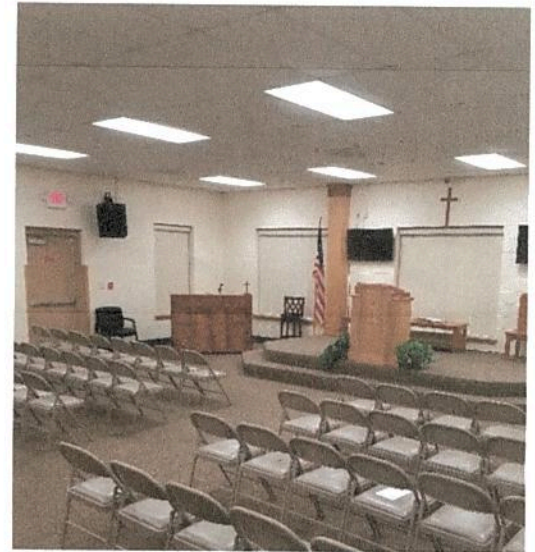


MARTINSBURG UNION RESCUE
MISSION
608 W. KING ST.
MARTINSBURG WV 25401

SEEKING RESUMES
FOR THE POSITION
OF
SUPERINTENDENT
(TEAM LEADER)



POSITION POSTING DATE:

*ACCEPTING RESUMES STARTING MONDAY JULY 2ND.

*PRIORITY GIVEN TO THOSE RECEIVED BY AUG. 10TH

SUPERINTENDENT MINISTRY POSITION

*LEAD OUR MINISTRY TEAM

*ENJOY MINISTERING TO HOMELESS PEOPLE

*ENJOY PREACHING AND REPRESENTING MISSION TO
CHURCHES AND CIVIC GROUPS

*COMPLETE MINISTRY DESCRIPTION NEXT PAGE

SALARY:

BASED ON INDIVIDUAL RESUME

DETAILED RESUMES TO
INCLUDE AT MINIMUM:

*WORK HISTORY

*REFERENCES

*EDUCATION

SEND RESUMES TO, OR
FOR A COPY OF
MINISTRY DESCRIPTION

BOB@GTTWV.COM
markcwell@frontier.com

The Martinsburg Union Rescue Mission, located in Martinsburg, West Virginia, is a non-denominational ministry serving the Eastern Panhandle of West Virginia is seeking a Superintendent. The main purpose and reason the Martinsburg Union Rescue Mission(MURM) exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20: "Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age, Amen.

The Superintendent provides spiritual, administrative, and operational leadership for all areas of the Martinsburg Union Rescue Mission and reports directly to its Board of Directors. The Superintendent uses his God-given talents and skills for the furtherance of the Gospel of Jesus Christ by inspiring, cultivating, and developing strong vision and leadership among the staff, primarily through example and discipleship. The Superintendent is selected and employed by the MURM Board of Directors.

The ideal candidate for this position will possess the following attributes and skills:

- A tested and proven personal relationship with Jesus Christ as Lord and Savior.
- Knowledge of and maturity in the Word of God with a calling of God to minister through a Gospel-centered rescue mission.
- Bachelor's degree minimum; Master's degree preferred.
- Minimum of five years leadership/management experience, including preparing and managing budgets and handling increasing job responsibilities, preferably with rescue missions.
- A courteous, Christ-like attitude towards all staff, Board members, residents, supporters, and general public.
- Excellent written and oral communication skills, including the ability to clearly and passionately communicate the Gospel message of salvation and redemption.
- Willingness and ability to work cooperatively and productively with a fifteen-member Board of Directors.

Application may be made by emailing a letter of interest and resume to the following:

1. Bob Tabler, President of the Board of Directors (bob@gtttwv.com).
2. Mark Caldwell, Vice President of the Board of Directors (markcwell@frontier.com).

The position is currently open and will remain open until filled. Priority consideration will be given to applications received by ~~August~~ **AUG 10**/2018. Salary is dependent upon qualifications and experience.

PURPOSE OF THE MARTINSBURG UNION RESCUE MISSION

The main purpose and reason the Martinsburg Union Rescue Mission(MURM) exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20: "Go there fore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age, Amen.

MINISTRY DESCRIPTION FOR SUPERINTENDENT

General Description:

The Superintendent provides spiritual, administrative, and operational leadership for all areas of the Martinsburg Union Rescue Mission and reports directly to its Board of Directors. The Superintendent uses his God-given talents and skills for the furtherance of the Gospel of Jesus Christ by inspiring, cultivating, and developing strong vision and leadership among the staff, primarily through example and discipleship. The Superintendent is selected and employed by the MURM Board of Directors.

DUTIES AND RESPONSIBILITIES:

LEADERSHIP

1. Provide leadership and encouragement for all established Mission programs.
2. Always maintain the Mission focus of bringing men into a personal, life-changing relationship with Jesus Christ as Lord and Savior.
3. Become aware of and familiar with the needs, issues, and opportunities within the community.
4. Assist the staff with the spiritual counseling of the residents.

ADMINISTRATIVE

1. Work cooperatively with the personnel committee to ensure the timely and appropriate training, equipping, evaluation, and, when necessary, discipline of the staff.
2. Supervise the work of the Assistant Superintendent, Office Manager, Office Staff, and Director of Development.
3. Conduct both general and individual staff meetings on a regular basis to encourage spiritual morale and to identify/troubleshoot any potential problems.
4. Ensure that all Mission policies are clearly communicated, understood, implemented, and enforced
5. In cooperation with the finance committee, prepare the yearly budget, administer the budget, and approve all Mission expenditures, as well as submitting monthly financial reports to the Board.
6. Work with city and county authorities to ensure that the Mission is in compliance with all local laws and public policies, while, at the same time, informing them what help the Mission can offer the city and county.

DEVELOPMENT

1. Serve as the primary public spokesperson for the MURM, reviewing and approving all press releases, articles, letters, newsletters, videos, advertising, photos, and other media-related items.
2. Speak for and represent the MURM at local churches and civic, business, and government groups.
3. Maintain good relations with local churches, pastors, missions, outreaches, and similar ministries in order to promote unity of the Body of Christ to the glory of God the Father.
4. Ensure that all volunteering and supporting churches, pastors, organizations, and individuals are properly acknowledged and thanked in a timely and appropriate manner.

5. Work with the Director of Development to coordinate and implement appropriate fundraising campaigns (newsletters, special appeals, events).

BOARD

1. Attend all Board of Directors meetings and attend all committee meetings. Submit to the Board president in advance any items to be included on the agenda for upcoming Board meetings.
2. Meet with the Board president in person or by phone on a regular weekly basis.
3. Provide ongoing communication to the Board regarding Mission programs, staff, facilities, public relations, finances, needs, problems, and other appropriate and useful information. Provide a written report/summary to the Board at the monthly Board meetings that includes the numbers of decisions for Jesus, meals served, nights of lodging provided, families assisted with clothing and shoes, and a summary of all disciplinary action, medical emergencies, and law enforcement calls.

SKILLS AND QUALIFICATIONS:

- ✓ Have a tested and proven personal relationship with Jesus Christ as Lord and Savior.
- ✓ Knowledge of and maturity in the Word of God with a calling of God to minister through a Gospel-centered rescue mission.
- ✓ Bachelor's degree minimum; Master's degree preferred.
- ✓ Minimum of five years leadership/management experience, including preparing and managing budgets and handling increasing job responsibilities, preferably with rescue missions.
- ✓ Demonstrate a courteous, Christ-like attitude with all staff, Board members, residents, supporters, and general public.
- ✓ Excellent written and oral communication skills, including the ability to clearly and passionately communicate the Gospel message of salvation and redemption.
- ✓ Willingness and ability to work cooperatively and productively with a fifteen-member Board of Directors.