



EXECUTIVE PASTOR

MEET NEW COMMUNITY BIBLE FELLOWSHIP

In 1985, almost a decade before New Community Bible Fellowship came into being, Senior Pastor Kevin James received a vision and calling into ministry. The vision was to establish a unique church in a major northern city of America that would reach people outside the church and help them fully live a life of joy and purpose as Christians. By September 1993, Pastor James and his wife, Tanya, had relocated to Cleveland and launched the New Community Bible Fellowship. New Community was started with 15 people who met for Bible Study and prayer at a Community College on the East side of Cleveland. These meetings came to be known as Bible Talks. This group of believers studied the Word of God, strengthened their walk with God, and was taught the vision that God had given Pastor James. Over the next few months, New Community made the transition from being a Bible Study group to an actual church ministry. Our first Sunday worship service was conducted on April 10, 1994. The church was launched with twenty adult members.

Under the grace and blessings of God, New Community Bible Fellowship has continued to flourish. The church is currently a 4,000 plus membership ministry, conducting two Sunday morning worship services and providing over 40 ministries and services within the church as well as throughout the city of Cleveland. New Community is also involved in partnering with and supporting some 40 ministries and missions groups throughout the United States and all around the world.

We believe that there will always be people to reach and work to be done for the cause of Christ. Therefore, our ever-expanding vision will never fully be accomplished. However, in our future, we envision one day looking across our ministry campuses and seeing people of all races, social classes, and backgrounds fellowshiping together, growing spiritually together, raising families together, serving God together, and most of all doing life together.

VISION

Changing lives through the power of Jesus Christ!

CLEVELAND, OHIO

Located a mere 20 minutes from downtown Cleveland, the city of Cleveland Heights, bordering five major interstates, is an inner-ring suburb of the metropolitan region of Cleveland. Cleveland Heights is the 8th largest city by population and 20th in the state of Ohio. This little suburb is famous for its oldest neighborhoods, Coventry and Greenwich Villages, which were originally founded in the early 1900s and tracing back to the beginnings of its inception as a city of Greater Cleveland.

Cleveland Heights is a thriving environment for both long-standing and emerging businesses, featuring more than 800 businesses from national and regional chains to independent businesses. Some of the local recreational opportunities that will appeal to single adults and families alike are a 135-acres of beautiful parkland, a state-of-the-art community center, a skate park, and an arts complex.

If you are looking for some excitement and unique entertainment, the city of Cleveland is known for its beautiful and timeless theatre district. Playhouse Square is the second largest theatre district in the nation, followed only by New York's Broadway. Many tourists travel to Cleveland just to experience this massive and illustrious attraction.

The environment in Cleveland Heights is, overall, safe and quiet, but it still has easy access to the surrounding urban areas. This, combined with its reasonable cost of living, makes Cleveland Heights a wonderful place to call home.



ABOUT THE EXECUTIVE PASTOR

The role of the Executive Pastor is to assist the Senior Pastor and Elders in overseeing the organization, leadership, staff, and overall direction of New Community Bible Fellowship. He is responsible for executing the vision of the Senior Pastor through:

- Strategic leadership and planning
- Staff supervision and development
- Organization and systems development
- Preaching and Teaching
- Facility/Property Expansion.

As with all senior-level staff, the Executive Pastor also carries the role of supporting and serving the Senior Pastor as needed in providing general leadership, ministry, care, and oversight for ministry leaders, members, and pre-members of New Community Bible Fellowship.

The Executive Pastor will also assist the Senior Pastor in offering executive-level leadership to the staff and congregation. The Executive Pastor will ensure that the systems, practices, and policies of the church have integrity and effectively support its ministry activities for maximum results and cost-effectiveness. The position requires a seasoned leader with a firm grasp of the purpose, values, and strategies of NCBF and the ability to align staff and key leadership teams with its mission. The Executive Pastor will ultimately serve as the chief of staff overseeing most ministry, staff, and church matters, meeting weekly to develop this relationship and update the Senior Pastor and make decisions followed by excellent execution.

- Develop and implement individual growth plans for direct reports and in turn, ensure that your direct reports develop individual growth plans for their direct reports (keeping the Senior Pastor updated).
- Provide daily oversight, motivation, accountability, and assessment of direct reports schedules and activities to ensure each direct report is utilizing ministry work time to its maximum productivity.
- Directly supervise assigned staff, which includes conducting performance evaluations and providing year-round supervision and performance feedback.
- Collaborate with the Senior Pastor and other executives in interviewing, hiring, and dismissing staff.

GOALS AND EXPECTATIONS

Strategic Leadership and Planning

- Execute the Senior Pastor's vision for key church events as well as city-wide events.
- Participate in planning meetings, conduct/oversee meetings on behalf of the Senior Pastor, oversee specific groups or duties related to an event, follow up with various departments, leaders, and assignments.
- Coordinate and, as needed, lead various staff meetings and other activities designed to communicate and execute NCBF's goals and objectives including staff development and accountability.
- Monitor the pulse of the staff, congregation, and key leaders on various levels through research, data gathering, and evaluation.
- Provide assessment and recommendations to the Senior Pastor for further development of church ministries and events.
- In conjunction with the Executive Team, assist the Senior Pastor with issues of community relations.

Staff Development and Supervision

- Meet weekly with direct reports to ensure NCBF's vision is being executed, staff morale is high, and membership is experiencing extraordinary care, and engage with other staff to ensure they are being heard and are healthy in the execution of their duties.
- Assist the Senior Pastor in the development of all activities (retreats, training, etc.) in order to help all church staff members, officers, and key leaders reach their full potential in Christ and in ministry leadership.

Organization and System Development

- Assess and develop, along with the Senior Pastor and other executives, the ideal organizational structure of the church.
- Assist the Senior Pastor and executive team with strategic planning and goal setting for the purpose of creating a climate of ministry excellence and ongoing growth.
- Work in session with the Senior Pastor, Elders, and other Executive Staff in the development of and adherence to church policies and procedures.
- Collaborate with the Senior Pastor in developing and implementing additional ministries, businesses, and other ventures of New Community Bible Fellowship.
- In conjunction with the Executive Director of Finance and Operations, conduct research and assessments of various components of the organization for the purpose of cost efficiency and optimization of systems.
- Collaborate with the Senior Pastor in regular reviews of the organization and ministry systems for improvement and church growth.

Preaching and Teaching Responsibilities

- As assigned by the Senior Pastor, preach up to three services on Sundays up to 8 times per year.
- Be open to receiving feedback on preaching style, content, delivery, and other preaching elements as deemed appropriate from the Senior Pastor.
- Participate in sermon training and even train others as assigned by the Senior Pastor.
- Participate in additional services at New Community Bible Fellowship (Prayer and Praise, Funerals, Baptisms, Baby Dedications, etc.), as assigned by the Senior Pastor which may include preaching or teaching.
- Teach/train in other venues like small group conferences and Kingdom Impact Meetings (volunteer meetings) as assigned by the Senior Pastor.



PERSONAL CHARACTERISTICS

- Extremely flexible in an environment that is subject to many spur-of-the-moment changes.
- Is creative, brings high energy, is hard-working, and has the ability to inspire and motivate others.
- Has initiative, perseverance, follow-through, and “what-ever it takes” attitude.
- Meets the qualifications of an Elder as outlined in 1 Timothy 3:1-7 and Titus 1:6-9 and is willing to become a member of New Community Bible Fellowship along with your family.
- Must have a heart for the salvation of the lost and discipleship of Christians.
- Must have a submitted, servant, and supportive attitude in your overall approach to ministry and your relationships at New Community Bible Fellowship (Ephesians 6:5-7; Colossians 3:23, 24).
- Has the ability to understand, motivate, and support ministry leaders.
- Must be at a point of living a sound Christian lifestyle (private and public), exemplary of a mature and victorious Christian, and must be a sound example in marriage and family of Christian maturity. (1 Timothy 3:1-7; 4:12/ Titus 1:5-9).
- Must have a “still growing” attitude. Must exhibit a strong commitment and openness to ongoing development in skills, knowledge, and spiritual and personal growth.
- Must be a team player, promoting unity for the overall direction of the team and the ministry.
- Must have a strong commitment to handling conflict according to the precepts of Scripture (Matthew 18:15-17).
- Must be able to maintain a high level of confidentiality.



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