

OBJECTIVE

Associate Pastor and Executive Administrator currently prayerfully seeks opportunity to assist the local church to more effectively steward the assets God has blessed them with in terms of the staff, lay people, funds, facilities, and programs. Seeking to consistently instill in others a desire to care for and serve all ages while maturing in their faith walk. Seeks to implement and shepherd the vision, goals and values of the Senior Pastor and the church's Governing Body. By doing so assist Christ's people to clearly recognize and develop a "Life Mission" while consistently modeling such in my own life so as to draw others to Christ. My goal is to model and instill in others in the local church what the Apostle Paul writes in 1 Corinthians 14:33 – "for God is not a God of confusion but of peace, as in all the churches of the saints." Reaching up, reaching in, and reaching out seeking to fulfill "The Great Command" and "The Great Commission."

MINISTRY EXPERIENCE

Riverpark Bible Church Fresno, CA Church Size: 1750 people July 1998 – April 2010

Associate Pastor of Family Life - Member of the Office of Executive Pastor/Family Life / Administration

I provided pastoral leadership and care and administrative oversight to diverse adult ministry programs while directing the smooth flow of the church administration on a daily basis. As a member of the Executive Team I collaborated with the other two members to set and clarify the vision, goals, and strategy, assess the needs of the congregation, and facilitate the development of programs that met the needs of the congregation. I oversaw the management and development of the multiple facilities on two sites.

- Developed, led, coordinated, and managed various adult ministry programs to help others grow in their faith and practice; Small Groups (Life Groups), Marriage and Family Growth Ministries, Discipleship Ministries, Men's Ministries, Adult Christian Education program, Counseling, and Marriage Preparation and Enrichment Ministries. In conjunction with the other staff developed new programs, established goals, and maximized the effectiveness of present programs. I taught weekly in Adult Sunday School classes of 75+ people and Sunday evenings as scheduled.
- Worked closely with the Senior Pastor to harmonize with him, the actions of the staff toward the accomplishment of the vision, mission, goals and strategy of the church.
- Promoted unity within the congregation and cohesiveness between staff members.
- Carried out full range of support services including ensuring the accurate accounting and maintenance of records; coordination and monitoring of purchases; and evaluation and signing of financial commitments and contracts including adequate insurance coverage.
- Supervised and led 9 direct report paid staff, 15+ Lay Ministry Team Leaders, as well as over 100 volunteer ministry staff. Responsible for staff annual performance reviews. Responsible for overseeing and assisting pastors and directors in the completion of their annual and five year "Strategic Ministry Plans" and their implementation and reviews.
- Developed written personnel policies and procedures. Developed job descriptions for the church staff both senior and support staff. Participated in the recruitment and hiring of staff and other important personnel. Evaluated staffing structure and proposing adjustments as the need arose.
- Under the directions of the Council of Elders and Senior Pastor, created, implemented and monitored effective budget preparation and budget controls within the church and its \$2,000,000+ annual budget.

- Oversaw the management and development of all the multiple facilities on two sites. This included scheduling and utilization of all facilities through the Office Manager. Supervised the management of these facilities, including preventive maintenance, cost benefit measures, and space allocation and use - to minimize cost and maximize ministry use and benefit. Supervised all building and grounds maintenance employees and volunteers. Oversaw facility budget and expenditures.
- Managed remodeling, expansion and construction projects, including negotiating contracts with subcontractors, supervising construction, scheduling of projects and working closely with volunteers. Served as liaison for construction projects; successfully managed Family Center addition (completed under budget) and new 20K sq ft Sanctuary. Directed stewardship campaigns and worked with Injoy Stewardship Services.

Crossroads Community Church Visalia, CA
Interim Pastor October 1996 - October 1997

Upon recommendation of Pastor George Posthumus (RBC) recruited by CBA Vision 2000 to serve a two year old church plant congregation as their Interim Pastor following God's Call.

- Prepared and delivered messages for Sunday services and led mid-week study.
- Worked with and learned from a dedicated cord of pioneers garnering hands-on experience within many facets of seminary.
- Provided pastoral care to the grieving, sick and disgruntled; helped guide others to healing through the love of Christ.

Northwest Fresno Church Plant Fresno, CA
Co-planter April 1995 - August 1996

Served alongside Steve Spencer to carry out the Lord's leading, set the vision, develop a ministry profile, assemble and launch a team, and select a meeting site for new EV Free church plant.

Lay Volunteer / Intern
Riverpark Bible Church July 1993 - June 1995

Owner
Cent-Val Automatic Music & Vending May 1990 - November 1997

Vice President
Automatic Merchandising Company December 1973 - May 1990

MISSIONS SERVICE

Researched and carried out mission trips with focus on teaching, speaking, and ministering to those in need.

- July 2009 Albania & Kosovo (1-week)
- May 2005 Brazil & Angola (2-weeks each)
- January 2003 Senegal West Africa (10 days)
- July 1999 Brazil (1-week)
- January 1996 Brazil (1-week)

