



SWEETHAVEN
**CHRISTIAN
ACADEMY**
ADMINISTRATOR



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ABOUT OUR SCHOOL

Sweethaven Christian Academy (SCA) began in 1970 as a ministry of Sweethaven Baptist Church.

SCA students have a great diversity of activities that they can participate in throughout the year. Our athletics and fine arts programs are growing and we hope for them to be a strong focus for our students in the very near future.

Currently, we are a part of the American Association of Christian Schools (AACCS) for our national association and the Old Dominion Association of Christian Schools (ODACS) for our state association.

We recently had a number of our students in competition at ODACS and were thrilled to take home several first place positions. We will also be heading to State Competition in many subject areas.

Two years ago, our school had about 150 kids. This year we surpassed 180. Next year, we are hoping to break the 200 level! The facilities that we have in place enable us to have a school of about 500 children. The growth potential is amazing and we are excited to see how the Lord has been leading and providing.

Many positions in our church are tied in some way to the ministry of the school. We have such a great opportunity to impact our community through this ministry!



SCHOOL ADMINISTRATOR POSITION

For this position, we are not searching for an administrator that can do *everything*. We are searching for a candidate who can take our amazing staff and lead them as the Lord directs. Ministry can be demanding and the work is very dynamic.

The ideal candidate will be flexible in the ever-changing, fast-paced environment of the Academy!

YOUR ATTITUDE

This position demands a heart of love and service to the pastor, the academy, and ultimately to Jesus Christ Himself. This, as with any ministry, is a place of humble service!

YOUR EXPERIENCE

A Masters degree in Education is highly preferred, but relevant ministry experience will be also be considered. We are looking for someone with several years of teaching experience and a proven track record of leadership within the academic world. Continuing education would also be preferred once settled here.

YOUR ADVENTURE

The right candidate should have a spirit of adventure and creativity. When we are called to work for the Lord, there is a great joy and satisfaction in the work!

AREAS OF SERVICE

While it is impossible to accurately detail what the work of an administrator will entail on just this page, we will briefly describe the four major areas that this position will be involved in.

Leadership

A major aspect of this position will be interacting with the pastor to lead and train those working for SCA. Our teachers and office staff are passionate. They are looking for someone to biblically guide both them and the school to the next level.

Organization

Another avenue of work included in this position will be helping plan all areas within the academy. This includes the academic calendar, the general school life, as well as staff meetings and training. Day to day life here is quite fast-paced!

Communication

SCA has an amazing opportunity to reach out to our community of parents. Our desire is that everyone, from teachers and janitors to parents and church members, is on the same page at all times. Our parents need to know what is going on in the lives of their children. It would also be ideal for the church congregation to be kept abreast of happenings in the school in order for them to help meet needs.

Delegation

A final area of service can be summed up well in the title of the position. This truly will be a position of administration. A pastor's work is very demanding. And while the pastor is ultimately responsible for the school, the administrator will be responsible for the day to day running of the school.

This could all seem overwhelming if a person were to try to accomplish each of these things on his own. That is, of course, *not* the responsibility of the administrator. Delegation and follow-up is the primary way in which necessary tasks should be accomplished.

That being said, the art of delegation is a vital skill for someone filling our administrator position. Without this, the spirit of teamwork success will be fleeting. There is a great joy in leading and guiding the teachers and staff to assume their place in the work of the Kingdom.

ABOUT OUR CHURCH

Sweethaven Baptist Church was started in Portsmouth, Virginia in the mid 1960s when a small group of people began meeting in a barn. Since then, we have been at work in the Tidewater area of Virginia.

Our church is located in northern Portsmouth near the Suffolk and Chesapeake lines in Virginia.

Our regular attendance is beautifully diverse with a normal Sunday averaging about 80-100 people. Our ages range from newborn to the golden years, but we currently trend toward an older congregation.


The surrounding area of our church is largely suburban with many involved in military or related fields. Others are involved with banking, politics, service, medical work, and just about anything else you can imagine.

Both the local elementary and high schools are near to our church. Because of the large number of students that attend these schools (nearly 2,500), our opportunities for youth outreach are huge. During VBS we generally draw around 100 kids!

Our church is remarkably loving and kind, and the desire has grown over the past few years to strengthen our church in the area of outreach. This is definitely an area that we are both working on and praying about.

A Great Town
A Simple Church
An Amazing Mission

OUR CHURCH TEAM



SBC is a Biblical, pastor-led church with many involved in volunteering. From teachers to trustees, we see the work of the Lord being accomplished here in Portsmouth. We are excited about what the Lord has in store for us next!

PASTOR JOE NOREAU

Pastor Joe, who has over 20 years of ministry experience, accepted the call to come to Sweethaven in May 2022. A graduate of The Crown College in Powell, TN, Pastor Joe and his family have also served as missionaries in remote Northern Canada.

PASTOR GOOD

Pastor Good has been serving as the Assistant Pastor at SBC for 20 years. He ministers in the Sunday School, Children's Church, Senior Saints programs, and more. He is always on the go!

DEACONS & SUPPORT STAFF

SBC has a small number of serving deacons who remain true to, and uphold the standards set out in, the Scriptures. Meeting regularly with the pastors, the deacons carefully help in nearly every area of church life. Other staff include those who work on the administrative and maintenance tasks of the ministry. Many of our church staff are also currently employed at the Academy.

OUR CHURCH CULTURE



Simply put, a church's culture is a very important factor when considering a new staff member. Here you will find four areas described that can be useful when assessing compatibility. While there are countless other areas to discuss, we believe these four will be helpful as you consider whether Sweethaven would be a right fit for you.

OUR CHURCH

Our church is run independently, is Biblically fundamental, and we hold to historic (Baptist) principles found in the Bible.

OUR BIBLE

We use the King James Version of the Scriptures for all of the work, teaching, preaching, and evangelism within our church.

OUR WORSHIP

The worship music in our services is conservative, though we are comfortable with some modern hymns performed in a traditional style, and we lean very strongly on hymns. We are looking to add more enthusiasm to our music program and would love to see it grow.

OUR DRESS

Our pastor wears a suit and tie on Sundays, as do some other men, but most wear khakis and a collared shirt. Our ladies typically wear dresses or nicer skirts or slacks for services. For VBS and other active events, we encourage everyone to wear appropriate jeans or shorts and a t-shirt.

This summary is likely only part of the information that you will be curious about as you explore potentially joining with Sweethaven Christian Academy as an administrator. Since membership here is a prerequisite, one thing you must consider is the question, "Is Sweethaven a church I would join if I wasn't looking for an Administrator position?"

For the sake of the work, it is of the utmost importance for our church to be transparent with you as a candidate, and it is of equal importance that you show us the same courtesy. We will be asking you a lot of questions through this process and we encourage you to do the same.

We are very excited about what the Lord is doing here. With the right administrator, we know that the work of the Lord will go forward in a way that brings Him glory!

Please be in prayer for our church as we seek the right man for the right job. Know also that if you are on our radar for this position, we are praying for you and your family!

In His Vineyard,



SWEETHAVEN CHRISTIAN ACADEMY

5000 WEST NORFOLK RD
PORTSMOUTH, VA 23703

740-612-7793
WWW.SWEETHAVENBAPTIST.COM

sweethavenpastor@gmail.com