28:19; Acts 5:3-4)
2. We believe that the Bible is the Word of God written, and we accept as its most adequate and comprehensive interpretation the summary contained in the Westminster Confession of Faith and Catechisms. The Bible is the only infallible and inerrant divine authority in all matters of faith and life. (2Tim. 3:16-17)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Jesus Christ is the only mediator between God and man. (John 8:58-59; John 10:30)
4. We believe sin is any lack of conformity unto or transgression of the law of God. (Rom. 3:23)
5. We believe that all men are sinners and are totally unable to save themselves or even to cooperate with God in efforts to earn their salvation. Though sinful, all human beings are created in the image of God and are, therefore, spiritual, moral, social beings who think, act, value, and exercise dominion, called to reflect in finite ways what God is infinitely. (Eph. 2:1)
6. We believe that salvation is only by the sovereign grace of God, who chooses out of the fallen race of mankind those whom He will save. God alone knows who are His, and people of every nation, tribe, and tongue are called to repent and be saved through faith in Jesus Christ alone. (Acts 13:48; Eph. 2:8-9)
7. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. The Holy Spirit indwells Christians and gives them the daily strength and wisdom they need to walk according to His will and to grow in holiness. (John 3; Titus 3:5)
8. We believe that every genuine Christian noticeably manifests the fruitful works of faith and repentance (Acts 11:8; Gal. 5:16-23)
9. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation. (Matt. 25:31-46)
10. We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:17- 21; Eph.2:19-22)
11. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. (1Cor. 6:9-11)
12. We believe that males and females (like Adam and Eve) are made to complement each other in a one-flesh union upon marriage establishing the only normative pattern of sexual relations such that marriage ultimately serves as a type of the union between Christ and his church (Gen. 2:18- 25; Matt. 15:18-20; 1Cor. 6:9-10, 18; 7:2- 5; Eph. 5:22-33; Heb. 13:4)
13. We believe that in order to preserve the function and integrity of New Covenant School, and to provide a biblical role model to New Covenant School members and the community, it is imperative that staff, volunteers, families and students of New Covenant School agree to and abide by these statements of faith. (Matt. 5:16; Phil. 2:14-15; 1 Thess. 5:22)
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity as those made in God's image. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and not tolerated at New Covenant School.

Our Unique Position

New Covenant School Stands in a unique position:

- **Financially** strong and stable with funds invested for future advancement and growth, as well as funds saved for contingencies and emergencies. New Covenant School is prepared for the future, we are debt free, operate in facilities without lease or rent charges, supported by a debt free New Covenant Church.
- **Oversight** of the school by the Church Elders and School Board, is unified and of one mind in pursuing the vision God has set before us. God has blessed us with this unity and focus.
- **Leadership** on staff and among faculty currently allows for high level performance and daily functioning of ministry. This frees our next Head of School to keep their eyes on the future pursuit of mission and vision.
- **Our Campus** will serve over 300 students for the '23/24 school year, while utilizing only a small percentage of our overall grounds. New Covenant Church, in partnership with New Covenant School, is beginning construction of a million dollar project that will complete a new admin suite and safety connector. Plans for phase two will bring a "Next Generation Training Center" to our campus, with 11,000 square feet of classroom space to be utilized for the future growth of New Covenant School



Head of School Job Description

Overview

New Covenant School is seeking a Head of School that is ready and capable in leading us strategically in accomplishing our mission and attaining our vision. With daily oversight and management of all faculty and operations of the school, while championing and developing a clear path towards the calling we humbly receive from Christ the King.

Reporting Relationship

New Covenant School is a ministry of New Covenant Church under the oversight of an elder-approved board. The Head of School is hired by the church elders and is under the oversight of the Senior Pastor with direct and continual input from the School Board.

Competencies

The person we are seeking will:

- Daily express **Unifying Leadership**
- Be gifted in the **Development** of others, finances and the community
- Naturally craft **Strategic Vision**
- Be able to react to changes and handle requests from different sources (multi-task)
- Have excellent written and oral communication skills
- Be skilled in public speaking, teaching, and in interpersonal relationships.
- Have strong problem-solving skills

"And he gave some . . . as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ."
Ephesians 4:11-13

Traits and Characteristics

The Ideal Candidate will:

- Have demonstrated commitment to Jesus Christ in humble reliance upon the grace of the Holy Spirit.
- Have demonstrated a commitment to the bride of Christ, his Church. Exemplifying excellent churchmanship, in both personal life and in family life.
- Have a demonstrated commitment to the inerrant word of God as the only infallible rule of faith and practice.
- Have an allegiance to *The Westminster Confession of Faith* together with the *Larger and Shorter Catechisms* as containing the system of doctrine taught in the Holy Scriptures.
- Have demonstrated leadership ability as a team player, which cheerfully and quietly submits to the elders of the church striving for the purity, peace, unity, and edification of the church.
- Have a demonstrated habit of regular, daily & diligent personal prayer and Bible study.
- Have skill in leading others to know Christ, worship Christ, and grow in Christ, as well as the burden to do all three.
- Have a strong love for God's children.
- Have vision beyond the walls of the church and the maintenance of present church ministries to win more and more to Christ with the grace that only God can provide.
- Have a conviction in God's specific calling to labor in this position with zeal for the glory of the Lord.
- Have a demonstrated Christ like character others can follow with benefit and joy.
- Have a demonstrated biblical concern for people and their personal problems as well as a willingness and ability to give time and energy to help them apply spiritual truths to their specific situation.

- Have a demonstrated commitment to a philosophy of ministry, which promotes the exercise of the spiritual gifts from every member of the body of Christ along with the humility to receive advice and input from those with less institutional authority.
- Have a demonstrated commitment to and understanding of Covenant Theology as it relates to family ministry and the evangelization and nurture of children.
- Be self-disciplined in personal habits along with a positive, flexible, and teachable spirit.
- Exhibit exemplary family life in keeping with the biblical criteria for a church leader along with the commitment to maintaining a good physical condition.
- Exhibit exemplary management of financial affairs, which brings no shame to Christ or embarrassment to the church.
- Have demonstrated personal history as a self-starter.
- Possess strong conceptual skills and demonstrates the ability to develop and communicate an idea into an active ministry.
- Demonstrate the ability to identify and develop leadership potential within the staff.
- Positively communicate the school ministry as an extension of the congregational ministry.
- Be driven and results oriented with a positive outlook.

Head of School Duties

Managerial/Personnel

- With an existing leadership team in the school, capable of running day to day needs, the HOS must be an equipper, not a micromanager. Someone who does well at delegating, trusting and coaching other leaders, someone who desires to see the leaders around them grow and excel.
- Be responsible for oversight and delegation of all faculty and staff, hiring, and dismissals. Develop and execute a plan to recruit and retain top quality faculty and staff members.
- Develop and implement plans for faculty/staff growth. Organize a system of mentoring and development, a program that teaches classical education to educators and how to bring a biblical worldview to every educational endeavor.
- Work with policy and HR committees to maintain a faculty/staff handbook and record annual teacher evaluations. Ensuring that all teachers and staff are growing in their gifts and faith. Staff should maintain responsible church membership, in a local evangelical church whose fundamental beliefs are in substantive agreement with the Statement of Faith of New Covenant School; with an understanding that their mission is to not just teach facts but to disciple children into mature churchmen for the glory of Christ.
- Work with teams to maintain a student handbook that creates a positive school atmosphere of Christian discipline and development allowing for creativity from both students and staff.

Educational Leadership

- Ensure that all communication is biblical and above reproach. Communication to all staff, parents, and students should also be effective, thoughtful, timely and efficient.
- Provide strong leadership in all aspects of the educational program including academics, spiritual programs, athletics, fine and performing arts, and community service programs.
- Work with the School Board, faculty and staff to ensure that curriculum remains doctrinally pure and follows a Christian, covenantal and classical focus with academic excellence.
- Plan and schedule regular Bible study and prayer time with staff.

Responsibility to Board

- Attend all board meetings and functions.
- Keep the Board Chairman informed of all key aspects of school operations and bring to the Board Chairman's attention issues that may require Board action or education.
- Represent the Board and Board decisions and policies to staff and parents in a genuinely positive manner when appropriate.
- Develop with the Board the policy and procedures needed by the school under the oversight of the church elders.
- Moderate School Board meetings, publishing agendas and suggesting appropriate goals, plans, and proposals. The Head of School is expected to formulate vision and provide strategic leadership in developing initiatives that will advance the mission of New Covenant School.
- Develop, formulate and direct school policy and governance in accordance with the policies of the board.

Responsibility to New Covenant Church

- Provide regular reports to the church elders and the School Board regarding the status and progress of the school.
- Work closely with the church Business Administrator in the scheduling of use and maintenance of facilities in addition to providing input for capital improvements.
- Seek to maintain the principles of church discipline found in Matthew 18:15-20 and receive no accusations or unedifying remarks of any kind against an elder, deacon or staff member in the church or school except on the basis of two or three witnesses (1Tim.5:19), recognizing that any disloyalty toward those the Lord has raised up to lead our church cannot be tolerated.
- Actively participate as a member at New Covenant Church and exemplify churchmanship, loving the Bride of Christ and supporting its ministries.
- Maintain a positive and collaborative relationship with the New Covenant Senior Pastor, Elders, and church staff.

Operations/Finance

- Responsible for oversight of the day-to-day operations of the school.
- Work with the School Board, Parent Association, and staff to maintain and enhance programs of excellence, identifying priorities, and exercising fiscal judgment.
- Provide for the overall day-to-day organization and management of New Covenant School in keeping with the School Board Policy and Manual.
- Responsible for sound fiscal management.
- Oversee the financial management, development and fund-raising of the school along with its promotion and public relations.
- Work with the finance committee and bookkeeper to prepare the annual school budget for presentation to and approval from the School Board.
- Ensure legal compliance to state authorities and for the satisfaction of insurance requirements, contracts and student files.
- Develop and execute a strategic plan for enrollment. A plan that utilizes current and future space, retains current students and recruits potential students.

Plant/Facilities Management

- Oversee the management and maintenance of facilities including storage areas in agreement with the Senior Pastor, church Business Administrator and deacons.
- Maintain a clean, orderly, and presentable office environment and hold all staff to do the same in their classrooms or workspaces.

Fundraising Development

- Create fundraising programs that align with our values and draw the community into pursuit of a common vision.
- Assume leadership in developing a capital campaign that utilizes the full potential of our campus for God's glory and the ministry He has set before us.
- Work with the School Board, faculty, staff and competent volunteers to set appropriate expectations for fundraising events, tasks and programs.
- Be a vision-casting leader of New Covenant School and work alongside Church leadership to spread the news of God's work in our community and create partnerships that unify us around this vision.

Student/Family Relations

- Take an active role in the admission process, recruiting new families and ensuring that our culture is maintained well.
- Serve as liaison between faculty and parents to resolve issues, as necessary.
- Maintain a school discipline policy in a consistent and respectful manner.
- Maintain regular communications with parents and school staff fostering an atmosphere with them where they and their student(s) are excited about and committed to the school's ministries.
- Be involved in personal evangelism and exhort and encourage all faculty and staff in the school to do the same.

External Relations

- Oversee all internal and external school communications.
- Communicate an enthusiastic mission and vision to the congregation and community regarding the ministry of New Covenant School promoting Christian, covenantal and classical education for all our children.
- Regularly present the mission and vision of New Covenant School to New Covenant Church and other interested churches

Expected Requirements & Compensation

Education

- Bachelor's degree in Education or equivalent work experience in related field
- Master's Degree in Education Leadership or Equivalent Leadership

Previous Experience

- 5+ years in Administration/Leadership with experience in finance, budget preparations, accounting, maintenance, and financial development
- Classroom teaching experience
- A strong understanding of the education from a Christian, covenantal and classical perspective.

Additional Requirements

- US Citizenship or green card holder
- Successful completion of the Instructional Leaders' Covenants used for all teachers at New Covenant Church and School (obtainable at www.ncchurch.net).

Compensation

Annual Salary is commensurate with education and experience. Tuition discounts are included for children. Also included are health, life and disability insurance, retirement, four weeks paid vacation to be taken during "down time", and up to two weeks of Continuing Education with financial allowance.

Process of Candidacy



After reading the Head of School Position Packet, if you sense the gifts and experience God has given you are a good initial match for New Covenant School, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. You may contact the Head of School Search Team at any stage of the process.

Please provide a current resume or CV for review.

Please respond to the following:

1. Please provide a brief biography including when and how you came to know Jesus Christ as your Lord and Savior, the difference he makes in your life, and your current involvement with the Church (1-3 pages)
2. What is it about the Head of School position that attracts you at this particular time in your life? (1-2 pages)
3. Using what you have learned about New Covenant School from the website and the Head of School position packet, what challenges and opportunities do you see and what skills and experiences in your life lead you to believe that you can be an effective Head of School for New Covenant School? (1-3 pages)

Please submit this information via email to our search team's Communication Lead:

Tim Pitzer

NCC Youth and Family Life Pastor

NCC Elder

Communication Lead, Head of School Search Team

pitzer@ncchurch.net

843-816-0750