

Orchard Hill CHURCH



EXECUTIVE DIRECTOR OPPORTUNITY PROFILE

Presented by





OVERVIEW

Orchard Hill is an inter-denominational Christian church, located in the Pittsburgh area, where everyone is welcome. Whether someone is a follower of Jesus Christ or still considering if God has a place in their life, this is a community where they can explore faith and the reality of Jesus Christ. [Watch Video](#)

In the 1980's, a handful of people responded to the many around them who were without a church home - the people who thought that God had no relevance in their world. The founders made a commitment to look at church from a new perspective and wanted to connect people who had become disillusioned with church to the truth of God's love.

As a result, these people chose to invest their lives to develop a contemporary biblical community in a modern-day world, a community that would be relevant in today's culture while teaching the timeless truths of the Bible. This community began with 54 founding members who built far more than a structure. They began a new kind of church. On May 6, 1989, over 400 people attended the opening of Orchard Hill Church.

Today, over 3,000 people call Orchard Hill their church home. A second location is open in the Strip District of downtown Pittsburgh and a third location in Butler County. Through ministries for adults, students, and kids, this is a place to discover the Bible on one's own level and at one's own pace. Through a commitment to community and Life Groups, Orchard Hill is a place where people can connect with others in a way that is comfortable for them. No matter what a person believes about God or what they think about church, they are welcome at Orchard Hill.

The purpose of Orchard Hill Church remains the same - to present the message of Jesus Christ and His grace that brings about transformation from the inside out.

As a community committed to being authentic followers of Jesus Christ, members agree to:

Show Up - Participate in worship as a community by regularly attending Weekend Worship.

Grow Up - Mature in our personal spiritual journey by participating in a Life Group.

Step Up - Offer ourselves to God by serving, inviting and giving.



3 CAMPUSES

[WEXFORD](#) - Worship services last about an hour. The **Worship Center** offers a contemporary experience which includes special music, relevant videos, and a biblical message that speaks to both followers of Jesus Christ and those who are still exploring faith. The **Chapel** features a more liturgical format with traditional music, responsive readings, weekly communion, and streamed video teaching in a more intimate setting.

[STRIP DISTRICT](#) – The Strip District campus in the heart of Pittsburgh seeks to share the message of Jesus, be a diverse expression of the church, and see lives changed by Jesus. It is primarily a young crowd in age and in heart. It's more likely to see a t-shirt than a tie and a Bible app than a paperback.

[BUTLER COUNTY](#) - The Butler County Campus launched in October of 2017 and exists to help people find and follow Jesus Christ in authentic community. It has its own campus pastor and staff dedicated to ministry in Butler County.

ANNUAL CHURCH BUDGET is \$4.6 million plus an annual capital campaign usually in excess of \$1 million.

SENIOR PASTOR

Dr. Kurt Bjorklund is the Senior Pastor at Orchard Hill Church and has served in that role since 2005. Under his leadership, the church has grown substantially, developed the Wexford campus through two significant expansions, and launched two new campuses. Orchard Hill has continued to serve the under-served throughout the community.

Kurt's teaching can be heard weekdays on the local Christian radio and his messages are broadcast on two different television stations in Pittsburgh. Kurt is a sought-after speaker, speaking at several Christian colleges and camps. He has published a book with Moody Press called, *Prayers For Today*.



Before Orchard Hill, Kurt led a church in Michigan through a decade of substantial growth. He worked in student ministry in Chicago as well as served as the Director of Outreach/Missions for Trinity International University. Kurt graduated from Wheaton College (BA), Trinity Divinity School (M. Div), and Gordon-Conwell Theological Seminary (D. Min). Kurt and his wife, Faith, have four sons.

[See Kurt's perspective on a thriving church](#)

CHURCH CULTURE

Orchard Hill's culture is outward facing, seeking to help people find and follow Jesus Christ. It is a community committed to teaching that God's grace brings about transformation, and the story will be told in the changed lives of people. It is a place where everyone belongs, regardless of where they are in their faith journey.

Orchard Hill Church's community emphasizes active participation in Life Groups or Bible studies with the intent of developing rich and authentic community. There are over 66 Life Groups and Bible studies being held where people are growing and developing in their walk of faith.

Serving, both within the church and in the community, is a high priority for people who call Orchard Hill their church home. In 2019, over 45,000 hours of volunteer time has been given through serving. These hours were served through sharing the gospel with children in Kidzburgh, our ministry to newborns through 5th grade, talking with students about the challenges of walking their faith, leading Life Groups, working cameras during Worship services, encouraging others during difficult times, serving the homeless a hot meal, helping abused women reclaim their lives – and the list goes on.

THE LOCALE

(Excerpt from Official Pittsburgh Visitors Guide) "Robotics - autonomous vehicles and a thriving arts and culture scene. The spirit of innovation is alive in Pittsburgh. Google, Uber, Amazon and Argo AI are among the tech giants with operations in Pittsburgh. Pittsburgh came in second-best of all the U.S. cities, behind



Honolulu, according to the Economist Intelligence Unit's Global Livability Index report. The report ranks cities around the globe based on stability, health care, culture and environment, education and infrastructure. Pittsburgh is a fabulously livable spot for families as well. It's the place where urbanism is being reinvented by locals who absolutely love their city.

Here, you'll receive a friendly hello and a helping hand. After all, we grew up learning what it means to be neighborly from our own Fred Rogers of Mister Rogers' Neighborhood. Throughout the great advancements that have occurred in areas such as technology and medicine, Pittsburghers have held onto our authenticity. At heart, we are hometown-proud and love our Steelers, Penguins and Pirates.

That's because in this city where the confluence of the Allegheny and Monongahela Rivers form the Ohio River, Pittsburghers work hard and play hard. We're hardy stock, scrappy and inventive, from the Duquesne and Monongahela Inclines that carry us to the top of Mt. Washington, to the bioscience, tech startups and research at our universities, to the folding chairs we place to save the parking spaces we've shoveled on snow-covered streets.

A short walk or bike ride from the Point to the Strip District neighborhood finds you on Robotics Row, where some of the city's 1,600 tech companies have transformed an iconic warehouse sector into a destination for young professionals and entrepreneurs. This popular neighborhood with distinctive architecture offers international grocery stores and some of the many chef-driven restaurants that make Pittsburgh the place for foodies.

Many of the city's 90 neighborhoods have a distinctive personality, influenced by ethnic eateries and churches – there's even a brewpub in a restored Roman Catholic Church. It's easy to get around with our Port Authority buses and subway/T line, Uber, Lyft and taxis. Like the city's skyline and its sports teams, Pittsburgh's neighborhoods define us as a great place to shop, dine and explore. Yes, the 21st century version of Pittsburgh truly is among the Best Places to Live...we proudly tell the world, 'Move over, Silicon Valley.'"



THE POSITION

The work of the church is “to equip the saints for the work of ministry, for building up the body of Christ” (Ephesians 4:12). Consequently, the essence of the job is equipping the local church body to reach the prevalent culture with the Gospel of Jesus Christ. It involves effectively recruiting, nurturing and deploying Christian leaders who are disciple-makers. Some of the leaders will be on staff and some will be volunteers. The Executive Director is responsible for the day to day operations of Orchard Hill Church, including the supervision of all staff and the coordination of all ministries.

OPPORTUNITY

This opportunity will be attractive, first of all, because the person is drawn to the mission of the Orchard Hill. Additionally, the person will want to make a major difference as a key contributor to a fast-growing, dynamic church with a positive and proactive leadership style. Orchard Hill is offering a competitive salary and appropriate benefits, coupled with a mission that is Christ-focused. The selected candidate will be eligible to participate in ministerial allowances as related to Federal Income and Social Security tax. Orchard Hill Church’s vision, financial position, excellent leadership, and desirable location make this an outstanding opportunity for consideration.

SUPERVISORY RELATIONSHIP

Reports to the Senior Pastor: The Elders of Orchard Hill Church have delegated the daily management of the internal operations of the church to the Senior Pastor. In turn the Senior Pastor has delegated much of these duties to the Executive Director; as a result, the Executive Director is directly responsible to the Senior Pastor.



POSITIONS REPORTING TO EXECUTIVE DIRECTOR

Out of a total staff size of 50, the following positions report to the Executive Director:

- Venue Directors (2)
- Director of Adult Ministries
- Director of Communications
- Director of Finance & Operations
- Director of Kids Ministry
- Director of Student Ministry
- Director of Worship Arts
- Administrative Team Leader
- Operations Team Leader

POSITION RESPONSIBILITIES

Oversee and supervise the staff of Orchard Hill Church

- Directly lead the major department heads.
- Create and cultivate a climate and culture in which the staff is passionate about their faith and their work, excel in their efforts and enjoy a healthy quality of life.
- Develop staff structures as needed.
- Handle staff problems and conflicts as necessary.
- Oversee staff performance and process.
- Ensure the successful shepherding and development of the staff.
- Coordinate key staff activities.
- In partnership with the Senior Pastor, take direct responsibility for hiring and dismissal (and related personnel functions) of the ministry staff. Be responsible for indirect supervision of all other employees through the various team leaders.

Coordinate and integrate all the ministries of Orchard Hill Church

- Ensure successful startup of new ministries.
- Ensure the ongoing management / health of existing ministries.
- Ensure communication between ministries.
- Ensure successful implementation and execution of ministry initiatives.



Oversee implementation of Orchard Hill Church strategic plan as formulated by the Senior Pastor

- In concert with the Senior Pastor, guide the long-range vision process of Orchard Hill.
- Ensure that the Senior Pastor is sufficiently released and unburdened to pursue his vision casting and communicating responsibilities.
- Partner with the Senior Pastor so that he may focus on the increasingly intensive responsibilities of public vision casting and overall church leadership, fresh and creative communication, entrepreneurial relationships in the community, and keeping his connection with God alive and robust.
- Partner with the Senior Pastor in the design and implementation of strategic plans that support and provide appropriate action steps toward the accomplishment of God's vision for the church.
- Mentor and coach staff ministry teams to help them realize their God given potential in alignment with the vision and goals of Orchard Hill.
- Oversee day-to-day operations with an "inspect what you expect" style to ensure things are done with excellence, staying in touch with each member of the leadership staff.
- Design and deliver a comprehensive training and leadership development process for the staff ministry team, and full staff.
- Give direction to the Director of Finances in budget design and implementation, monitoring and evaluating the general status of the church finances, and awareness of the relationship and connection of finances to the spiritual maturity of the congregation.

PERSONAL QUALIFICATIONS

Character

- Must possess in an increasing way the character traits listed in I Timothy 3:1-6.

Competency

- Must have a strong and proven background in leadership, management, and supervision.
- Experience as an Executive Pastor in a local church of 1000+ attendees is preferred.
- A master's degree or higher and some form of ministry training is preferred.



Calling

- Must be able to articulate a clear calling to servant pastoral leadership to the Orchard Hill congregation.

Chemistry

- Because of the nature of the close working relationship the Executive Director must have a unique reciprocal bond and kinship with the Senior Pastor.

Characteristics

- Passionate and driven to assist Senior Pastor with implementation of his vision.
- Drives process, results, and details with excellence.
- Understands how to reach the prevalent culture with the Gospel – no “church-ese”.
- Problem solver / team builder.
- Able to develop highly functional structures.
- High EQ. Able to effectively engage in *crucial conversations*.
- Not a “yes-person” – rather an “I can/we can person.”
- Able to hang with the Wexford demographic – professionals, educators, successful in business.
- Someone who catalyzes implementation.
- Says what needs to be said with truth and grace.
- Skilled at setting clear priorities and creating organizational clarity.
- Able to care for and encourage the staff.
- Exhibits the gifts of wisdom, leadership and discernment.
- Reads people and situations well in addition to an ability to discern gifting in others and the role that suits them best.
- Ability to motivate, mentor and empower others to lead and grow in their faith.
- Shows exceptional relational and interpersonal communication skills.
- Approachable, authentic, and a good example.
- Displays systems and customer service orientation; values both efficiency and process.
- Continuously learns and grows and helps others to do likewise.
- Values input, getting “buy-in” to decisions; yet, is decisive.
- Is energetic, has the stamina for a demanding position.



- Shows self-confidence; yet, is humble and has a servant's heart.
- Patient, calm during crisis and good at diffusing tension.
- Radiates genuine warmth; attracts people and is sensitive to others.
- Values people first and programs second; yet, is results-oriented.
- Encourages and stretches people to grow professionally and spiritually.
- Is an excellent group facilitator; conducts meetings effectively and productively.
- Delegates easily yet holds people accountable for timely and quality results.
- Confronts problems easily, promptly and sensitively; is effective with conflict resolution.
- Knows how the organization should be structured and how internal systems work most effectively.
- Balances work with a strong walk with God, appropriate times for family and personal time for refreshing and recharging.

PROFESSIONAL QUALIFICATIONS

The greatest requirement for a person in the role of Executive Director is a strong personal commitment to Jesus Christ and a love for His church. The person must demonstrate commitment to ongoing spiritual development and maturity and must be someone of impeccable personal integrity and moral purity.

Theologically, the candidate must be an Evangelical with deep appreciation for the authority of Scripture and an unswerving commitment to a biblically based lifestyle. Overall beliefs must be consistent with "Orchard Hill Church's Statement of Faith". A theological degree is preferable but not required.

Professionally, a qualified candidate will be experienced as a senior executive leader of a church with a weekend attendance of over 1000 and a budget over \$2 million. The candidate must have the deep understanding of church life that comes from active involvement and also having had significant lay leadership roles. Ideally, a candidate will couple Executive Director level experience with some type of prior business leadership experience.

A key expectation is that this person enjoys the supportive role of a #2 position yet is comfortable with the assumption of responsibility for a large number of people. The Executive Director position is for a leader



Strip District Campus

who does not desire the limelight, but rather one who seeks to carry the vision into reality as a dedicated supporter of and complement to the Senior Pastor and his gifting. In addition, he or she should know how to develop leadership abilities in others and how to build and manage a large team. This is not a teaching role.

Most likely, the person qualified for this role will have a four-year college degree and some theological education. However, this is not mandatory if the requisite knowledge, skills and abilities are demonstrated through seasoned experience.

The ideal candidate will see the work of managing church staff and operations as an act of ministry and apply a profoundly spiritual understanding to the work.

ADDITIONAL CHARACTERISTICS INCLUDE:

- Savvy business thinking and acumen within the context of spiritual objectives.
- Self-aware and authentic.
- Loyal and trustworthy.
- Sense of humor.
- Politically astute, but not a “politico.”
- Able to delegate without micromanaging, but with good follow-up.
- Able to be visionary and to cast “vision within a vision.”
- Entrepreneurial and willing to take calculated risks; however, able to be the respectful “voice of reason” in exploring new options.
- Able to quickly inspire a sense of trust.



BELIEFS

The doctrinal beliefs of Orchard Hill Church are stated on the church website, and various literature, with an outward facing vocabulary as follows.

“As you explore your personal faith in Jesus Christ, it's significant to know what you believe and why you believe it. As you consider becoming part of a local church, it is important to understand basic doctrinal statements, how those statements align with the Bible and what accountability is in place to protect the integrity of the church community. The end result is not a list of rules and rituals, but an understanding that a living God has given His very life in order to have a relationship with you in a very personal way.”

- We believe there is one God who exists as a trinity: Father, Son (Jesus Christ), and the Holy Spirit.
- We believe humans are born sinful and condemned and cannot save themselves. Humans have a soul that will live eternally either with perfect joy in heaven or complete despair in hell.
- We believe Jesus Christ is the only one who can save us by being our substitute: He lived the perfect life that we are unable to live, and He died the death that we deserve to die.
- We believe the Church is God's chosen means to accomplish His work in the world and the followers of Jesus Christ should be the embodiment of Jesus in and to the world.
- We believe Jesus will come again to establish and reign in a new heaven and new earth.
- We believe God rules with sovereignty over the universe and human affairs and we are graciously reformed, emphasizing the work of God in salvation. We are Gospel-centered emphasizing that a Christian's standing is not based on what we do, but what Jesus Christ has done.

[Full Statement of Faith](#)

[More OHC Doctrines and Beliefs](#)

THE SEARCH AND SELECTION PROCESS

Bruce Dingman and Jeff Davis of the Dingman Company, an executive search firm which has a successful track record of numerous similar searches, will be conducting the search. This opportunity will be shared with many people who might be potential candidates or who might know potential candidates. The search firm will establish a list of interested and qualified persons and then conduct follow-up telephone calls.

Those candidates holding strong promise will prepare a detailed resume and respond to a prepared Candidate Questionnaire. The search consultant will then conduct personal video (Zoom) interviews of the strongest, most appropriate candidates and their spouse. The next step will include checking candidate's references, verifying degrees, and completing a background check. Finalists will also be given the Hogan Leadership Assessment.

In collaboration with Orchard Hill Church, the list of candidates will be narrowed to approximately four individuals who will then be interviewed comprehensively by the Senior Pastor and potentially some of his advisors and staff. This will be followed by a tour of the campus and facilities.

Maintaining confidentiality, as needed by a candidate, will be an important part of the process. A practice of prayer and intercession will be observed throughout, with the hope of discerning God's will in this important decision.

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The Dingman Company, Inc. is a retained executive search firm devoted primarily to serving Christian non-profit organizations of all types.

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Our client is committed to a process that represents equal opportunity employment and does not discriminate in any way based on gender, race, age, color, national origin, veteran status, medical condition, or physical or mental disability. However, for searches on behalf of religious organizations, candidates will be evaluated based on that organization's theological beliefs and religious practices.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts generally be made until mutual interest has been established. Reference checking will require that a candidate give the recruiter access to third parties. The recruiter and the client will be cautious and sensitive as needed in trying to preserve any candidate's anonymity.