

# West Side Church Job Application

## Operations Director

### Instructions

Thank you for applying to serve God at West Side Church. Please make sure all sections are filled out, taking the needed space to answer each question completely. In order for us to process your application, we must receive each of the items in the following checklist along with your completed application.

- Resume that includes:
  - Basic information
  - Education
  - Ministry experience/positions held
  - References with contact information & your relationship to them (i.e., pastor, mentor, friend)
- Cover letter explaining your desire and gifting for the position you are applying for.

Please send your application with the above items to Pastor Elias Garcia: [elias@westsidechurch.info](mailto:elias@westsidechurch.info).

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Home Church \_\_\_\_\_

Church Address \_\_\_\_\_

Church Phone (\_\_\_\_) \_\_\_\_\_ How long have you been attending? \_\_\_\_\_

**Please answer the following essay questions completely.**

#### **Spiritual Life and Doctrine**

1. Describe how you came to know Jesus Christ as your personal Savior. Describe your spiritual growth and your present relationship with the Lord. Describe the most significant turning points in your spiritual walk.
2. Have you read and do you agree with West Side Church's Statement of Faith? If not, what do you disagree with?
3. What is your understanding of how a person is saved?

## **CONDITIONS OF EMPLOYMENT**

*Please read the following carefully as it constitutes conditions for employment with West Side Church.*

I certify that the information given by me to West Side Church is true, accurate and complete to the best of my knowledge. I understand that any false statement on the application, resume, or during the interview or hiring process may result in refusal of employment, or if employed, immediate termination from West Side Church employment.

I authorize West Side Church to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release West Side Church from any liability for future references it may provide regarding my work history at the church.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of West Side Church or myself.

I agree to take any and all tests required that are applicable for the position I am applying for. I further agree to observe all policies and regulations and the Articles of Faith of West Side Church.

I agree to protect any and all confidential information with which I may come in contact.

I understand that if employed, I will provide timely documentation of identity and employment eligibility in accordance with the Immigration Reform and Control Act.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# ***Operations Director***

## ***West Side Church Information Portfolio***

6901 Summitview Avenue

Yakima, WA 98908

Phone: (509) 965-2800 Fax: (509) 965-6108

Email: [office@westsidechurch.info](mailto:office@westsidechurch.info); [www.westsidechurch.info](http://www.westsidechurch.info)

### ***History of West Side***

West Side Church of Yakima began as a cottage prayer meeting under the leadership of Paul Vincent, a missionary of the Conservative Baptist Home Mission Society, when in the spring of 1953 four families joined with him in prayer. On June 7, 1953, the first public worship service was held in a day nursery at 1014 South 6<sup>th</sup> Avenue with 20 people present. The church formally organized as the West Side Baptist Church, with an affiliation in the Conservative Baptist Association of America. The name was recently changed to West Side Church.

Larger quarters were soon needed and in May 1954 the church rented a bicycle shop at 1802 Nob Hill Boulevard. Then in January 1955 a Seventh Day Adventist Church building was rented at 15 North 11<sup>th</sup> Avenue. Property was purchased on September 16, 1954, for a building site at 35<sup>th</sup> Avenue and Tieton Drive and construction began in May 1956. The first service in the new building was held on February 10, 1957, with a membership of 153.

The church continued to grow and in September 1977 land was purchased at 6901 Summitview Avenue for a new building where the first service was held in late December 1981 and where services continue to meet today. As the church continued to grow improvements and additions were done in 1992 and 1993. Additional land adjacent to church owned property was purchased in 1998. In 2008, a major building expansion was completed and in 2020 a remodel of our worship center was completed.

West Side Church has planted three daughter churches, sending the members, leaders, and resources to start healthy churches. In 2002, Sun Valley Church was planted on the east side of the city. In 2009, Harvest Community Church was planted in the adjacent community of Selah. In 2013, Restoration Church was planted in downtown Yakima to reach the unique mission field there. All three churches are currently thriving and growing.

West Side Church Sunday worship attendance has averaged 322 in 1975, 533 in 1980, 557 in 1985, 701 in 1990, 803 in 1995, 738 in 2000, 731 in 2008, and 708 in 2015, 645 pre-covid, and currently 445.

### ***Church Property***

In September 1977, 18.8 acres of orchard land were purchased at 6901 Summitview Avenue for a new building site. Construction began in the spring of 1980 and in late December 1981 the new building was occupied. In September 1992, a new Early Childhood Center addition was completed, and a free-standing Youth Center building was added in 1993. In 1998 a house, concrete block storage building and additional land adjacent to the existing property were purchased which increased the size of church

property up to about 20 acres. This area is referred to as the NW Property. See photo below for an aerial view of the church property.

In 2008, a major remodel of the main church building was completed. The additions included an upgraded sound system for the Worship Center, a new Commons area, expanded kitchen and restroom facilities, several new classrooms and a new choir practice room, theater staging areas, woodworking shop and storage areas behind the stage. In 2020 the Worship Center was remodeled to update and give it a face lift.



Aerial Photo of West Side Church Property and Buildings after 2008 expansion

### ***Church Facilities***

The facilities include a multi-purpose auditorium which can be set with 600 seats for regular Sunday services, with a maximum capacity more than 750. There are ministry rooms on two floors available for children and adult classes both on Sunday and during the week. A separate Early Childhood Center wing and Youth building are both well used and nearing capacity. Each of these has regular ministries of over 75-100 weekly.

The Commons coffee bar/espresso area with bistro tables is used regularly for impromptu conversations, meals, and for weekly services. The commercial kitchen is used for various meals. Existing office space for the church is at capacity. The entire facility is Wi-Fi accessible. The church has sufficient parking and over 8 acres of yet undeveloped property.

The church buildings have a combination of heating and cooling systems which include a new boiler system (2021) to provide heat throughout the buildings. In 2021, cooling condensers were added for the elementary children. Currently at all the facilities, HVAC controls are being centralized so that it can be controlled remotely and individually. A fire sprinkler system was added during the 2008 remodel.

### ***Church Facility Statistics***

Main Building	ft <sup>2</sup>
First Floor:	35,592
Second Floor:	20,320
Youth Center:	7,190
NW Property House:	2,500
NW Property Shop:	1,950
Parking Lots:	410 spaces in 4 separate parking areas

### ***Membership***

Currently (2022), church membership is 514 with 1159 individuals attending monthly. The age of attendees spans all ages from birth through people in their 90's. There is a significant young family component; the Boomer generation is well represented; with a faithful senior age population.

Yakima has been predominantly an agricultural and related industry community, though small businesses, robust health care and education sectors also contribute to the make-up of the community. Membership is varied and diversified in occupation but is more concentrated in professional and agricultural areas. The Yakima area has great diversity in both ethnic and socioeconomic demographics.

### ***Finances***

The unified church budget for the current fiscal year (2021-2022) is \$1,887,872.00 Of this amount 17% is directed to missions. This does not include above and beyond designated giving to missions and special project/need giving. The church became debt free in 2017 and has 12 weeks of undesignated operating reserves.

The current budget provides for three full time pastor-elders, six full-time ministry directors, and several part-time ministry assistants, bookkeepers, and custodians. Compensation is reviewed by Church leadership with appropriate adjustments every year. Giving is done through online giving, mail-in giving, and giving boxes made available each Sunday.

Budgetary provisions for the full-time staff include salary, health insurance, (medical, dental, vision), life insurance, a retirement plan, vacation time, a continuing education fund, and a professional expense account.

***Our Current Staff*** (Pastoral Leadership Team – PLT)

**Pastor of Teaching Ministries (PLT):** **Joseph Lehmkuhl** (2020)  
Worship Director: Casey Klocek (2019)

**Pastor of Missions and Operations (PLT):** **Elias Garcia** (2013)  
Office Coordinator: Katherine Osborne (2018)  
Communications Coordinator: Marissa Dominguez (2017)

Operations Director: James Kephart (2017 until June 2022)  
Bookkeepers: Lisa Abarta (2022),  
Calvin Howe (2019)  
Custodians: Alan Walker (2016),  
Jonah Dominguez (2021)

**Pastor of Discipleship Ministries (PLT):** Vacant  
Director of Student Ministries: Eric Webster (2019)  
Asst. Director of Youth: Zach Stanfield (2020)

Director of Children's Ministries: Terri Godoy (2015)  
Asst. Director of Children's: Laramie Ball (2020)

## **Yakima City Profile**

Yakima is a city of approximately 93,637 with a total population of approximately 256,035 within the county. Yakima is located in the south-central part of Washington State, a 2.5-hour drive from Seattle, and a 3.5-hour drive from Portland, Oregon. The city is approximately 1,100 feet above sea level and covers 17 square miles. Yakima County covers 4,196 square miles, second largest land area and tenth largest population area in Washington State.

Sheltered from Western Washington's typically heavy rainfall by the Cascade Mountains, the Yakima Valley has a dry climate with four distinct seasons with long Spring and Fall periods. The four seasons provide an abundant variety of outdoor recreation choices. Average temperature ranges are from 37/20 in January to 88/53 in July.

### **Links regarding Yakima area**

<https://www.yakimawa.gov/>

<http://www.city-data.com/city/Yakima-Washington.html>

<https://www.citytowninfo.com/places/washington/yakima>

<https://www.visityakima.com/>

<https://www.yakima.org/yakima/relocate.html>

<https://www.yakimacounty.us/>

<http://www.city-data.com/zip/98908.html>

### **Info on Yakima Schools**

<https://www.wvsd208.org/> - West Valley School District (district Westside resides in)

<https://www.yakimaschools.org/> - Yakima School District (largest area school district)

<http://www.riversidechristianschool.com/> - Riverside Christian School (10 miles from the church)

<https://www.evsd90.org/> - East Valley School District (12 miles from the church)

<https://www.immanuelclassical.orgs> - Classical School for Elementary Aged Students (5 miles from the church)

### **Yakima Weather**

<https://www.usclimatedata.com/climate/yakima/washington/united-states/uswa0502> - Yearly Data

# WEST SIDE CHURCH

## Staff Ministry Description 2022

# Operations Director

**PURPOSE:** The Operations Director works to establish and oversee efficient systems of operation that assists others in effective ministry throughout the church. The areas directly administered are finances, facility, policy and procedures, legal issues, and technical support.

<b>Relationship with the Team</b>	<b>Individual Ministry Duties</b>
<ul style="list-style-type: none"><li>▪ Reports directly to the designated PLT supervisor.</li><li>▪ Will have administrative oversight of bookkeepers and custodians and assist in overseeing office support staff as instructed by PLT supervisor.</li><li>▪ Lead Stewardship and Property Teams.</li><li>▪ Assign tasks to a Ministry Assistant.</li></ul> <p><b>DESIRED STRENGTHS...</b></p> <p>Strong in leadership, administration, and organization.</p>	<p><b>Financial</b></p> <ol style="list-style-type: none"><li>1. Work with staff, Stewardship Team, and Elders to create a vision-driven budget.</li><li>2. Oversee purchasing and expenditures to stay within budget.</li><li>3. Monitor all finances and budget. Keep leaders, Stewardship Team, Elders, and congregation informed of the financial health of the church.</li><li>4. Manage insurance, tax, and legal issues.</li><li>5. Manage all bank accounts.</li><li>6. Oversee and provide direction to the bookkeepers to ensure proper record keeping and banking procedures.</li><li>7. Serve on Benevolent Team and act as co-chair to PLT designee ensuring accurate records are kept.</li></ol> <p><b>Facilities</b></p> <ol style="list-style-type: none"><li>1. Oversee all the interior and exterior maintenance, required testing and inspections, repairs, remodels, and construction while endeavoring to conform to interior design standards and promoting good communication to those directly affected.</li><li>2. Manage and ensure all landscaping, grass areas, irrigation systems, sidewalks, parking areas, etc. are operating properly, cleared of snow as necessary and are well kept, clean and attractive.</li><li>3. Oversee and provide direction to custodians and contractors, to ensure the facility is clean and set up for Sunday mornings and other events.</li><li>4. Manage and organize the building security systems and processes.</li><li>5. Assist the staff in providing for their hardware, software, and other IT needs throughout the building.</li><li>6. Ensure the office staff have the functions of the office maintained in order to properly do their job.</li><li>7. Ensure church vehicles and equipment are in good repair with current license and insurance.</li><li>8. Oversee and manage facility use scheduling using the appropriate systems.</li></ol>

**Personnel, Policy, and Procedure**

1. Oversee staff health insurance policy, manage West Side Church Health and Welfare Plan, and the Retirement Plan.
2. Oversee personnel practices and policies regarding hiring and employment practices of West Side Church.

**Other Duties**

1. Other assigned tasks as needed.

**QUALIFICATIONS:**

1. Exhibit Christ-like character according to the qualifications in 1 Timothy 3:8-13.
2. Must be deeply in love with the Lord and continually be cultivating this relationship in his life.
3. Agreement with West Side's established Articles of Faith, By-laws, mission, and discipleship strategy.
4. Must exemplify characteristics of a godly servant with proper motives. (1 Peter 5:1-4)
5. Must be driven by a heart to lead people into a growing relationship with Jesus Christ.
6. Must have a teachable spirit.
7. Preferably have a 4-year college degree from an accredited school and/or equivalent experience.

**MODE OF SELECTION: SEE WEST SIDE BAPTIST CHURCH BY-LAWS (ARTICLE II, SECTION D.4).**

## **West Side Church Articles of Faith**

### **I. The Scripture**

We believe the sixty-six books of the Holy Bible are verbally inspired and the product of Spirit controlled men. This Holy Bible is inerrant as originally written, and the complete revelation of God's perfect will, the ultimate truth for salvation, the only infallible guide of faith and practice, and the final authority in all matters to which it speaks. 2 Timothy 3:16-17; 2 Peter 1:19-21

### **II. God - The Trinity**

We believe in one Sovereign God, Creator and Sustainer of all things, eternally existing in three persons: Father, Son and Holy Spirit. These are equal in every divine perfection and they execute distinct but harmonious offices in the work of creation, providence and redemption. Deuteronomy 6:4; Daniel 4:17; Matthew 28:19

#### **A. God the Father:**

We believe in God the Father: an infinite, personal Spirit, perfect in holiness, wisdom, power and love. He concerns Himself mercifully in the affairs of humanity, hears and answers prayer, saves from sin and death all who come to Him through Jesus Christ, and that He is worthy of all honor, confidence and love. Psalms 90:2; 100:5; Matthew 7:7-8; Romans 11:33-36; 1 Corinthians 8:6; Revelation 4:11

#### **B. God the Son:**

We believe in Jesus Christ, God's eternal Son, who has precisely the same nature, attributes, and perfection as God the Father and God the Holy Spirit. We believe further that He is not only fully God, but fully man, conceived by the Holy Spirit and born of the virgin Mary. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible return from heaven. Matthew 1:18; Luke 24:6-7; Philippians 2:5-11; Hebrews 1:3; 4:14-15; 7:25; 1 John 4:10; Revelation 19:11-16

#### **C. God the Holy Spirit:**

We believe that the Holy Spirit is a Divine Person with God the Father and God the Son and of the same nature; who was active in creation and who glorifies the Lord Jesus Christ. He is also called Counselor and convicts of sin, righteousness and judgment. He bears witness to the truth of the gospel, and is the agent of the new birth. He intercedes for believers as well as seals, guides, teaches, witnesses, sanctifies, and empowers believers for godly living and service. Genesis 1:2; John 14:16-17; 16:5-15; Romans 8:9-11; 1 Corinthians 3:16

### **III. Angels, Satan and Demons**

We believe angels are created beings and are therefore not to be worshiped. They were created to worship and serve God, and minister to the saints. We believe that Satan is a created angel who incurred the judgment of God by rebelling with the demonic host against their Creator. He introduced sin and evil to mankind in the Garden of Eden and is the enemy of God and man, the prince of this world, and the god of this age who tempts and deceives mankind, blinds unbelievers, and accuses the saints before God. He has been defeated through the death and resurrection of Jesus Christ, and shall be eternally punished in the lake of fire. Genesis 3:1-5; Isaiah 14:12-15; Ezekiel 28:15; 2 Corinthians 4:4; Ephesians 6:11-12; Colossians 2:15; Hebrews 1:14; Revelation 5:11; 12:10; 20:10

### **IV. Humanity**

We believe God created man in His own image, male and female, and that they enjoyed fellowship with Him in innocence. Man fell from this sinless state by voluntary transgression and was separated from God. In consequence all mankind are sinners by both birth and choice and are under just condemnation without defense or excuse. Genesis 1:26-28; 3:1-6; Romans 1:18; 5:12-14

### **V. Salvation**

#### **A. Atonement for Sin**

We believe the salvation of sinners is wholly of grace, through the one mediator between God and man, Christ Jesus, God's Son. Appointed by the Father, He freely took upon Himself our nature, yet without sin. He perfectly obeyed the divine law. In His death on the cross Christ, the Lord bearing our sins in His own body on the tree, made a full and vicarious atonement for sin through a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust. Having then risen from the dead, He ascended into heaven becoming High Priest interceding for the saints. He thus is in every way qualified to be a suitable, compassionate, and all-sufficient Savior. 1 Timothy 2:5-6; Hebrews 2:17; 4:15; 1 Peter 2:24

#### **B. Grace in the new Creation**

We believe that in order to be saved sinners must be born again. This new birth is a new creation in Christ Jesus and is instantaneous when the one dead in sin is made a partaker of the divine nature and receives eternal life, the gracious gift of God. This spiritual regeneration is by the power of the Holy Spirit, influencing us through divine truth and securing our voluntary obedience to the gospel through faith in Jesus Christ our Savior. This new creation of God produces genuine repentance, faith and newness of life. John 3:3-7, 16; Romans 10:9; 2 Corinthians 5:17-21

### **C. Justification**

We believe the great gospel blessing which Christ secures for those who believe in Him through faith is justification which includes reconciliation with God, a pardon of sin, and the gift of eternal life. This justification is not a result of any works of righteousness we have done or could do, but solely through faith in the Redeemer's blood through which His righteousness is credited to us by God's grace. Romans 3:28; 4:22-25; 5:1, 9; Galatians 2:16; Ephesians 2:8-9

We believe faith in the Lord Jesus Christ is the only condition of salvation. John 1:12-13.

We believe all who are truly born again are kept by God the Father for Jesus Christ. John 10: 27, 29

### **D. The Righteous and the Wicked**

We believe those who are saved by grace through faith are justified through the Lord Jesus Christ, are being sanctified by the Spirit of God, are truly righteous in God's sight, and are raised to eternal life. All others who continue unrepentant and in unbelief are wicked in His sight, are under the curse and are raised to eternal punishment. Matthew 25:46; John 3:36; 1 Corinthians 6:10

## **VI. Christian Living**

We believe the Holy Spirit works in every area of the believer's life toward holiness. This lifelong maturing process called sanctification, includes obedience to the commands to love God with all our heart, soul, mind, and strength, to love others as ourselves, and to seek to lead the lost to salvation in Christ. The Holy Spirit works in our lives through personal regular prayer, the study of God's Word, fasting, worship, ministry and the close fellowship, and wise counsel of other believers. We believe the goal of sanctification is to conform believers to the image of Christ producing Christian unity, good works, the fruit of the Spirit, and the exercise of the gifts of the Spirit. Mark 12:30; Romans 8:29; Galatians 5:22-23; Ephesians 2:10; 1 Peter 4:10; 1 John 2:3-6

## **VII. The Church**

We believe a local church is a congregation of baptized believers, associated by covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word without regard to race, gender, culture or socioeconomic status.

We believe its government is vested in the body of believers who compose it, and that its leaders are pastors, elders, deacons, and deaconesses whose qualifications and duties are clearly defined in the Scriptures.

We believe the true mission of the church is the faithful witnessing of Christ to all nations. Missionary efforts on the part of all believers rest upon the spiritual necessity of the lost for a regenerated life.

We hold that the local church has the absolute right of self-government, and that the one and only Lord of the church is Christ through the Holy Spirit; and that it is scriptural for churches to cooperate with each other in contending for the faith and spreading the gospel.

We believe on all matters of membership, policy, government, discipline and benevolence, the will of the local church is final, and is subject to the control of no other ecclesiastical or political body. Psalms 67:1-2; Matthew 28:18-20; Acts 1:8; 2:41-42; 1 Timothy 3:1-13

#### **A. The Ordinances of Baptism & The Lord's Supper:**

We believe Christian baptism is the immersion of a believer in water to symbolically show forth our faith in the crucified, buried and risen Savior, which has resulted in our death to sin and resurrection to a new life. We believe baptism is a prerequisite to the responsibilities and privileges of church membership. Acts 8:26-39

We believe the Lord's Supper is the remembrance of His death until He comes, and should always be preceded by solemn self-examination. 1 Corinthians 11:23-29

#### **B. Cooperation and Affiliation:**

We believe that each local church is the sole judge of the measure and method of its cooperation. We recognize and sustain the obligations and privileges of mutual cooperation with others of like-minded faith. We will not affiliate with any organization, which does not hold the first five of these Articles of Faith. 1 John 4:1-3

### **VIII. Civil Government**

We believe that civil government is of divine appointment for the interests and good order of human society; that civil authorities are to be prayed for, conscientiously honored and obeyed, except in things opposed to the will of our Lord Jesus Christ who is the only Lord of the conscience, and the coming King of the kings of the earth. 2 Chronicles 20:6; Acts 5:29; Romans 13:1-7; 1 Timothy 2:1-2

### **IX. The Last Things**

We believe in the return of Christ to rapture His church from this earth, the bodily resurrection of the saints, and His personal, bodily second coming to earth when He will judge the wicked and establish His millennial reign on the throne of David, after which God will create a new heaven and earth. 1 Corinthians 15:50-56; 1 Thessalonians 4:13-18; Revelation 19:11-16; 20:4-6