



Dear Prospective Applicant,

Thank you for your consideration in applying for the full-time “Executive Director” position at First CRC in Hanford, California.

Established more than 100 years ago, First CRC is a living testament to the steadfast loving-kindness of our covenant keeping God. At First you will meet a community of people from all walks of life; all of us sinners who have been saved by the grace of God. We are a worshipping community of approximately 450 people with an average morning attendance of 245. We strive to worship corporately in a way that is God glorifying, Christ-centered, and community driven. Each day we aspire to be a deeply rooted community of faith, building redemptive relationships in an ever-growing community. Here you will discover that new members come through our doors along different routes. For some, membership is an outcome of their adult conversion to Christianity. Still others come to the church through transfer from another Church. And still others have grown up in this congregation their entire lives and are delighted to call this place ‘home.’ We are quick to give God all the praise for the variety of ways in which He directs our paths and draws us together.

Our **Vision** (i.e. our statement of a desired future) here at First is “We see everyone intentionally building caring relationships with one another and with the unchurched and unbelieving for the sake of the Kingdom of God.”

Our **Mission** is to glorify God by making "More and Better Disciples."

We envision our new Executive Director to join us in that vision by exhibiting a deep love for God and His people, an eagerness to share in the mission and vision of our congregation, and the hunger, qualities, and competencies detailed in our job description. After some time in prayer you think the Lord is leading you to apply, please do!

We look forward to the ways in which the Lord will continue to lead us in the next chapter of this congregation.

In Christ,
Justin Carruthers – Lead Pastor

EXECUTIVE DIRECTOR

JOB DESCRIPTION

POSITION FOCUS: Serve as Executive Administrator to Lead Pastor and to lead, develop and coordinate the Life Group Ministry Program, Monthly Community ministries, and other programs for First CRC ensuring consistency with Church Vision, effectiveness of ministry leadership, volunteers, and coordination and allocation of resources.

QUALIFICATIONS: The Executive Director is someone:

- Who shares First CRC's mission and vision and is motivated to help live out said core values.
- Who has a strong love for Jesus and His Church.
- Who loves the church and dreams regularly of all God meant it to be. (Acts 2:17).
- Highly skilled and is adaptable and able to work in a variety of ministry areas.
- An ability to work with and lead adult volunteers.
- Who exudes the three essential virtues of being hungry, healthy, and smart¹
- A self-starter who is able to build-on and expand First CRC ministries.
- Excited to partner with Lead Pastor and other staff in Making Disciples.
- Able to teach the Gospel in a clear and engaging manner and is a skilled motivator.
- Able to articulate and teach the theological tenets of the Christian Reformed Church.

PRIMARY RESPONSIBILITIES:

Life Group Ministry Leadership and Coordination (60%)

1. Develops and implements the vision for Life Group ministry at First CRC that is consistent with the mission of the Church and supported by the Lead Pastor.
2. Trains, coaches, and works proactively with Life Group Coordinators, Leaders, and Hosts, assessing ministry effectiveness, developing recommendations, and supporting improvement ideas in order to create a sustainable ministry.
 - Guides L.G. Coordinators through a regular process of ministry review, planning, financial requirements and accountabilities.
 - Coordinates, schedules, resources, and ensures Coordinators, Leaders, and Hosts know and understand roles and responsibilities within ministry.
3. Researches and identifies new ministry opportunities and presents ideas to Lead Pastor. Also recommends changes or elimination of programs or processes as needed.
4. Actively works the objective of Life Group ministry with ministry leaders, Church staff and Council to ensure timely and effective responses and execution of goals and objectives. Makes decisions that support the vision of the First CRC and Life Group program.

Congregational Care Team Program (10%)

1. Oversee the C.C.T in the church.
2. Identifying and tracking members not in a small group.
3. Work with Pastor – Director of Community Ministries in identifying, recruiting, and training new and existing caregivers.
4. Presenting detailed reports to Ministering Elders every 60 days.

Monthly Community Events & Seminars (10%)

1. Identify, implement, and host monthly outreach ministries on various topics on and off our campus for the sake of our community. Examples include Financial Peace University, Work as Worship, Marriage, Parenting, etc.

¹ The Ideal Team Player – Patrick Lencioni



Administration to Lead Pastor (20%)

1. As determined by Lead Pastor, to lead, equip, and manage certain paid and unpaid staff of First CRC.
2. Join the Lead Pastor in leading and administrating all Training and Communication Events including, but not limited to:
 - Zero Based Retreat
 - Life Group Essentials Training
 - Ministry Safe Training
 - Discover Classes
 - Governing Council Training
 - Council & Staff Retreats
 - Governing Council Meetings [when requested]
3. Support the Lead Pastor with managing the administrative duties of the Church, such areas may include:
 - Oversight of Building and Grounds
 - With Children's Ministries Director, oversight of Ministry Safe program
 - Implementation and oversight of First CRC Policy Handbook
 - Ministries budget development and periodic financial reports
 - Communication strategies
 - Coordination of Discover class, training events, and other miscellaneous events
 - Weekly worship and ministries
 - Calendar and event coordination
 - Planning Center Program oversight

SUPERVISORY RESPONSIBILITIES:

Responsible for the hiring, training, oversight, and retention of all staff positions (paid and unpaid) affiliated with associated ministries:

1. Create and communicate ministry vision for leaders and other volunteers.
2. Provide opportunities for continuing education/workshops for all leaders

CRITICAL SKILLS AND TALENTS:

1. Demonstrated success leading volunteers.
2. An exceptional listener and wise counselor.
3. Effective as a mentor and coach but also as a leader in small groups.
4. Communication Skills - Written and Verbal.
5. Organization and Administrative Capability.
6. Capable of developing and communicating a vision as well as implementing a plan with clear goals and objectives . . . able to build ministry models.
7. Willing to take direction from Lead Pastor. Able to place the vision and agenda of the Church ahead of one's own expectations and agenda when needed.
8. Willing to work weekends and evenings. Manages work/life balance effectively.
9. Is capable of communicating and managing change effectively. Able to make difficult decisions, allocate limited resources, and manage conflicting priorities.
10. Effectively manage staff and volunteers. Able to effectively set goals and assess results.
11. Willing to place all ministry goals and objectives in God's hands, spends time in daily prayer, expects ministries to prosper and grow by God's grace, sees talent and capability in great leaders as well as fishermen and tax collectors.
12. Is a self-starter, able to catch leadership vision and execute and implement strategies to that end.

ACCOUNTABILITY: To the Lead Pastor

HANFORD, CALIFORNIA BIO

The First Christian Reformed Church, serving Hanford, California and its surrounding communities, awaits the arrival of a first full-time Executive Director. Established more than 100 years ago, the First CRC is congregation of approximately 450 people with an average morning attendance of 245. As it seeks to fulfill its mission to glorify God by making “More and Better Disciples,” the congregation hopes that its new Director will lead the way towards implementing our mission within its various ministries.



The ideal candidate for this exciting opportunity will be a mature and maturing Christian with a genuine commitment to Christ and His church, as well as a person of prayer, love, and humility. He or she will be characterized as someone with a healthy, Biblical view of the Church, who can both challenge and inspire young persons to commit their lives to Jesus and actively take up their roles and responsibilities in the broader community of Christ.

The new Executive Director will discover a congregation, one led by Pastors Justin Carruthers and Lambert Sikkema, enjoying an exciting season of life and ministry. The congregation, a community of people from all walks of life, is a living testament to the steadfast loving-kindness of our covenant-keeping God. Having just completed an extensive assessment process, the congregation produced a “Ministry Map” detailing its newly crafted vision statement: “We see everyone intentionally building caring relationships with one another and with the unchurched and unbelieving for the sake of the Kingdom of God.” The process also produced a variety of new ministries, most notably a congregation-wide “Sermon-Based Life Group” ministry.



The [city of Hanford](#), an important commercial and cultural center in central California, is a beautiful and diverse community of about 60,000 people. The city, with its rich history, pleasant temperatures, and cultural amenities, is enriched by the presence of [Hanford Christian School](#) (K-8). [Central Valley Christian High School](#) is located in nearby Visalia.

If you are interested in learning more about this exciting opportunity, [contact Pastor Justin](#). Should you not have personal interest, please feel free to share this announcement with your colleagues. Thanks in advance for any consideration you may provide.



STAFF CORE VALUES

Broadband Love

Everything we do is built on the value of our Christian faith. As a staff, we will act like one faith family, keeping each other in prayer as we endeavor to live in grace. We will strive to show love to one another and everyone we meet. In serving the Lord, we strive to put Him first in all things as we endeavor to treat His church, fellow staff, and our community in a way that makes them say, “Wow! We’ve never been treated with such loving-kindness by a church before!”

Generous Graciousness

Forgiven and freed in Christ, we will treat others in the way the Lord has treated us, always assuming the best of one another. We will always protect the reputations of one another as we quickly confront issues with grace and avoid gossip at all costs.

Hope-Driven

God wins! Knowing the final score inspires us to move forward with boldness, confidence, and urgency for His Kingdom mission. The hope of God always calls us to respond to news, both good and bad, in great ways.

Team>Me

No job is beneath me. Striving to build unity, I put the team first every time, emulating Christ-like humility. I will always ask, “How can I serve, rather than be served?”

Excellence in the Ordinary

We will strive to work with professionalism as to exceed expectations, provide out-of-this-world hospitality, and display excellence in all that we do. We will be faithful in the little things.

Constant Improvement

I’m a work in progress! As a member of First CRC Staff, I will strive for “kaizen,” the continuous improvement of self, working practices, and personal efficiency. I will work with both purpose and urgency, but never expect perfection of others or myself. I have an insatiable curiosity for making things better, trying new things, and constantly asking, “How can we improve as a church and staff to the glory of God?”



STAFF “COVENANT OF ACCOUNTABILITY”

Recognizing that we must never demand the perfection that belongs solely to God, the following statements reiterate the ‘striving’ commitments of all First CRC Coordinators and Staff (Paid and Volunteer)...

QUALIFICATIONS – “To the very best of my ability, I will...”

- ...be committed to Christ, His Word, and His people.
- ...attend First CRC faithfully
- ...be committed to integrity, character and spiritual Life
- ...exude spiritual and relational warmth – a growing relationship with Jesus and love for His people
- ...actively affirm and support the mission, vision, and values of First CRC.”
- ...defend the integrity of all people.
- ...demonstrate a priority commitment to the Great Commission, actively serving the community first, then the congregation.”
- ...commit to praying regularly for First CRC leadership, staff, and the mission of the church.”
- ...demonstrate a priority commitment to God’s Kingdom work through the ministry of First CRC in my investment of time, talent, and treasure by:
Time: Giving of my time in service to God’s Kingdom work.
Talent: Utilizing my God-given gifts and talents at First CRC, and
Treasure: Tithing as a minimum standard.”
- ...participate in a Life Group or another similar small group centered on God’s Word and Prayer.”

STAFF “11 COMMANDMENTS”

1. We will believe the best of one another at all times
2. We will never share an anonymous complaint or make comments starting with “They...” or “People...”
3. We will pray for one another
4. We will defend the integrity of one another at all times
5. We will avoid inappropriate relationships
6. We will always ask for support when we need it
7. We will never make important decisions when we are down or deflated
8. We will take our work seriously, for the glory of God
9. We will not take ourselves too seriously, lest we try to usurp God’s glory.
10. We will *never* gossip
11. * We will have fun!

NAME: _____ SIGNATURE: _____

DATE: _____