



OPPORTUNITY PROFILE

CHIEF OPERATING OFFICER
GLOBAL MINISTRY CENTER
CHURCH OF THE NAZARENE





DAVID W. GRAVES

General Superintendent
Global Ministry Center
Church of the Nazarene



DEAR PROSPECTIVE CANDIDATE,

Are you motivated by your Christian faith to bring real hope to millions of people through the global outreach of the Church of the Nazarene? Has your vocation been one of building organizations and working in complex environments? If you answer yes to these questions, I invite you to explore the opportunity to serve in this newly created leadership position at the Church of the Nazarene.

The Global Ministry Center (GMC) serves as the administrative hub for global outreach of the Church of the Nazarene. The role as Chief Operating Officer offers a unique challenge for a committed Christian with a heart for using his/her leadership and management skills to help the GMC serve the global church in the mission of making Christlike disciples in all the nations. The successful candidate will demonstrate significant experience of leading and managing complex organizations. S/he will be innovative and motivational with excellent ambassadorial skills and the ability to build strong relationships across a complex stakeholder map.

Thank you for your consideration of this important role. I encourage you to read through this Opportunity Profile and further explore our website, nazarene.org, for additional information. If you are interested in pursuing this opportunity, please reference the Process of Candidacy page to begin the application process. If you have any questions, please contact Tommy Thomas or Laura Coverstone (615-261-4623), the JobfitMatters consultants assisting the Church of the Nazarene in this search.

Sincerely,

Dr. David W. Graves



THE CHURCH OF THE NAZARENE

The Church of the Nazarene is a global, Evangelical denomination of 2.3 million members. It stands doctrinally and spiritually in the Wesleyan-Holiness tradition, and its distinctive theological core (found in Articles of Faith 6–10) derive from John Wesley, founder of Methodism: justification by grace through faith; Christian perfection, or sanctification, likewise by grace through faith; and the witness of the Spirit to the assurance of divine grace. With Wesley, Nazarenes affirm entire sanctification as God’s gracious provision for Christian believers.

The Church of the Nazarene is international by intention. Its churches and districts are organized on six continents and in 159 world areas, with 29,395 churches. Today, 28 percent of Nazarenes live in the United States and Canada, another 28 percent live in Latin America and the Caribbean, and nearly 27 percent in Africa. Districts throughout the world are represented equitably in the General Assembly, held every four years. The denomination is a member church of the National Association of Evangelicals, the Global Wesleyan Alliance, the World Methodist Council, and the European Methodist Council.



THE GLOBAL MINISTRY CENTER

The Global Ministry Center is the mission and service hub of the Church of the Nazarene. The purpose of the GMC is to resource the global church by providing products and services, coordination, global assistance and direction to the regions, fields, districts, and local congregations worldwide.

In September 2008, the Global Ministry Center replaced the aging International Headquarters campus, allowing consolidation of employees and ministries from three buildings into one collaborative environment with shared spaces, combined resources, and an open, flexible design that will serve the church for decades to come.

The following areas of ministry are located at the GMC:

- Global Mission Director
- General Treasurer
- General Secretary
- Nazarene Compassionate Ministries, Inc.
- Pensions & Benefits
- Board of General Superintendents
- Nazarene Foundation
- International Board of Education & Clergy Development
- JESUS Film Harvest Partners (off-site location)

THE ROLE OF THE CHIEF OPERATING OFFICER

Key Responsibilities include:

People Leadership

- Create a strong, positive, collaborative team culture of trust where employees thrive and excel; provide clear direction, support, and performance management to the Senior Leadership Team (SLT)

Executive Leadership

- Consistently meet and collaborate with the Board of General Superintendents (BGS) to help differentiate between areas of ecclesiastical authority/ responsibility and executive authority/ responsibility as it relates to the GMC, hence delegating appropriate executive authority and responsibility and freeing the general superintendents to minister and resource the global church in areas where their leadership is most needed and can be most effective
- Lead the GMC through an organization study, resulting in more efficiency and effectiveness and a more productive overall work environment at the GMC

Operational Leadership

- Manage day-to-day operations of the GMC as it serves the denomination
- Serve as the go-to person for all GMC operational and communication areas
- Serve as a consistent operational resource to the BGS
- Release the BGS from many of their administrative responsibilities

Communication Leadership

- Create an environment where communication channels are open
- Ensure the messages communicated directly and indirectly from the BGS and GMC are clear, timely, coordinated, unified, and consistently on mission

Facilitating Decision Making

- Keep channels of communication open between the SLT and BGS so the SLT is aware of the status of decisions that impact their areas of responsibility; coordinate follow-up and implementation of decisions made by the BGS

On-site Leadership

- Provide for all staff a strong day-to-day leadership presence; enable employees to connect easily and work as a team
- Support an open-door policy among all staff
- Serve as a trusted “go-to” person
- Promote trust and collaboration

THE PERSON

Maturing Christian Faith – Wesleyan-Holiness Background

The right person for this role will have a maturing Christian faith that informs and shapes all dimensions of his/her life, demonstrating the ability to lead through a spiritual framework and integrate biblical principles in the work place and in work relationships.

This person will be a member in good standing of a local church within the Wesleyan-Holiness tradition, with a preference for a member of a Nazarene church. Along with this comes an understanding of the polity of the Church of the Nazarene.

Prayer and involvement in the local church will be important to this person. Through his/her involvement in the local church, this person will be an active disciple-maker.

Finally, the ideal candidate will sense God's call to this position.

Career Experience

We are looking for someone with broad experience in a full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, and human resources.

The ability to see the big picture is critical to success in this role; someone who has faced complex organizational challenges by identifying key issues and accurately discerns cause and effect relationships.

This is a person who builds, motivates, and inspires teams, who manages through “soft power” (i.e. persuasion and influence), and is not a micromanager.

Excellent communication skills are key to success in this role. S/he will naturally use strong presentation and communication skills to influence audiences at various levels within the Global Ministry Center. S/he must have demonstrated active listening skills through his/her career and must be comfortable and adept at listening to new and different viewpoints and engaging in dialog regarding these viewpoints, but ultimately having the courage to be bold and decisive.

The need is for a lifelong learner whose broad experience and/or educational background have adequately prepared the individual for this level of complexity and responsibility.



SCOPE

At this time, it is envisioned that the Chief Operating Officer will have the following direct reports:

- General Treasurer
- General Secretary
- Global Mission Director

WHERE IS THIS PERSON TODAY?

God may call someone from any number of career paths or vocations to this role; however, we believe that someone from one of the following areas will likely have the skills and experiences needed to lead the Global Ministry Center. The candidate may approximate, but is not limited to, one of these descriptions:

- A pastor or senior staff member in a large church with multiple sites and services
- An executive who has spent his/her life in the private sector, providing leadership to complex organizations
- An executive director or senior staff member of a dynamic not-for-profit organization
- A senior administrator from higher education



LOCATION AND SALARY

The Global Ministry Center is located in Lenexa, Kansas. The Chief Operating Officer will be expected to reside in the greater Kansas City area. The salary and benefits are competitive for the role and responsibilities.

PROCESS OF CANDIDACY

If after reading this Opportunity Profile you sense that the gifts and experiences God has given you are a good match for this position, we invite you to begin the inquiry process. All candidate information and conversations will be handled confidentially. You may contact Tommy Thomas or Laura Coverstone at any stage of the process to get more information and to ask questions. Their contact information is below.

Please submit the following in a single Microsoft Word (.doc or .docx) document.

1. **Résumé:** Please include the following for each position that you have held during the past 15 years.
 - Position to which you reported and positions that reported to you
 - Primary responsibilities and achievements
 - Most enjoyable part of the job
 - Most challenging part of the job
 - Reason for leaving

2. **Responses to Essay Questions:** Over the years, we have found that one can learn only so much from the résumé. In order to help us get a more complete picture of you and your interest in the Global Ministry Center, provide us with responses to each of the following (1–2 pages each):
 - a. Tell us about your faith journey, devotional life, and involvement in the local church and other church-related organizations.
 - b. Tell us about the most complex organization in which you have worked, why it was such a complex organization, and how well you functioned.

3. **References:** Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for this role. References will only be contacted after we have requested and received your permission to do so.

Submit this information in a Microsoft Word document or PDF to:

Tommy Thomas

Job *fit*Matters Executive Search

resumes@simainternational.com

Phone: (615) 261-4623

In the subject line, please write “COO – Global Ministry Center”