



Dear applicant,

Thank you for your interest in the open position at Faith United Church. You are receiving this packet in response to either an email, call, or application that indicated your interest in the ministry of our church. We would like you to prayerfully read through the included information and join us in a discernment process that seeks God's will for our church, our community and for your calling to ministry. Included you will find the following...

1. CHURCH PROFILE:

This document will paint a clearer picture of our church and its vision and mission for our ministry in the Brandon Valley Community.

2. SUPPORT SERVICES MANAGER PROFILE:

The purpose of this profile is to provide a snapshot of who we envision filling this ministry position. We are aware that our candidates may not fit the profile perfectly, but it should help define some of the characteristics that we are looking for.

3. JOB DESCRIPTION:

This is a detailed description of the duties and programming that will fall under the responsibilities of the new hire. While the job description will direct our hiring, our ultimate goal is to find the person that God has planned for us. As such, we may tailor the position to the right individual and as it is deemed necessary.

4. APPLICATION/REFERENCE FORM:

Please fill out the application and send it in with your resume. If you have already submitted an application, please indicate in your correspondence.

We will be accepting applications through January. We will review the applications and schedule phone and formal interviews as appropriate.

Contact: Ray Koens

Email: office@faithunitedepc.org

Office Phone: 605-582-6788

Cell: 605-261-9419

More Details: www.faithunitedepc.org



HISTORY OF FAITH UNITED CHURCH

Our church was officially organized on September 26, 1965 as Faith United Presbyterian Church and met in the “Little White Church” at 200 First Avenue. Over 50 years as part of the Presbyterian Church USA, our congregation chose to disaffiliate with that particular Presbyterian denomination based on the issues of the authority of Scripture in all aspects of life and the exclusivity of Jesus Christ as the only way to salvation. Faith United became a part of the Evangelical Presbyterian Church in 2012.

STATE OF THE CHURCH

The Brandon area is a bedroom community of Sioux Falls, South Dakota. The city of Brandon has a population of around 9,000 residents. A third of that population is under the age of 18. With such a high proportion of young people, youth and children ministries are essential for our community. The Schools are ranked among the highest in the state and are the main “industry” in Brandon. In fact, many families move to Brandon for the schools. The community has a long history of favorably supporting the schools. There are third and fourth generation families in Brandon but most of the growth is young, professional families working in Sioux Falls and raising their families in Brandon.

We have an average attendance of 150 at Sunday morning services with a membership of 192. Financial stability has been the norm for our medium sized church and multiple building projects have been accomplished and fully paid for by its members. Currently, we are in the middle of a construction project to expand space in the nurse and toddler rooms, and to create separate worship/meeting spaces for children and youth. This is evidence of our commitment to invest in the demographics of our community.

STYLE OF WORSHIP

We would define our worship style as a “Blended” model. We have a more contemporary structure and music that is blended with traditional elements. We feel this is the best way to bless all four generations in the church while creating a sense of passing the church on to the next generation. If we try to invite the next generation to “join” our church instead of passing it on to them, we will miss the opportunity to keep the church relevant for coming generations. To pass on the church means the older generations need to let go of it over time. However, in order to keep the wisdom and strength of faith that the older generations have, the next generation needs to embrace some of the history and traditions that are so meaningful.

AN ADOPTION MODEL OF FAMILY MINISTRY

In our attempt to be a Family of Families, with four unique generations in the church, we strive to avoid “silo” ministries where youth and children ministries effectively create their own churches. We don’t want to create situations when students graduate from school that they feel like they graduate from their church, feeling like they don’t fit in with the adult life of the church.

So, rather than creating ministries that are loosely associated with the church, we see all ministries in the church (Children, Youth, and Adult Ministries) as avenues of adoption into the Family of Families. We want to be intentional in creating “transitional” opportunities to help children transition into youth ministries and then transition into adult ministries.

We see the local church and individual families as partners in raising our children in the Christian Faith. The Family Ministries Team works together to adopt all ages into God’s eternal family.

Visit www.faithunitedepc.org and www.epc.org for more information.

OUR UNIQUE IDENTITY

We went through a rebranding in 2018. Our identity is founded in our values. The values of our church can be summed up in the following...

1. The Bible: Grounding all of life and faith in the Christian Scriptures (2 Tim 3:16-17)
2. Worship: Authentically worshiping God in Spirit and Truth (John 4:23)
3. Family: Becoming a Family of Families, no matter the state of our individual families (1 Tim 3:15, Gal 6:10)
4. Discipleship: Taking the next faithful step of commitment towards Jesus Christ (Matt 28:19-20)
5. Service: All believers are ministers and should serve the way Jesus did (1 Peter 4:10, Mark 10:45)
6. Excellence: Giving our best honors God (2 Cor 8:7, 1 Cor 10:31)
7. Fun: Laughter and Joy come with being a part of the great things God is doing (Psalm 126:2)

When we combine these values with the Great Commandments, the Great Commission and the image of the church as a family, we start to get a picture (*vision*) of our unique purpose. Our Goal is to be a family of families that loves God and loves people by adopting them into the Family of God. (Matthew 22:36-39, Matthew 28:19-20, Ephesians 1:5, John 1:12)

The ministry teams of Faith United will accomplish this goal (*mission*) by creating avenues of “adoption” by which the whole family is equipped to make commitments to Conversations, Community, Christ, and Calling. As a holistic Family Ministry, we will engage all ages, from birth through retirement, providing programing to encourage next faithful steps of commitment. We will implement an adoption process that reflects the Great Commandments and the Great Commission, helping people move into the confidence of being a child of God and a part of God’s eternal spiritual family. We sum up our identity with a single memorable tagline (*purpose statement*): **“Building a Family of Families”**

This is a summary explanation of the creative Vision of our Church Logo:

4 MINISTRIES - Men, Women, Youth, Children

4 GENERATIONS - Builders, Boomers, Busters, Bridgers

4 COMMITMENT STEPS – To Conversations, Community, Christ, Calling

FOLDED together into **ONE CHURCH: A Family of Families**





SUPPORT SERVICES PROFILE

This is a list of characteristics that we as a search committee would like to see personified in our applicants. We are looking for the person that God is calling to be a part of our ministry, and that person will not be perfect. But we are looking for a teachable candidate that can grow into the person that God has shaped them to be. We all have unique spiritual gifts, abilities, heart passions, personalities, and experience. We want to be a great fit for someone and are looking for a great fit for our church.

1. A deep love for Jesus Christ.
2. A deep love for working with people.
3. A mature growing relationship with God through Jesus Christ characterized by a godly lifestyle.
4. An ability to articulate his/her own faith, the truth of Scriptures, and the foundational principles of Christianity.
5. A Reformed understanding and conviction of God and God's mission in the world.
6. An understanding of computers and current software: Website management Wix.com, Planning Center Services, Adobe Creative Suite, Mailchimp, macOS (office computers), Microsoft Office, Canva (Design), Google (Email and Shared drives), ProPresenter (Sunday Presentation).
7. A passion for people to come to know Jesus within the context of the church and sees her/his role as part of sharing Jesus in the community.
8. Leadership skills and eagerness to equip volunteers to help and serve in various ways in the office.
9. Desire and willingness to initiate communication with leadership, members, and community people when necessary. A friendly, pleasant demeanor on the phone.
10. Administrative skills necessary to oversee, direct, delegate and evaluate the work of the ministry, and be teachable and correctable enough to make changes as necessary.
11. Has effectively worked with people of all ages, with experience to support the different ministry areas providing administrative input and help when needed.
12. Has a missional perspective of the Support Services ministry. We want to be the hands and feet of Jesus as close as across the street and as far as around the world. This role will be essential to helping that happen.
13. Sees themselves as a "team player" rather than a "lone ranger" within the Ministry Team.
14. Likes to laugh and have fun.

Job Posting: SUPPORT SERVICES MANAGER

Part Time Salaried Position – Estimated 28 Hours Per Week

Applications can be found at www.faithunitedepc.org



Summary

Faith United Church in Brandon, SD is looking for a Support Services Manager. This is a newly created position that will join the Leadership Team at Faith United. We are looking for a self-managed individual that has excellent verbal & written skills and thrives on driving the best member experience. The Manager of Support Services will be responsible for brand management, social media content, and communications of the church. Additionally, this individual will engage with the leadership team to assist in developing the communications & operational needs of services, events, and programs. The Support Services Manager will also supervise support staff and coordinate with volunteers, providing leadership and management of the church office.

Requirements

- Excellent communicator (both written and verbal)
- Creative thinker with the ability to use data to create strategy
- Mobile mindset
- Strong attention to detail and desire for excellence
- A teachable self-starter, anticipating needs and proposing solutions
- A Team Player
- Familiarity with marketing methodology and software
- Knowledge of online advertising platforms
- Demonstrate understanding of communications to a Christian church community.
- Demonstrated experience managing people/volunteers.
- Experience with Planning Center Services and Adobe Creative Suite products.
- Creative flair while delivering the church's brand strategy for the church.
- A calling to serve and love the people at **Faith United Church**
- A commitment to the *Essentials and Beliefs* of the **Evangelical Presbyterian Church**

Compensation

- This is a salaried, part-time position, with an anticipated average of 28 hours per week
- Starting Annual Salary between \$29,000 – 36,500
- Benefits: 4 Week of Vacation

Contact and Applications

- Applications and more information can be found at www.faithunitedepc.org
- Primary Contact: Ray Koens
- Email: office@faithunitedepc.org
- Office Phone: 605-582-6788
- Cell: 605-261-9419
- We will be accepting applications through January 2022. We will review applications and schedule phone and formal interviews as appropriate.



**FAITH UNITED
CHURCH**
Building a Family of Families

Application for Employment

Position you are applying for: _____

Name: _____

Phone: _____

Email: _____

Address: _____

Please send a resume with 2 or 3 references along with this application to:

Contact: Chair of Search Committee - Ray Koens

Email: office@faithunitedepc.org

Office Phone: 605-582-6788

Cell: 605-261-9419

(you can answer on/in this document or take as long as you need with separate document)

Briefly share what attracts you to this position.

In what ways do you see this position as a good fit for you and your gifts and abilities?

Please describe your relationship with Jesus Christ. If you could improve one aspect of that relationship, what would it be?

Share a few thoughts about what it means to you to be a part of a ministry team?

Do you agree to a background check for this position? Yes ___ No ___

