



**CHEMISTRY**  
STAFFING

# CHURCH & CANDIDATE PROFILE

**EXECUTIVE PASTOR**

The Chapel, an Evangelical Free Church  
St. Joseph, Michigan

# EXECUTIVE PASTOR

## The Chapel

St. Joseph, MI



### Population of City

St. Joseph: 8,355; Lincoln Township: 14,691; Benton Harbor: 9,826

### Population of County

153,401

### Community Overview

Located in southwest Michigan, St. Joseph is situated on the shores of Lake Michigan. St. Joseph is nestled on the southern tip of what has been termed "The Riviera of the Midwest." This growing resort community is part of a small town chain that runs the arc of the lake. The lakeshore has amazing sand dune formations and is lined further inland with a countryside that produces some of the nation's finest orchards and vineyards. It is the largest non-citrus fruit growing region in the nation.

As far as industry, Whirlpool Corporation has its international headquarters here and there are two nuclear plants close by. The medical community / hospital is very good. The school systems of both St. Joseph and Stevensville are highly ranked in the state.

### Why People Like Living Here

People love living here because of the beautiful lakefront. While the water level of Lake Michigan is high, still the beaches are beautiful. The dunes are magnificent. St. Joseph is a lovely, quaint town. People love to get out on the "big lake," Lake Michigan and enjoy what it has to offer. St. Joseph is a great town in which to raise a family.

### Church History

The Chapel started as a small group of believers in 1978, purchasing property in 1984. We have been through five building projects to where we are today, with a 24,000 square foot complex. In 1995 our second Senior Pastor was hired. We grew from 275 to over 750 on Sunday mornings. We are part of the Evangelical Free Church of America.

### Vision, Mission, Values

We are about growing committed followers of Jesus Christ who live to glorify God, exhibiting fruit in their lives. Our theme verse as a church is John 15:8. We seek to carry this out by building relationships with God and with one another, bearing our responsibilities for evangelism, missions, and discipleship, by being rooted in Christ and His Word.

### Average Weekend Attendance

750

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

We have two identical, one hour and 20-minute services on Sunday mornings. We preach through books of the Bible. The dress is casual. What people have told us they like the most about our worship is that we bring God's Word to them with strong application.

The music is contemporary/blended. Overall we are contemporary in style but we work to engage people across the spectrum. There is usually a set that includes both modern worship from bands like Hillsong, Crowder, etc., as well as a hymn and often in a contemporary style. Our worship team includes acoustic guitar, electric guitar, bass guitar, drums, 1-2 keyboard players, and 4 vocalists with one vocalist being the lead.

### **Tell Us About Your Facility**

Our facility is very functional and well built. The original, multipurpose room was built in 1985 and we have since added a wing with a well equipped Student Ministry room/area. Our Worship Center, with chairs, was built in 2006, with seating for 750. We added a new wing in 2015 with three new adult rooms, eight well-equipped children's rooms, a large gathering area, and a great play structure.

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

\$2,000,000 (Missions is \$260,000)

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

Below \$500,000 and to be out of debt by October of 2022

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

We are part of the Evangelical Free Church of America. We partner with many mission organizations and use the AWANA ministry for children on Wednesday nights.

### **Governance & Polity**

We have a congregational form of government with the leadership of our Board of Elders. Our staff makes decisions within their parameters, i.e., budget, staffing, etc. We want our staff to lead, accountable to the senior pastor and the Elder Board.

### **Current Paid Staffing Level**

Full Time

- Senior Pastor
- Associate Pastor of Evangelism and Discipleship



- Pastor of Administration and Care
- Pastor to Students
- Pastor of Worship
- Assistant Worship and Tech Director
- One Administrative Assistant

#### Part Time

- Missions Director
- Two Children's Ministry Directors
- Communications Director
- Web / Graphics Coordinator
- 3 Administrative Assistants
- 2 PT Janitorial Staff

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

- Adults - small groups, ABFs, men, women, seniors, care (Griefshare, widows group, His Hands -- meeting practical needs), connecting ministry (hospitality ministry)
- Children - Awana, Sunday school, VBS, SpringHill Camp
- Students - small groups, Wed night MS, Sunday night HS, retreats, mission trips
- Worship - worship team, tech, livestream, choir (minimal)
- Missions - local and global. Sending teams, supporting missionaries and organizations

#### **Outreach Programs Overview**

We do evangelistic outreaches in each of the major ministries. Our largest evangelistic outreach is the annual Wild Game Dinner with over 400 people in attendance. We invite a guest speaker who shares the gospel, and people are given a chance to respond.

VBS is our largest children's ministry outreach. We have other programs like Financial Peace University, Griefshare, Surviving the Holidays, and Christianity Explored to connect with people in the community (as well as help people within our church too). We do two churchwide CIA Days (Chapel In Action) each year, where we have groups from our church go to 10-12 different places to do community service. Our ministry to men also does a large men's conference each year, and our ministry to women hosts a large simulcast conference and a fall event where the Gospel is shared. We also partner with a local evangelist who does evangelism training with us and then takes groups out to do street evangelism locally and in Chicago. We also have an after school program for local Hispanic children where we teach them reading and Bible stories.

**In the most generic sense, how would you describe your church theologically?**

Evangelical - Conservative

**Published Theological Statement**

EFCA Statement of Faith

Adopted by the Conference on June 26, 2008

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.



### The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

### The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

### Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

### Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

### Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

### **What theological hills will you die on?**

- Jesus is God. There is no other way to be forgiven and have a right relationship with God except through Him.
- The Bible is God's Word, not just a human book. It is inspired and inerrant in the original manuscripts. It is authoritative for all of life.
- Human beings are sinners by nature and in need of a Savior (Jesus).
- Salvation by grace through faith, not works.

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

- We believe that homosexuality is a sin, and marriage is between one man and one woman. We clearly teach and preach this. However, we also want to be a church that welcomes sinners and calls them to faith in Christ.
- Moderate consumption of alcohol is not sinful, but drunkenness is. However, we require our pastoral staff to not drink alcohol.

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

- Technology improvements have enabled us to reach and connect people in these changing times: app, updated website, social media, live-streaming
- VBS, Wild Game Dinner, Chicago Street evangelism -- reached many people with the Gospel
- Global Media Outreach - online missionaries connecting with people all over the world, following up on spiritual questions
- Over 11,000 people clicked on the gospel presentation on our website the past three months from Google ads

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

The opportunity to reach and minister to people who are hurting/open to God because of the pandemic.

### **Church's Biggest Challenge for the Future**

Effectively ministering in the wake of upcoming staff changes, and how best to reach and disciple people in these changing times during and after the pandemic.

### **Title of Position You Are Hiring**

Executive Pastor

### **Full Time Position?**

Yes

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

The Executive Pastor will provide administrative leadership to help The Chapel accomplish its purpose to "grow committed followers of Jesus Christ." This person will serve under the leadership of and in close cooperation with the Lead Pastor. His key areas of focus will be administration, strategic leadership, staff management, and human resources.

### **Reporting Relationship**

This will position will report directly to the Lead Pastor and will also oversee 10 direct reports.

### Goals and Expectations

- To have a close, cohesive relationship with the Lead Pastor
- Be in sync with the vision and purpose of The Chapel
- Develop staff, and help them create and implement goals for their ministry
- Help us work effectively and efficiently as a staff
- Free the Lead Pastor from the management aspects of the church

### Do you have a job description for this role?

#### OVERVIEW

The Executive Pastor will provide administrative leadership to help The Chapel accomplish its purpose to “grow committed followers of Jesus Christ.” This person will serve under the leadership of and in close cooperation with the Lead Pastor.

#### RESPONSIBILITIES

Administration ~ Oversee:

- Finances
- Building
- Communications
- Compliance
- Contracts
- Insurances
- Tech Platforms

Strategic Leadership:

- Facilitate alignment of ministries and staff with our mission and vision
- Oversee the strategic planning process
- Implement the strategic plan
- Lead future growth initiatives

Staff Management:

- Plan and implement ongoing development of staff including coaching and goals
- Promote staff team building
- Optimize organizational structure to function effectively

#### Human Resources:

- Oversee the process for staff searches
- Manage salaries and benefits
- Perform evaluations of his direct reports with input from the senior pastor
- Manage staff policies and job descriptions
- Aide the staff in their ministry recruiting needs

#### QUALIFICATIONS

- A man who meets the qualifications of an elder (1 Timothy 3:1-7, Titus 1: 5-9)
- Bachelor's degree is required. Postgraduate or Master's degree (or equivalent) in a related field is a plus.
- Full agreement and alignment with the Evangelical Free Church of America.
- Executive Pastor or business experience with a parachurch background, or a demonstration of experience showing one's understanding of how the church functions.
- Demonstrated successful leadership of people and teams in an organization.
- Possesses a thorough understanding of the operations of and has a heart for ministry in the local church.

#### **Educational Preferences**

- Bachelor's degree is required. Postgraduate or Master's degree (or equivalent) in a related field is a plus.
- Executive Pastor or business experience with a parachurch background, or a demonstration of experience showing one's understanding of how the church functions.

#### **Age vs. Experience**

Experienced preferred

#### **Denominational Affiliation**

Full agreement and alignment with the Evangelical Free Church of America

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

It doesn't matter.

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

Ultimately, it depends on the person and fit in our staff culture. However, these skills will be important to this role:

- Ability to lead people and teams
- Organizational skills
- Strategic thinking

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

Basic computer skills

### **Equipper or Doer?**

Equipper. Lead teams who do the work.

### **Attractional vs. Missional**

We lean more missional than attractional, but both are important.

### **Budget Area Supervision**

\$1.5 million of a total of \$1.8 million. The Executive Pastor will work with the Treasurer to oversee the total budget.

### **Personal Characteristics Desired**

- Honest and trustworthy
- Organized
- Self-starter
- Strategic thinker
- Relational
- Heart for the Lord and ministry
- Strong moral character

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

- Not aligned with the theology and philosophy of The Chapel
- No experience
- Someone who is divorced without a Biblical qualification
- Not upfront and honest with us about present/past baggage

### **Urgency**

We are an 8. We would like someone as soon as possible, but we don't need to rush the process either.

### **Finally...**

A man of character with a heart for the Lord and ministry in the local church, who will be in alignment with the Lead Pastor and able to implement the vision and mission of The Chapel.

# EXECUTIVE PASTOR

## The Chapel

St. Joseph, MI



**CHEMISTRY**  
STAFFING

### **Public Job Posting**

#### **Executive Pastor**

#### **The Chapel, EFC**

#### **St. Joseph, Michigan**

The Chapel, EFC of St. Joseph, Michigan is looking for an Executive Pastor to provide administrative leadership to help The Chapel accomplish its purpose to “grow committed followers of Jesus Christ.” This person will serve under the leadership of and in close cooperation with the Lead Pastor. The key areas of focus will be administration, strategic leadership, staff management, and human resources.

#### **What you'll be doing:**

- Developing staff, and helping them create and implement goals for their ministry
- Overseeing administration, including finances, building, communications, compliance, contracts, insurances, and tech platforms
- Overseeing and implement a strategic plan
- Staff management
- Human resources

#### **Skills you'll need to have:**

- Heart for the Lord and ministry
- Demonstrated successful leadership of people and teams in an organization
- Possesses a thorough understanding of the operations of and has a heart for ministry in the local church.
- Honest and trustworthy
- Organized
- Self-starter

Located in southwest Michigan, St. Joseph is situated on the shores of Lake Michigan. St. Joseph is nestled on the southern tip of what has been termed “The Riviera of the Midwest.” People love living here because of the beautiful lakefront. The beaches are beautiful and sand dunes are magnificent. St. Joseph is a lovely, quaint town, and a great place in which to raise a family.

**If you're interested in applying for this position, please apply below:**

**<http://www.chemistrystaffing.com/the-chapel-efc-executive-pastor>**