



**CHEMISTRY**  
STAFFING

# CHURCH & CANDIDATE PROFILE

**EXECUTIVE PASTOR**

Eastern Hills Bible Church  
Manlius, NY

# EXECUTIVE PASTOR

## Eastern Hills Bible Church

Manlius, NY



### Population of City

35,000+

### Population of County

468,000+

### Why People Like Living Here

- The beauty of experiencing all four seasons
- Proximity to cultural and entertainment venues
- Rural slow-paced community
- Forbes Magazine rated our area as one of the top 10 places to raise a family

### Community Overview

- Highly sought after primary and secondary school systems in private, public and parochial offerings.
- Onondaga County is a center for higher learning, with 32,000 students currently attending colleges within the county. The Central New York region houses the third largest concentration of colleges and universities in the nation.
- A high-quality, comprehensive health care system that includes five hospitals, over 1,500 practicing physicians, and a full range of long-term care facilities.
- The County Parks system provides the community with a nature center, beaches, forested areas and natural feature parks, a centrally located multi-use park with intensive recreational opportunities, a marina, athletic fields, fish hatchery, and other historic facilities.
- Home to major industrial and service-related employers, employing over 45,250 alone.

### Church History

We are a 50-year young, non-denominational church rooted in Manlius, NY, comprising people from communities across the greater Syracuse area. We confess the faithfulness, hope and love of Jesus Christ for ourselves and for our communities; we value authentic corporate worship, intentional life together, and endeavor to be a people of prayer who regularly engage with the Scriptures.

### Mission, Vision, Values

Mission: We're here to help people become fully engaged in Christ, at church and on mission.

Vision & Values: In Progress

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### **Average Weekend Attendance**

Pre-Covid = Approximately 900 in total attendance

Post-Covid = Approximately 500 in total attendance onsite, 100 households online

### **Is Your Church MultiSite?**

No

### **Overview of Weekly Worship Gathering**

Two services. Contemporary music. Relevant Bible preaching similar to Connexus and Northpoint. Based on a recent survey of our Family Ministry, preaching and music are all enjoyed. The worship style of Eastern Hills includes a modern full band, with influences such as Elevation Worship, and Hillsong United. We strive to create an engaging, cross-generational worship experience by including both contemporary worship songs and modernized traditional hymns.

### **Facility Overview**

Two campuses. One large 600-person facility built new in 2007 with dynamic Children's space and a large lobby. Original campus was renovated over the last four years and houses offices, classrooms, student ministry, and spaces to serve the community.

### **Overall Budget (this fiscal year)**

\$1.3 million

### **Overall Long-Term Debt of the Church**

None

### **Denominational Affiliation and/or other Partnerships**

We are not part of any denomination or formal associations.

### **Governance and Polity**

The Board of Elders oversees staff using the Carver Governance Model. The Pastoral Leadership Team is the main point of contact for all ministry and are held accountable to maintaining Pastoral Leadership Team expectations and accomplishment of ministry outcomes as described in Governance Policies. Complementarian in church governance.

### **Current Paid Staffing Level**

Full-time:

- Lead Pastor
- Creative Arts Minister

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- Family Ministries Minister
- Interim Executive Director
- Facilities & Outreach Director
- Engagement Pastor (Open)

Part-Time:

- Adult Ministry Administrator
- Next Gen Intern
- Childcare & Infant-Preschool Coordinator
- Office Administrator
- Care Minister
- Ministry Assistant
- Creative Content Coordinator

Volunteer:

- Spiritual Formation Coordinator
- K-5th Grade Coordinator
- Treasurer

### **Major Ministries of the Church**

- Care
- EHBC Kids
- Next Gen (Middle School & High School Students)
- Young Adults
- Worship, Production & Creative Arts
- Local & Global Outreach
- Spiritual Formation (Groups & Classes)

### **Outreach Programs Overview**

Local Partners:

- Hopeprint
- Pass Da Rock
- CRU
- Young Lives
- Young Life
- David's Refuge

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### Global Partners

- IJM
- Wycliffe
- Navigators
- Pioneers

### **Theological Overview**

#### Theological Overview

Evangelical = Moderate

#### JESUS

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, and ascension into heaven, perpetual intercession for His people, and personal visible return to Earth. (Luke 1:27, 31, 35; John 1:1, 14; Colossians 2:9; Hebrews 2:14, 17, 4:15, 7:24)

#### GOD THE FATHER

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe He concerns Himself mercifully in the affairs of people, He hears and answers prayer, and He saves from sin and death all who come to Him through Jesus Christ. (Ps. 145:8-9; 1 Chr. 29:11; Ps. 103:19; Jn. 1:18, 6:40; Rom. 11:33; 1 Cor. 8:6; Eph. 1:3-6; Heb. 4:13; James 1:13; 1 Pet. 1:17)

#### THE HOLY SPIRIT

We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe the Holy Spirit indwells every believer in Christ, and He is an abiding helper, teacher, and guide. (Jn. 14:16-17; 15:26; 16:7-9; Acts 1:5; 2:4, Rom. 8:26; 1 Cor. 12:11, 13; 2 Cor. 3:18; Eph. 1:13; 2:22)

#### THE TRINITY

We believe there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption. (1 Corinthians 8:4-6; Psalm 90:2; Acts 5:3-4; Revelation 1:8; Hebrews 9:14; Matthew 3:16-17, 28:19).

#### THE BIBLE

We believe the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the

inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. (Isaiah 40:8, Romans 10:17, 2 Timothy 3:16-17, Hebrews 4:12, 2 Peter 1:20-21)

### THE CHURCH

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world. (1 Corinthians 12:27-31, Ephesians 3:20-21, 4:16, Colossians 1:18)

### ORDINANCES

We believe our Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe Christian baptism is the immersion of a believer in water into the name of the triune God. We believe the Lord's Supper was instituted by Christ for commemoration of His death. We believe these two ordinances should be observed and administered until the return of the Lord Jesus Christ. (Matthew 28:19-20, Acts 2:41, 8:12, 16:31-33, Matthew 26:26-28, 1 Corinthians 11:23-27)

### SIN

We are born alienated from God because of sin. Jesus became the sin-bearer for all and died as our personal substitute. His death for sin demonstrates His love for everyone, even though many will reject His sacrifice for them. (John 3:16, Acts 17:26-27, Romans 3:23, 1 Timothy 2:4-6, 4:10, 1 John 2:2, 2 Corinthians 5:18-21)

### SALVATION

The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful humanity. Jesus died on the cross for the sins of all. A person receives the free gift of salvation by believing Jesus for it—nothing more is required. Faith is the persuasion or conviction that something is true. No act of obedience or the performing of good works—prior to or following faith in Christ—is required as a condition for receiving everlasting life. Once received, salvation can never be lost. The assurance of our salvation is found not in our good behavior but in the promises of God. Salvation is by God's grace and not through human effort. (John 3:16-18, 5:24, 6:47, 12:32, Acts 16:31, Romans 4:5, 11:6, Ephesians 2:8-9, Revelation 22:17)

### JUSTIFICATION

A one-time moment of belief results in Christ's righteousness being imputed to the believer. Thus, the believer has right standing (justification) before God. And from that point on, a person has everlasting life (life that lasts forever). Salvation

is permanent and can never be lost or forfeited. This gift of eternal life means that one can be assured of heaven the very moment of belief. This assurance can also create a confident anticipation of receiving a new body and residing on the future new earth forever as described in the Scriptures. (John 3:14-15, 6:40, 10:10, Romans 3:21-22, 11:29, 1 Corinthians 15:35-58, 2 Corinthians 5:21, 1 Timothy 1:16, 1 John 5:10-13, 2 Peter 3:13, Revelation 21:1-4)

### NEW NATURE

Real life begins when a person believes in Jesus. In that moment of faith, we are born again or born from above. The moment we believe in Jesus, we become judicially free from sin's dominion over us although we still possess a sinful nature. Possessing a new nature from God, we now live with a new capacity to grow and change. The Holy Spirit comes to live inside of every believer. And as we abide in Christ and walk in the Spirit, He empowers us to live a godly life until Jesus returns as He promised. (John 3:3, 2 Corinthians 5:17, Galatians 5:17, 1 Peter 1:23, John 14:2-3, 16-18, 15:1-8, Romans 6:5-7, Acts 1:9-11, 1 Thessalonians 4:13-18)

### SANCTIFICATION

Finding Jesus imparts new life and following Jesus develops that life. In order to follow Jesus, we must choose to pay the price of living as a disciple of Jesus. A disciple is a learner, pupil or apprentice. We follow Jesus through obedience to His word and by surrendering to the work of the Holy Spirit in our lives. Only then will our character and behavior change to resemble Jesus. (1 Peter 2:2, Luke 14:25-33, Romans 6:12-23, 8:5, Hebrews 5:13-14, John 8:30-32, 1 John 2:6)

### THE LAST THINGS

We believe that at death, the spirits of believers pass immediately into the presence of Christ and there remain in joyful fellowship awaiting their bodily resurrection. The spirits of unbelievers are in misery and torment as punishment for sin awaiting their bodily resurrection. This age will culminate in the rapture of believers and the tribulation, followed by the return of Christ in glory with his saints to the earth to destroy his enemies, to restore Israel, to initiate the millennium, and to reign over the cosmos as Lord and Messiah.

At the close of Messiah's millennial reign the devil, his demons, and the unbelieving dead will be judged and committed to eternal conscious punishment in hell. God will create a new heaven and new earth where all his people will dwell eternally in his presence, giving worship and service to him to whom belongs all glory. (Dan. 12:2; Lk. 16:22-23; 23:43; 2 Cor. 5:8; Phil. 1:21-26; 3:10-11, 21; Rev. 20:11-15, Deut. 30:1-10; Isa. 11:1-16; 65:17-25; Ezek. 36:22-38; 37:21-28; Dan. 9:27; 12:1; Jn. 14:2-3; Acts 1:4-8; Rom. 11:25-27; 14:10-12; 1 Cor. 3:11-15; 15:51-53; 2 Cor. 5:10; 1 Thess. 4:13-17; Tit. 2:11-13; Rev. 3:10; 16:1-21; 19:1-21; 20:1-6, Matt. 25:31-46; Mk. 9:43-48; 1 Cor. 15:24-28; 2 Thess. 1:9; 2 Pet. 3:10-13; Rev. 20:11-15; 21:1-4; 22:5, 11)

### MARRIAGE

Every mention of marriage in the Bible refers to the union of a male and a female. The first mention of marriage, Genesis 2:24, describes it as a man leaving his parents and being united to his wife. In passages that contain instructions regarding marriage, such as 1 Corinthians 7:2–16 and Ephesians 5:23–33, the Bible identifies marriage as being between a man and a woman. Biblically speaking, marriage is the lifetime union of a man and a woman, primarily to build a family and provide a stable environment for that family.

### GENDER

God created “male and female,” and He pronounced His creation “very good” (Genesis 1:27, 31).

### ORIGIN OF LIFE

Jeremiah 1:5 tells us that God knows us before He forms us in the womb. Psalm 139:13–16 speaks of God’s active role in our creation and formation in the womb. Exodus 21:22–25 prescribes the same penalty—death—for someone who causes the death of a baby in the womb as for someone who commits murder. This clearly indicates that God considers a baby in the womb to be just as much of a human being as a full-grown adult. For the Christian, abortion is not a matter of a humanity’s right to choose. It is a matter of life or death of a human being made in God’s image (Genesis 1:26–27; 9:6).

### TITHING

Jesus upholds the tithe in Matthew 23:23 (cf. Luke 11:42). Under the Mosaic law, there appear to be three tithes (cf. Deut. 12:17–19, 14:28–29). If this is true, the Israelites were required to give 23.3 percent of their income, not 10 percent. Many Old Testament scholars don’t see these as three separate tithes but as three uses of one. The basic tithe, supporting the work of ministry, remains, even while ceremonial aspects fall away. Yet the tithe is a minimum; Christians should give to the poor and support other works that extend God’s kingdom (cf. 2 Cor. 8–9). The basic tithe is to be given to the church to support its work and mission, as seen in Malachi 3.

### ELDERSHIP

1 Timothy 3:1–7 and Titus 1:5–9 describe the qualifications and duties of elders/overseers. The scriptures do not open the door for women to serve as elders. The consistent use of male pronouns and terminology argues strongly for the office of elder/overseer being restricted to men only. As with other issues in this debate, women serving as elders is not a matter of chauvinism. In no sense is this a matter of men being superior to women. Instead, God restricts the office of the elder to men only because that is how He has structured the church to function. Godly men are to serve as leaders, with women serving in the crucially critical supporting roles.

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### What theological hills will you die on?

- Eastern Hills has a historic, orthodox view on marriage, sexuality, and gender.
- We expect our team to be consistently pursuing growth in their faith and sharing it with the world around them.

### Hot-Button Social/Cultural Issues for Your Church

- We teach traditional view of marriage as a union between man and woman but desire to be welcoming to all.
- Sanctity of life from conception
- Uphold the value of male and female gender as created by God

### Biggest Church 'wins' in last 18 months?

- New Outreach Ministry: Nearly a 5,000 plus hours of volunteering has taken place through the ministry of our church in the past year.
- Christmas Offering: We partnered with various ministries throughout Central New York to provide food, clothing, gifts, scholarships and neighborhood transformation.
- Transformation Of Online Services: Developed a new team made up of staff and volunteers and upgraded equipment.
- Communications overhaul: New Communications Director; Renovated website; Launched new app; Transitioned to PCO.
- Revitalized Adult Learning Environment: Growing number of people engaged in groups and classes by 50%.
- Launched New Membership Process

### Biggest Opportunity for Your Church in the Next 12 Months

- Recruiting and developing a team of staff and lay leaders that thrive in a deep and wide ministry model.

### Church's Biggest Challenge for the Future

- Rebuilding a core of young families committed to the ministry of Eastern Hills.
- Establishing a church wide leadership development plan.

### Title of Position You are Hiring

Executive Pastor/Director

### Full Time Position?

Yes

### **Overall Description of this Position**

The successful Executive Pastor/Director will complement the skill set of the Lead Pastor and feels called to a second chair position. They will have the ability to listen well, read a situation, develop a team, and implement solutions that help us achieve our vision. This person will be committed to our goal of creating irresistible environments, both physical and digital, and have a passion for seeing our guests become fully devoted followers of Christ.

### **Reporting Relationship**

Reports to the Lead Pastor.

### **Do You Have a Job Description for this Role?**

Profile:

The successful Executive Pastor will complement the Lead Pastor and is most comfortable in the second chair. They will have the innate ability to listen well and diffuse energy. They're passionate about developing people and not easily fazed. This leader is solution oriented and capable of functioning in the details of the day as well as the big picture. When called upon to teach in adult services, their messages will be described as helpful and hopeful. The XP will be committed to excellence and understands the importance of irresistible environments.

Leadership:

- Reports to Lead Pastor (LP)
- Manages Creative Arts Pastor, Office Manager, Facilities Director, Engagement Pastor, Care Pastor, Family Ministries Pastor
- Serves on the Directional Leadership Team (DLT)

Operations:

- Owner of all things Human Resources, including but not limited to onboarding, staff culture, paycales, job descriptions, org chart, offer letters and conflict resolution
- Drives project management and implementation of objective key results (OKR's) that help accomplish desired ministry outcomes (MO's)
- Point person for Tech/Software including but not limited to PCO, Asana, Google Suite, and Subsplash
- Oversees church finances including but not limited to SAOS reports/trends, and donor development
- Ensures security in physical and digital spaces
- Strategize and assists staff with environment enhancement for physical and digital spaces
- Collaborates with staff and Treasurer to develop church budget
- Responsible for processes and strategies for capital improvement
- Tracks progress towards desired MO's and provides annual report

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### Communications:

- Develop and maintain processes that foster strong communication across all ministries and within the staff
- Oversees ministry calendar planned out 6-12 months and collaborates with creative team in promotional planning
- Participates in the creation of weekly update videos
- Manages church communications including but not limited to policies, staff transitions and all church announcements

### Results:

- LP is provided the space to focus on teaching, vision/strategy and shepherding the congregation
- Eastern Hills is considered a desirable place of employment
- Staff are informed, supported and equipped to do their job
- Increasing number of first time and growing givers
- Available resources are stewarded well and catalyze growth
- Communications including but not limited to churchwide emails, social media, church website/app, printed materials, lobby graphics, and signage, are all done with excellence, in a timely manner and regularly updated
- Continual improvement of physical and digital environments
- Reputation and security of the congregation is protected

### Regular Rhythms

- Worship services, Prayer, Hospitality, Generosity, Study, and Community w/church body
- Personally lives the Mission of the church; maintains spiritual and emotional health while implementing a plan for growth
- Maintains office hours on campus 9am to 3pm, Monday through Thursday, and Sunday 8am to lobby closure
- Available no less than 46 Sundays per year, up to two evenings per week, after hours for crises management and out of town conferences
- Leads department meetings and other meetings assigned by LP including but not limited to weekly staff and DLT meeting
- Attends weekly meetings including but not limited to sermon prep, service review & planning, creative team and a weekly 1 on 1 with LP
- Plans quarterly staff appreciation opportunities, annual staff & spouse holiday party, annual staff retreat, DLT retreat and partners with LP on Monthly staff development meeting
- Provides a regular rhythm of care and support for direct report including annual 360 performance reviews
- Shares congregational care with other pastors/ministers
- Raving fan of all things EHBC

### Goals and Expectations

In the first year we would love to see the following opportunities addressed:

- Data Collection – Understanding the current state of “the business”

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STAFFING

- Planning – Working with Directional Leadership Team (DLT) to develop a 3-5 year strategic plan
- Prioritization – After examining the scope of the position, establish priorities
- Infrastructure Development – Documenting and developing systems, processes, and methods
- Staff culture - How can we make Eastern Hills a preferred place of employment?

### **Educational Preferences**

We would prefer that candidates demonstrate their ability to do the job through experience more so than education.

### **Age vs. Experience**

Teachable and moldable

### **Denominational Affiliation**

Somewhat important.

### **How important is geographical location to you?**

Geographical location is not important as long as they are able to thrive in the Northeast.

### **What skills are you looking for specifically?**

Someone tech-savvy and capable of being the go-to person for important tools such as PCO, ASANA, Mortarstone, Subsplash. If they are capable of teaching a few times a year that would be a bonus.

### **What technical abilities (if any) are required?**

Familiarity with creative arts tools such as ProPresenter would be helpful as they oversee the creative arts team members.

### **Equipper or Doer?**

Honestly, a little bit of both.

### **Attractional vs. Missional**

Attractional

### **Budget Area Supervision**

Total church budget of \$1,400,000

### **Personal Characteristics Desired**

...Of Lencioni's Six Working Geniuses:

- The Genius of Galvanizing: The gift of rallying, inspiring, and organizing others to take action.

# EXECUTIVE PASTOR

## Eastern Hills Bible Church

Manlius, NY



**CHEMISTRY**  
STAFFING

- The Genius of Enablement: the gift of providing encouragement and assistance for an idea or project.
- The Genius of Tenacity: the gift of pushing projects or tasks to completion to achieve results.

#### Desired Strengths (Strength Finder)

- Activator: This leader can make things happen by turning thoughts into action. They want to do things now rather than simply talk about them.
- Positivity: They have contagious enthusiasm. They are upbeat and can get others excited about what they are going to do.
- Analytical: They have the ability to think about all of the factors that might affect a situation.
- Developer: They can recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from evidence of progress.
- Arranger: They can organize, but they also have a flexibility that complements this ability. They like to determine how all of the pieces and resources can be arranged for maximum productivity.
- Consistency: They crave stable routines and clear rules and procedures that everyone can follow.

#### **What would immediately disqualify someone?**

Theological, and/or philosophical disconnect

#### **Urgency**

10

#### **Other "Must Have" Skills**

- Empathetic listener and empowering truth-speaker.
- Strong handle on timing; intuitively knows when it's the right time to propose a new idea or push ahead on a needed change and when it's time to wait.
- Solution-oriented; takes criticism or challenges, finds the kernel of truth, addresses it without derailing the team or the church.
- Non-anxious presence; not easily fazed while managing, prioritizing, and delegating tasks quickly and intelligently.
- Big and small thinker; ability to think in terms of details while still seeing the big picture and anticipated outcome.

#### **Other "Nice to Have" Skills**

If they can cook and yodel that would be something special!

#### **Finally...**

Are you a leader of leaders? Would others describe you as fun to be around and one who builds others up? If you're passionate about reaching people for Christ and thrive in creating systems and processes, we'd love to have you join our team! We're looking for someone to help our church be a preferred place of employment. If you crave excellence and irresistible environments, we can't wait to meet you!

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## Eastern Hills Bible Church

Manlius, NY



### Public Job Posting

#### Executive Pastor

#### Eastern Hills Bible Church

#### Manlius, NY

Are you a leader of leaders? Would others describe you as fun to be around and one who builds others up? If you're passionate about reaching people for Christ and thrive in creating systems and processes, we'd love to have you join our team as an Executive Pastor at Eastern Hills Bible Church in Manlius, New York! We're looking for someone to help our church be a preferred place of employment. If you crave excellence and irresistible environments, we can't wait to meet you!

#### What you'll be doing:

- Serving as a member of the Directional Leadership Team under the direction of the Lead Pastor to assist with the execution of church governance, including but not limited to desired ministry outcomes
- Assisting staff with the development and/or maintenance of processes and tools that foster a strong understanding of a strategy to help improve engagement across all ministries
- Working alongside Treasurer and staff to develop and manage departmental budgets
- Managing the Creative Arts Pastor, Creative Content Coordinator, Office Manager, and the Facilities & Outreach Director
- Owning of all things Human Resources, including but not limited to onboarding, staff culture, pay scales, job descriptions, org chart, offer letters, and conflict resolution

#### What characteristics you need to have:

- The gift of rallying, inspiring, and organizing others to take action
- Being able to make things happen by turning thoughts into action
- Contagious enthusiasm
- Analytical
- Organized
- Passionate about developing leaders

Manlius, New York offers the the beauty of experiencing all four seasons. It has a rural slow pace, yet is in close proximity to cultural and entertainments venues. Forbes Magazine rated our area as one of the top 10 places to raise a family.

**Does this sound like an environment in which you would like to serve?**

**<https://www.chemistrystaffing.com/eastern-hills-executive-pastor>**