



P.O. Box 546 • 959 North Lakeshore Drive • Lake Junaluska, NC 28745 •  
800.482.1442

Greetings in the name of Jesus Christ our Lord

The Intentional Growth Center is prayerfully seeking a gifted, excited, and called individual to be our Chief Ministry Officer.

The Intentional Growth Center is a ministry of The United Methodist Church whose mission is: To increase pastoral and congregational effectiveness to make Disciples of Jesus Christ for the Transformation of the World. We seek to develop lay and clergy leaders while enhancing the efficiency of both groups. We prayerfully do this through quality training throughout the denomination.

The person chosen will have a skill set to lead us in carrying out our mission and core values with particular attention to development. We are open to laity and clergy candidates; clergy candidates may be either Deacon or Elder.

It is the desire of the Search Team to provide our Board with quality candidates who have a passion and vision to invest their ministry with us for the future. The application deadline is January 15, 2019.

We hope to hear from you if God is calling you to this exciting ministry in our denomination.

Sincerely yours,

Karen Greenwaldt  
Chairperson of the Board of Directors



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[search@intentionalgrowthcenter.org](mailto:search@intentionalgrowthcenter.org)

***Increasing pastoral and congregational effectiveness in order to make disciples of Jesus Christ for the transformation of the world.***

The Chief Ministry Officer is the key development leader of the Intentional Growth Center. The Chief Ministry Officer will focus on doing needed research, building relationships with key leaders across the Southeastern Jurisdiction, and identifying programmatic options that will result in renewed ministry which meets the mission of the IGC (increasing pastoral and congregational effectiveness).

This position is a salaried contract position based a 25 hour per week workload without benefits and can be renewed annually. Relocation to the site of IGC is not required. This position works cooperatively with the Chief Operations Officer and reports to the IGC Board of Directors.

#### **GENERAL RESPONSIBILITIES:**

Board Governance: The position reports directly to the Board of Directors.

Financial Performance and Viability: The position works with the Board of Directors and the Chief Operations Officer to identify financially solvent programmatic responses to issues identified through research and in conversation with key ministry partners.

Organizational Mission and Strategy: The position provides needed research (both personal research and strategic research completed by other parties) in order to work with the Board to strengthen the IGC's response to its mission and strategy.

Organizational Operations: The position works with the Board and the Chief Operations Officer to identify needed changes in policies, practices, and/or staffing.

#### **PERSONAL QUALIFICATIONS:**

- Knowledge of the United Methodist Church's mission, ministry, and missional priorities
- Proved leadership in the church and/or nonprofit sector

- Seminary degree or equivalent—may be an ordained elder, ordained deacon, or professional lay person
- Strong written and oral communication skills, including the online and social media arena
- Excellent ability to network within the United Methodist Church and other markets and the relational ability to develop partnerships to provide programming
- Strong relational skills, research and analysis abilities, and experience in program ministry development
- Ability to work independently and follow through on projects and assignments

**ACTUAL JOB RESPONSIBILITIES:**

1. Serve as the Intentional Growth Center's spokesperson and relationship builder with key ministry partners in the Southeastern Jurisdiction, the general church and other markets to strategically enhance the IGC's mission.
2. Continue and strengthen our mutually beneficial relationship with Lake Junaluska Conference & Retreat Center.
3. Report to and work closely with the Board of Directors and the Chief Operating Officer to identify forward thinking strategies that enhance the mission and ministry of the IGC.
4. Develop new programs to meet the needs of the church and to achieve IGC's mission.
5. Other duties as assigned by the Board of Directors.



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## GENERAL APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone	Desired Salary		
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, are you authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:			

### EMPLOYMENT INFORMATION

Position Applying For:	Date You Can Start:
Are you employed now? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, may we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you previously applied to the Intentional Growth Center? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when?	
Do you desire <input type="checkbox"/> Full-Time or <input type="checkbox"/> Part-Time Work? Days and Hours Available:	

### EDUCATION, TRAINING AND CHURCH INVOLVEMENT

High School	Address
From:                      To:                      Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College	Address
From:                      To:                      Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other	Address
From:                      To:                      Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
List any other relevant training, certifications or coursework (include missions):	
Are you ordained? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, Elder <input type="checkbox"/> or Deacon <input type="checkbox"/> Annual Conference:	

List other job related qualifications and skills.

**MINISTRY EXPERIENCE**

Please indicate any ministry experience (Indicate Role, Dates of Service and Locations Served:

**JOB DESCRIPTION (IF ATTACHED TO APPLICATION)**

Do you have the ability to perform the job functions listed in the job description?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to perform these tasks with or without any accommodation?                    With <input type="checkbox"/> Without <input type="checkbox"/>

**REFERENCES**

Please list three professional references.

Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

**PREVIOUS EMPLOYMENT**

Employer	Phone (    )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		

From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

**PREVIOUS EMPLOYMENT (continued)**

Employer	Phone (      )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer	Phone (      )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, I am subject to the policies contained in the Intention Growth Center's Handbook and a 90-day observation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between the Intentional Growth Center and me.

I consent to the Intentional Growth Center conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.

<b>Signature</b>	<b>Date</b>
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Applications may be submitted to: [search@intentionalgrowthcenter.org](mailto:search@intentionalgrowthcenter.org)



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## ADDENDUM TO APPLICATION FOR EMPLOYMENT

Applicant Name:

Describe your knowledge of and involvement with the Intentional Growth Center.
What specific skills and abilities would you bring to this position?
Describe in your words the mission of IGC.
Why are you uniquely qualified for this position?
Briefly describe your understanding of the theology, mission and purpose of The United Methodist Church.
Briefly describe your own theology and faith.

Describe your knowledge and experience with Lake Junaluska Assembly. With the Southeastern Jurisdiction of the UMC.
How do you build and maintain relationships with ministry partners?
Describe your experience and knowledge of these areas:
Working with Board of Directors
Raising & generating funds (fund development)
What traits best describe you?
Describe briefly how you have influenced the lives and ministries of two people. What did you do? What did you learn?

Please include these completed questions with your application. Submit to [search@intentionalgrowthcenter.org](mailto:search@intentionalgrowthcenter.org).