



## **Opportunity Profile Chief Operating Minister/Chief of Staff**

Evangelical Presbyterian Church of Annapolis  
Annapolis, Maryland

December 2015

Evangelical Presbyterian Church of Annapolis ([epannapolis.org](http://epannapolis.org)) in Annapolis, Maryland, is prayerfully seeking a Chief Operating Minister/Chief of Staff (COM/CoS) to energize, organize, and develop an exceptional ministry team and congregation. This is a highly attractive opportunity for an experienced leader of leaders who is gifted and motivated to further elevate a ministry that seeks to build upon its rich legacy, as well as empower and develop its staff and congregants for even greater Kingdom impact.

### **Overview**

Evangelical Presbyterian Church (EP) of Annapolis, Maryland is a congregation of close to 1,000 that is affiliated with the Presbyterian Church of America (PCA). Annapolis and the Chesapeake Bay area offer a wide variety of wonderful places to explore. Annapolis City—the state capitol of Maryland—is world-renowned as “America’s Sailing Capitol,” while the Annapolis countryside offers hundreds of miles of Chesapeake Bay shoreline, not to mention the rich, myriad snapshots into American history prevalent to the region. Whether looking for a way to get out on to the water, exploring peaceful wooded hiking trails, or discovering significant landmarks from the past, you’ll find it here in charming Annapolis.

EP was founded in 1964 by a small group of faithful believers who were involved in various ministries in the Annapolis area and desired to see a church established that would help sustain a solidly scriptural witness to the Gospel of Christ. The first gatherings for prayer and Bible study were held in a local home in West Annapolis, as were the first worship services open to the public. Once the group grew too large, EP began holding services in a local elementary school before eventually purchasing property at its current location. Over the years the church has added to its facilities in order to accommodate for the significant congregational growth and it now enjoys a convenient location complete with sanctuary, gym, chapel and ample classroom and meeting spaces.

In 2007 Bruce O’Neil, his wife Kathy and their three children, moved to Annapolis to become EP’s Senior Pastor. Pastor Bruce has brought a renewed appreciation for the centrality of the Word, as well as a renewed vision to see the Gospel lived out through the church and its devotion to Christ, love for Christ’s people, and service to Annapolis and the surrounding community. The relational “fit” with the Senior Pastor is important in any collaborative leadership role and this new COM/CoS will possess skills and strengths that complement Pastor Bruce and his unique gifts.

With its close proximity to the Naval Academy, Washington DC, Fort Meade, as well as other military and government agencies, this congregation is home to many bright and capable people

who are leaders in their own spheres and who give generously of their time, talent, and treasure. This reality will not be lost on the COM/CoS as he enters into the role to assess and effectively engage this high caliber congregation and staff.

EP Annapolis has a long-standing commitment to missions and advancing the gospel, which has made a significant impact in the region. The church annually gives 15% of its budget to missions. It has successfully planted 13 churches and all are still thriving today. It allows a Hispanic church to utilize its facilities, houses the younger elementary grades of Annapolis Area Christian School, and is an active participant in “Winter Relief,” a ministry of Anne Arundel County in which various churches house the homeless for a week during the winter months. Additionally, EP recently partnered with another ministry to support a church plant in the heart of the city called Downtown Hope. The right COM/CoS will play a critical role in executing the strategic plan of the church, which will build on this excellent foundation and will help it become even more impactful in the future.

In January 2014, EP Annapolis sent its Young Adults Pastor, along with about 100 congregants, to plant a church called Trinity in Crofton, Maryland. Historically when a daughter church was created EP Annapolis would recover numerically and financially within a year. This time, however, the congregation has not experienced the “bounce back” it had come to expect. This has left some congregants with a feeling of “instability” and others with a sense of “plateau.” Additionally, a number of shifts have occurred to staff roles as well. Many individuals have shifted positions and responsibilities. People are concerned about who is doing what, and there is a need for accountability to ensure staff members are achieving their goals and objectives. When added together, these changes have resulted in many EP Annapolis attenders looking for more growth, more pastoral care, more organization, and more strategic implementation to help reignite momentum.

As a congregation in the Presbyterian Church of America (PCA), EP Annapolis is committed to traditional reformed theology, yet it also understands and appreciates the wide and varied backgrounds that make up the church and the greater Annapolis community. Solidly biblical teaching with a reformed theological perspective is welcomed within the church. Having developed relationships with other churches and ministries in the area over the years, EP desires to call a COM/CoS that will represent the church well, and understand and embrace an ecumenical approach when building partnerships with those outside the church.

## **The Opportunity**

EP Annapolis is eager to welcome a mature, energized and articulate operational leader to the team to serve as Chief Operating Minister/Chief of Staff. Operational and financial oversight skills are only part of the need at EP Annapolis. The church will benefit from a COM/CoS who will work with Pastor Bruce and other leaders to catalyze clarity within the body about the vision, purpose and direction of the church, while orchestrating and unifying staff and key ministry leaders through the implementation of the existing strategic plan. This strategic plan was created a number of years ago but changes in church staff as well as the most recent church plant have caused it to fall out of focus. It needs a shot of fresh energy and leadership to get it communicated, aligned and implemented into action. Adapting to financial realities, measuring results, and holding others accountable for their responsibilities are all essential aspects of successful implementation. This operational leader will resonate with the plan and will excel in “getting the job done” through wise financial management, team development, effective communication and relational savvy.

Relationships and stability are extremely important at EP Annapolis and the incoming COM/CoS will need a thoughtful, diplomatic, and paced attitude as he works with others to help move

things forward. Many attenders are long-tenured, value the history and traditions of their church experience, and are eager to see things change only with good reason. Ideally, the COM/CoS will be both patient and persistent as he helps the church to achieve its goals and objectives. An important first step will come through an increase in organizational flexibility. Studies have shown the internal flexibility of a church holds the strongest correlation with its ability to achieve its strategic goals and plans. To accomplish this the COM/CoS will need to take a slow, yet steady approach that honors the past, values people, and leverages a relational style. It will be essential to socialize and over-communicate ideas, allow for input, and offer solid rationale before decisions are made.

One proactive step the Session has taken to support the work of the COM/CoS, as well as the Senior Pastor, is the establishment of a Leadership Oversight Team (LOT). Formed on behalf of Session, the LOT, comprised of three ruling Elders, will provide oversight and accountability to both the COM/CoS and Senior Pastor. It will also encourage and help facilitate a strong working relationship between these two key leaders. This team will provide annual reviews for both leaders and, most importantly, it will serve as a forum for prayer support and counsel as ministry initiatives move forward.

The intentional partnership and genuine fellowship between pastors, ministry staff, Session and lay leaders at EP Annapolis is vital to their vision of an energized, empowered church. The COM/CoS will play a crucial role in cultivating and coordinating an effective organizational and leadership dynamic within the church. There is a desire for more equipping and leadership/professional development, as well as more focus on Men's Ministry which some see as a potential pipeline for future leadership in the church. This is a wonderful opportunity for a mature and experienced COM/CoS who is gifted and experienced in developing the skills and capacity of others. EP Annapolis desires to call a confident yet humble individual who genuinely enjoys people and is able to recognize talent, develop potential and delegate effectively.

While there are many signs of health and vitality at EP, the COM/CoS will not be short of opportunities to add value and enhance inner workings of the church. More and better communication is an essential need. The incoming COM/CoS will have the opportunity to build out effective systems for communication and to serve as a resource "hub" that improves the sense of interconnection throughout the church. He will be called upon to listen patiently while creating and establishing a multi-faceted communication plan for the church that includes developing two-way systems to receive and deliver communication on internal and external platforms. Linked with this communications strategy is the effective management and utilization of the church's website and social media presence. Identifying and utilizing strategies and best practices that maximize these tools will be extremely helpful in the internal communication and outreach efforts of the church.

Finally, EP needs someone who can help them tell their story. God has used this church significantly over the last 50 years to effectively reach people with the Gospel of Christ. This is an amazing congregation that has done wonderful things for both the Kingdom and community, yet few people have heard many of these powerful stories of God's provision and personal transformation. This is a wonderfully humble community of believers, and helping them articulate and appropriately share their story with God-glorifying humility will be very valuable for both current attenders and newcomers alike.

EP is positive and hopeful about their future. They desire to call a new leader to the team to help everyone and everything work together more effectively so that they can meaningfully advance the Kingdom in Annapolis and beyond. A caring operational leader that supports this vision, partners effectively with Pastor Bruce and the team, and is able to develop and motivate

others for sustained ministry and growth will be a welcome addition to the EP Annapolis community.

### **About the Senior Pastor**

Pastor Bruce O'Neil is a strategist and idea powerhouse whose mind is always stirring up new ideas. After he has thought them through himself, he enjoys bringing these ideas to the table to engage in conversations that help him to further clarify, form and shape the direction. He needs a ministry partner that will listen to him, help him to identify the very best ideas, and release those that do not align or add value. He will benefit from an associate leader who appreciates having a plan, contributes to it, adapts it when beneficial, and can hone in on executing the details. The right ministry partner for Bruce is someone who is competent, dependable, patient and able to "get it done." This leader will effectively organize, implement and follow through on communication, plans and strategies so that the church is maximized as it moves into its future.

Bruce is optimistic, prefers consensus, and desires to work with collaborators who are ministry focused, decisive and strong leaders. He will work best with someone who is clearly called to "second chair" leadership. His best compliment will be a diplomatic communicator who possesses terrific people skills and is able to thoughtfully resource him into key conversations and important decisions.

### **The Candidate**

EP Annapolis needs a COM/CoS who will partner with the Senior Pastor to manage the staff and integrate effectively with Session, Deacons and congregants to ensure the vision is clearly communicated and strategically implemented in a way that creates energy, clarity, focus and momentum. Whether coming to the role from another church, ministry or business context, the right COM/CoS for EP Annapolis will be an experienced, operationally-focused leader who is self secure and accustomed to working alongside high caliber leaders. This individual will inspire confidence through his spiritual maturity, biblical wisdom and non-anxious personal presence.

As stated above, the selected COM/CoS will have a proven track record of implementation and successfully "getting the job done." Along with strong administration, organization and management abilities, the ideal candidate will possess excellent interpersonal and relationship-building skills. EP Annapolis is a congregation that values community, clarity, and intentionality. A leader that reflects these traits will fit in well. Ideally, this personable individual will eagerly engage in the community life of the church and will initiate opportunities to create meaningful connections with congregants and staff. The adage "people don't care how much you know until they know how much you care" is certainly true here. EP hopes the incoming COM/CoS will convey a genuine care, support, encouragement and affirmation of people during the course of everyday life and ministry. Motivated by purpose and people, the COM/CoS at EP Annapolis will consistently point to Jesus as the source of his joy and meaning both in life and ministry.

As a ministry partner that compliments the strengths of the Senior Pastor and other staff pastors, the new COM/CoS will serve as an energizer and motivator who enjoys managing people and tasks in a manner that produces synergy and results. EP Annapolis is blessed with bright and talented people, both in its leadership and congregation. This individual will be effective in maximizing the contribution of other leaders and inspiring people to engage their gifts and talents to see a vision realized.

Ideally, spending time with the new COM/CoS will invigorate people. With a sincere desire to invest in things that matter and to see others succeed, the right COM/CoS for EP Annapolis will

bring out the best from people. Like a coach who requires excellence from his team yet holds himself accountable for their performance, this leader will walk with the teams at EP: managing them, equipping them, cheering for them, and “in the trenches” with them. Most importantly, he will help to foster the spiritual development and discipleship of the congregation by gently challenging it to stretch, grow, give and move forward toward the future God has planned for it.

### **Where Might We Find This Individual Today?**

- Executive Pastor currently serving in a church and is feeling a call to a new challenge or opportunity
- Executive Pastor who is motivated to partner with others in a collaborative environment
- An experienced para-church or marketplace leader that brings experience in organizational management and the development of other high caliber leaders
- A pastor, para-church or marketplace leader with a demonstrated capacity for implementing plans, growing organizations and maximizing teams.

### **Candidate Qualifications**

- An evident, growing relationship with Jesus Christ
- A minimum master's degree (M.Div., Th.M., MBA) or higher (D.Min., Ph.D.)
- Aligns theologically with the Presbyterian Church of America
- Experience managing paid staff in a multi-staff church or business environment
- Extensive leadership experience including management of budgets and finances
- High relational intelligence, energy and motivation
- If coming from the marketplace, lay leadership experience in a church context (Board chair, Elder, Deacon, etc.)

### **Inquiry Process**

If after reading this description you have some interest in the COM/CoS position at Evangelical Presbyterian Church of Annapolis and you feel you meet the qualifications for the role, you are invited to submit the following information for consideration:

1. Your resume or CV (in Word format)
2. A current photo
3. A brief family bio
4. 5 references (1 supervisors or board leader, 2 staff associates, and 2 personal). These references will be contacted later in the process and only with your prior approval.
5. Written responses to the following questions. We believe that one can learn only so much from a resume. Your responses will help us to gain a more complete picture of you and your leadership.
  1. Describe your faith in Jesus Christ. Tell us how you came to personal faith and something about your journey into ministry. How do you spiritually stay refreshed in the midst of ministry demands?
  2. What is it about the opportunity at EP Annapolis that attracts you to this position?
  3. What are two or three of your core strengths? Please share two or three examples of situations where you utilized your core strengths to move forward the church, ministry or business you were leading.
  4. What kinds of challenges do you find especially motivating?

5. What values and principles guide and shape your management of others?
6. What are the key factors that you believe should be present in your next church, ministry or business in order for you to be most effective?

Please submit your information to:

Nancy Moore  
NL Moore & Associates  
[nancy@nlmoore.com](mailto:nancy@nlmoore.com)  
651-335-6527

or

Jamie Sipsma  
NL Moore & Associates  
[jamie@nlmoore.com](mailto:jamie@nlmoore.com)  
410-262-8313