

# Employment Application Packet



Thank you for your interest in employment at Grace Community Church. We're very excited to see where the Lord leads with you and this position. GCC is a multi-generational and multicultural family of people united in following Jesus and serving the wider Kingdom around it. As a medium-sized church, we strive to abide with and respond to Jesus daily, living out His daily Grace where we live, work, learn, and play. GCC has faithfully shared, and been centered around, the gospel throughout its long history.

In 1951, several residents of Auburn responded to the gospel at a Billy Graham Crusade in Seattle, forming a small Bible study group. The group quickly grew to 70 and a decision was made to form a new church in April of 1952, aligning with the Conservative Baptist Association in 1953. The church attendance (AWA), including students and children, is around 13-1400 with a monthly reach zone over 2500.

GCC is located about 25 miles south of Seattle in Auburn, WA, a city that is home to about 85,000 people, with more than 200,000 people living within a five-mile radius. Tacoma is 15 miles to the southwest. The largest ethnic groups in Auburn are White (48%), Hispanic (19%), Asian (14%), and Black (5%). Average estimated household income is \$92,824, and the median home value is around \$560,000.\*

Auburn is home to Green River College, the Auburn Symphony Orchestra, the Evergreen City Ballet, and Emerald Downs, a thoroughbred racetrack. Many attenders live in Auburn, but others come from surrounding communities—Kent, Covington, Maple Valley, Lake Tapps, Bonney Lake, Sumner, Puyallup, and Federal Way. Auburn lies inland of Puget Sound and in the shadow of Mt. Ranier, with easy access to cultural, sports, and outdoor activities.

If you are not familiar with Grace Community Church, we encourage you to explore our website to learn more about us. These pages may be of particular interest:

**General** | <https://www.graceinauburn.com>

**What We Believe** | <https://www.graceinauburn.com/beliefs>

**Job Information** | <https://www.graceinauburn.com/jobs>

**Information about Our Team** | <https://www.graceinauburn.com/staff>

**IMPORTANT NOTE: Employment at Grace Community Church requires church membership within six months of employment. If offered this position, you will need to consider whether to both accept the position and pursue church membership.**

\* Source: <https://censusreporter.org/profiles/16000US5303180-auburn-wa/>.

## **Executive Pastor**



### **DETAILS**

Department: **Senior Leadership**

Type: **Regular; Full-Time; Salaried**

Status: **This position is classified as ministerial and is therefore subject to a ministerial exemption from state and local labor law based on the First Amendment of the U.S. Constitution.**

Schedule: **Varies, based on ministry needs, including weekends and evenings**

### **OVERVIEW**

The Executive Pastor focuses on implementing the church's vision and strategy by creating strong collaboration between the various ministry departments—leading in strategic planning, ministry evaluation, staff accountability, and overall management of the ministries of the church.

### **FUNCTIONS & RESPONSIBILITIES**

#### **Church Leadership & Pastoral Ministry**

- Serve as an Elder and a member of the Executive Team.
- Model the heart of a shepherd, working with the Senior Pastor to ensure that the flock is well led, cared for, and protected (1 Peter 5:1-3; 1 Corinthians 2:1-5; John 21:17).
- Provide general pastoring/shepherding within the church family, though limited by gifting and the priority of primary responsibilities. Shepherding duties may include pastoral counseling, conducting baptisms, leading communion, worship service announcements, congregational care, occasional preaching duties, weddings and funerals, etc.

#### **Staff Oversight and Development**

- Lead ministry, administrative, and facilities staff in effectively serving the church and ensuring the accomplishment of annual goals. Note: staff involved directly with weekend services and with digital outreach report to the Senior Pastor directly or indirectly.
- Provide leadership and mentoring of pastors and directors as it relates to day-to-day ministry and operational activities, ensuring that they, in turn, effectively lead their respective staff members and volunteers.
- Oversee appropriate training and development of ministry staff, approving any professional development in accordance with current policies.

- Assess, support, and mentor staff members, implementing processes to unify the staff around a common purpose, establish procedures for clear communication, and encourage effective collaboration.

### Strategic Leadership & Planning

- Facilitate an annual strategic planning process across ministry departments, including evaluation of ministry performance; review of mission, vision, and core values; development of key objectives; establishment of reasonable, achievable one-year goals and revision or establishment of long-term (three-year) goals.
- Oversee budget preparation and ongoing budget management to support ministry goals in coordination with Stewardship Director and RAFT.
- Work with department leaders to translate the strategic plan into operational plans that reflect the vision of GCC, ensuring that all departmental goals and priorities match church-wide goals and priorities.
- Implement clear and concise policies, procedures, and infrastructure for all church ministries. Identify where systems and procedures are needed to improve effectiveness and efficiency.
- Ensure that staffing, facilities, and ministries are appropriately and effectively aligned to best meet strategic goals.

### Ministry Oversight

- Conduct staff meetings in collaboration with the Senior Pastor. Staff meetings will be designed for the purposes of development the staff culture, transfer of vision, ministry coordination, and prayer.
- Oversees all ministries and church operations with the exception of Worship and Arts, Worship & A/V Tech and regional, national, and international outreach.
- Works with the Senior Pastor in the planning and execution of special all-church events.
- Review, create, and implement policies and procedures to ensure the effective operation of all church ministries. Monitor the pulse of the congregation through research and evaluation.

## QUALIFICATIONS & REQUIREMENTS

- Meet the Biblical spiritual, personal, and character qualifications of an elder (1 Tim. 3:2–7 and Titus 1:6–9).
- Graduate of a recognized, accredited evangelical seminary (preferred).
- Minimum of 10 years of pastoral experience, with three or more years in a pastoral leadership role and/or a business management role. Experience in a larger church preferred.
- Be a godly servant-leader with proper motives for ministry (1 Pet. 5:1–4) and a gifted pastor capable of equipping the saints for obedient service (Eph. 4:11–13).
- Maintains his family as a high priority and have a wife (if married) who fully supports his pastoral and leadership calling.

- Is deeply in love with God and consistently cultivates this relationship (Mark 12:30; John 15:4-5; 21:15-17).
- Demonstrate success leading teams and translating vision into strategy and operational plans.
- Possesses a strong mix of organization, people, and communication skills.
- Embrace the church's vision, direction, strategies, and approach to ministry and unreservedly hold to the church's statement of beliefs.
- Relate to the church family and to the public in a manner that honors and represents Christ well.
- Be a member of Grace Community Church or become a member, along with his spouse, within one year of employment.

## ACCOUNTABILITY

Accountable to: **Senior Pastor**

Accountable for: **All staff except those involved directly with weekend services and with digital outreach, who report to the Senior Pastor directly or indirectly.**

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The compensation range for this position as of 9/1/2024 is \$80,250 to \$115,560. Because determination of beginning compensation is based on level of training and years of experience, new applicants should not expect to be offered compensation in the higher ranges of this scale. Benefits offered include vacation, sick, and bereavement leave; medical, dental, and vision coverage (with the church paying 90% of the premium); and matching of up to 5% of any amount contributed by the employee in the church's 503(b) retirement plan.

# Application for Employment



GCC is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, marital status, physical or mental disability, veteran status, or any other status or condition protected by applicable state or federal law. As a religious institution, GCC is permitted to, and reserves the right to, prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Former Name(s) of Applicant (if any) \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip

How long have you lived at above address? \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_

## EMPLOYMENT INFORMATION

Position Desired \_\_\_\_\_ Date available for work \_\_\_\_\_

Type of employment: ☐ Regular ☐ Temporary | ☐ Full Time ☐ Part Time

Have you ever applied for a job with Grace Community Church before? ☐ Yes When? \_\_\_\_\_ ☐ No

Have you ever worked for us before? ☐ Yes When? \_\_\_\_\_ ☐ No

Have you ever been convicted of any crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, state date, court, and disposition of the case \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or requested to resign from a position? ☐ Yes ☐ No

If yes, explain \_\_\_\_\_  
\_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_  
\_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? ☐ Yes ☐ No

Describe \_\_\_\_\_

***If submitting a resume, you do not need to duplicate information below, but please be sure to provide all information requested. Attach your resume or an additional page to provide any supplemental information.***

## **EDUCATION**

Type of Schooling	Name of School	Location	Years Enrolled	Major Subject	Did you Graduate?
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High School

Trade School

College

Graduate

Do you possess any additional experiences, skills, qualifications, or professional training which you feel would especially fit you for work in this position?

## **PRIOR EMPLOYMENT** (start with the most current)

Company/Organization	Phone
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Address

Name/Position of Supervisor

Date of Employment—From:	To:	Avg Hrs/Week
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Your Position & Duties:

Reason for Leaving:

Company/Organization	Phone
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Address

Name/Position of Supervisor

Date of Employment—From:	To:	Avg Hrs/Week
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Your Position & Duties:

Reason for Leaving:

Company/Organization

Phone

Address

Name/Position of Supervisor

Date of Employment—From:

To:

Avg Hrs/Week

Your Position & Duties:

Reason for Leaving:

## PERSONAL & PROFESSIONAL REFERENCES

Please list three or more references, with at least one professional reference and one pastor or staff member from either your current church or a church you have recently attended

Name

Email

Phone

Relationship

Years Known

## AGREEMENTS & AUTHORIZATION

**The facts set forth in my application for employment are true and complete.** I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

**I understand that employment at this organization is “at will”** and includes no guarantee, contract, or promise of employment for a specified length of time. I understand that just as I am free to resign at any time, Grace Community Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

In applying for work at Grace Community Church, my purpose is to cooperate fully with other staff members and volunteers to promote the various spiritual ministries of the church in order to advance the cause of Christ. For this reason, **I understand that all employees are expected to either be a member of the church or become a member within six months of employment.** I affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin and, by God’s enabling grace, I will endeavor to conduct my life in accordance with His calling on my life (Eph. 4:1).

**I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.** I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date

**Return this Application with Resume to Grace Community Church; Attn: HR & Finance Office; 1320 Auburn Way S; Auburn, WA 98002 or email a copy to [jobs@graceinauburn.com](mailto:jobs@graceinauburn.com).**