

PREGNANCY SUPPORT CLINIC OF VALDOSTA, INC.

Position Description of the Chief Executive Officer

Objectives :

The CEO is responsible for the entire ministry including programs, medical clinic, and thrift stores. Duties also include the implementation of the Policies and Procedures approved by the Board of Directors within the parameters of the organization budget. The primary areas of responsibility will be administrative, development, and community relations/public relations. The CEO is also responsible for ensuring the effective operation of the organization, including overseeing the programs, budgeting, staffing, and strategic plan of the organization. Other important duties include fundraising, marketing, media relations, and community outreach.

Reports to: The Board of Directors

Supervises: Six Director Level Staff Members

Qualifications : The CEO must :

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life and sexual purity.
3. Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, Statement of Principle, and the policies of the organization.
4. Possess a high capacity and wide array of skills and experience, which may include: retail management, nonprofit ministry, administration, supervisory role, marketing, fund-raising, public relations, donor development, business management, or HR.
5. Hold an advanced degree, preferably in a related field, or related experience equivalent.
6. Display strong communication skills including: interpersonal, public speaking, writing, and media relations.
7. Be able to provide spiritual leadership, discipleship, and support to the staff and volunteers.
8. Be able to develop and implement strategic plans and goals for the organization.

Administrative Responsibilities:

1. Provide managerial support, direction, supervision, and training to the Directors and other staff.
2. Conduct regular, written and oral evaluations of personnel, ensuring that all job descriptions are up to date.
3. Coordinate with Finance Director and staff on annual budget that is presented to the Board of Directors for approval.
4. Ensure that accurate and current financial records are kept and reported to the Board monthly.
5. Oversee expenditures for budgeted expenses of organization and oversee purchase requests.
6. Oversee the compilation of statistical reports, accurate patient record keeping, reporting monthly to the Board.
7. Work with the board and management staff to develop strategies for achieving mission, goals, and financial viability.
8. Coordinate a yearly calendar for the ministry and implementation of special events.

9. Ensure that all organizational policies are carried out, as well as coordinate with appropriate staff member(s) new policies to be approved and implemented.
10. Conduct consistent meetings with clinic staff to be comprised of client and staff needs and progress.
11. Provide spiritual enrichment and professional growth for all staff.
12. Attend all Board meetings and present a monthly report.
13. Oversee policies and procedures manual for the organization.
14. Oversee donor management program.
15. Oversee training of volunteers including volunteer staff meetings, and ensure that policies and procedures are being followed.

Development:

1. Oversee the planning of major fund-raising events, direct mail pieces and newsletters.
2. Oversee the development and program to appeal to churches for financial support.
3. Communicate with major donors on a regular basis.
4. Be involved in the expansion and visibility of the organization's ministry in the community.
5. Obtain patient and staff feedback and continually assess goals for establishment of effective ministry programs.
6. Develop long-term and short-term objectives to accomplish the ministry fundraising goals of the clinic and thrift stores.
7. Develop a yearly development plan with the Community Relations Director.

Public Relations:

1. Inform the local community, including churches, pastors, community groups and professional community, about the clinic ministry and the sanctity of human life with the goals of obtaining support and involvement with the ministry.
 2. Develop and maintain ongoing relationships with pastors and churches in the community.
 3. Develop and maintain relationships with other ministries/organizations that meet client needs.
 4. Represent the ministry and services of the clinic to the community and the media.
 5. Approve development and revision of promotional materials used in presenting the Clinic to clients, community, and churches.
- The CEO receives an annual evaluation by the Chairman of the Board.
 - Performs other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of all activities, duties and responsibilities that are required for the employee.
 - Employee's signature indicates that the employee has reviewed and has received a copy of this job description.

Employee Signature _____ Date _____

Chairman of the Board _____ Date _____



MISSION STATEMENT

Options Now is a Christ-centered ministry which advances the sanctity of human life and sexual purity, empowering individuals to make life-affirming choices.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that the salvation is received through faith in Jesus Christ as savior and lord and not as a result of good works.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
- We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Our Commitment of Life Attitudes

LIVE Generously

A generous person will prosper; whoever refreshes others will be refreshed. Proverbs 11:25

Generosity is an opportunity to go beyond expectations and give distinctly from the heart. Through our time, talents and treasures, we try always to take our giving to the next level. We hope to be as generous with others as we would hope others would be with us.

LIVE Lovingly

You shall love your neighbor as yourself. There is no commandment greater than these. Mark 12:30-31

We seek to be a loving community that serves our families, teammates, donors, customers, and vendors with kindness. We strive to treat everyone we encounter with loving kindness and let our loving actions radiate outwards throughout our community.

LIVE Honestly

For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man. 2 Corinthians 8:21

Therefore, we demonstrate honesty through our words and actions as we work together with unwavering integrity and pure motives. We strive to be consistently honest; being as honest with others and ourselves as we'd hope they would be with us.

LIVE Faithfully

Now it is required that those who have been given a trust must prove faithful. 1 Corinthians 4:2

Because we strive to be faithful, we accomplish our work to the best of our abilities and complete each task with excellence.

LIVE Passionately

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. Colossians 3:23-24A

Above all, we choose to care about what we do with all our heart and remember that our passions and abilities are never for personal glory. We strive to embrace life with heart and passion, excitedly engaging and energizing our circle of work and influence.

LIVE Creatively

For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10

God created each of us purposefully with unique talents and opportunities. We strive to engage our team and community in creative and intentional ways through fresh ideas, perspectives, and solutions. We aim to think and work with creative minds and hearts.



STATEMENT OF PRINCIPLE

Options Now is an outreach ministry of Jesus Christ through His church. Therefore, Options Now, embodied in its volunteers, is committed to presenting the Gospel of our Lord to women with crisis pregnancies both in word and in deed. Commensurate with this purpose, those who labor as PSC board members, directors and volunteers are expected to know Christ as their Savior and Lord.

Options Now is committed to providing clients with accurate and complete information about both prenatal development and abortion.

Options Now is committed to integrity in dealing with clients, earning their trust and providing promised information and services. Options Now denounces any form of deception in its corporate advertising or individual conversations with clients.

Options Now is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people and the community at large, women may face the future with hope, and plan constructively for themselves and their babies.

Options Now does not discriminate in providing services because of race, creed, color national origin, age or marital status of its clients.

Options Now does not recommend, provide, or refer for abortion or abortifacients.

Options Now offers assistance free of charge at all times.

Options Now is committed to creating awareness within the local community of the needs of pregnant women, and of the fact that abortion only compounds human need rather than resolving it.

Options Now does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor or physician.)

Options Now recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared of other life-saving alternatives. Options Now is independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. Adoption agencies are not established under the auspices of Options Now. Options Now neither initiates nor facilitates independent adoptions, though they may refer for independent adoptions in states where it is legal.



COMMITMENT OF CARE & COMPETENCE

DOCUMENT
ISSUE DATE: 6/2019

1. Clients are served without regard to age, race, income, nationality, religious affiliation, disability, or other arbitrary circumstances.
2. Clients are treated with kindness, compassion, and in a caring manner.
3. Clients always receive honest and open answers.
4. Client pregnancy tests are distributed and administered in accordance with all applicable laws.
5. Client information is held in strict and absolute confidence. Releases and permissions are obtained appropriately. Client information is only disclosed as required by law and when necessary to protect the client or others against imminent harm.
6. Clients receive accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
7. We do not offer, recommend, or refer for abortions, abortifacients, or contraceptives. We are committed to offering accurate information about related risks and procedures.
8. All of our advertising and communication are truthful and honest and accurately describe the services we offer.
9. We provide a safe environment by screening all volunteers and staff interacting with clients.
10. We are governed by a board of directors and operate in accordance with our articles of incorporation, by-laws, and stated purpose and mission.
11. We comply with applicable legal and regulatory requirements regarding employment, fundraising, financial management, taxation, and public disclosure, including the filing of all applicable government reports in a timely manner.
12. Medical services are provided in accordance with all applicable laws, and in accordance with pertinent medical standards, under the supervision and direction of a licensed physician.*
13. All of our staff, board members, and volunteers receive appropriate training to uphold these standards.

**Not all pregnancy centers offer medical services. If you have questions about the services offered at this pregnancy center, please ask to speak to a center representative.*

PREGNANCY SUPPORT CLINIC/OPTIONS NOW APPLICATION

Name _____ Date of Application _____

Phone (Day) _____ (Evening) _____

Address _____

City _____ State _____ Zip _____

Email: _____

Occupation _____

Educational background _____

1. How did you first become aware of the PSC? _____

2. Briefly state what makes you interested in working with the Clinic.

3. Have you attended a pregnancy clinic volunteer training seminar? ____ yes ____ no

If yes, when? _____

If no, are you willing to commit to attend such a seminar? ____ yes ____ no

4. Describe both current and past positions held or services performed for another nonprofit

organizations or ministries. _____

5. What gifts, talents, experiences, or personality traits would you bring to this ministry? _____

6. How do you handle conflict with others? _____

7. **For Medical Staff Only:** Medical Staff may be required to be trained in performing limited ultrasounds. This normally requires out-of-town travel. Are you willing to commit to this requirement? _____

Because this training is expensive, the PSC asks for a two-year commitment to the ministry. Are you willing to commit to this requirement? _____

GENERAL INFORMATION

1. In this section, please make a general evaluation of your knowledge in the following areas:

a. Knowledge of how abortions are performed and methods used

_____ excellent _____ good _____ fair _____ poor

b. Knowledge of existing laws regulating abortion

_____ excellent _____ good _____ fair _____ poor

c. Knowledge of biblical teaching on the sanctity of human life

_____ excellent _____ good _____ fair _____ poor

2. Under what circumstances, if any, is abortion justifiable in your opinion? _____

Explain: _____

3. What questions do you have concerning abortion and/or the sanctity of human life? _____

4. Do you agree that sex outside of marriage is morally wrong and unhealthy? _____

Explain: _____

5. Are you currently seeking to adopt a child? ____yes ____no

6. Are you uncomfortable with any aspect of the Clinic's Statement of Faith or Statement of Principle? ____ yes ____ no

Explain: _____

7. To the extent of your current knowledge of PSC, what is your vision for the ministry?

BACKGROUND INFORMATION

1. How long have you been a Christian? _____

2. Give a brief statement about how you came to know Christ as your personal Savior and Lord.

3. How has your life changed since your personal relationship with Jesus Christ began?

4. Please provide the following information about your church:

Church name _____ Phone _____

Address _____ Zip _____

Senior Pastor's name _____

Denominational ties, if any _____

5. How long have you been involved in your church? _____

6. Are you currently involved in a Bible study? _____ yes _____ no

If yes, how long? _____

7. Describe positions you have held or service performed within the church.

8. If you have had any involvement with abortion, please explain. (This may be done in person if you prefer.)

9. **Please attach your resume` to this application with your work experience and other training/classes/certifications included.**
10. **Ask your referrer to send their references via mail or email to becky@optionsnow.org**

THANK YOU FOR FILLING THIS OUT!
We will be praying as we seek God's will.



PSC/ON EMPLOYEE REFERENCE - PASTOR

Your name _____ Phone _____

Reference for _____ Date _____

The person above is seeking employment at the Pregnancy Support Clinic dba Options Now, *A Life Choice Clinic*. The applicant has authorized us to perform a reference check.

Some of the qualities sought in an employee are:

1. A genuine commitment to Jesus Christ as Savior and Lord.
2. Steadfastness, faithfulness, and an unshakable confidence in the Word of God.
3. A firm belief in the sanctity of human life based on the Word of God.
4. Leadership, dependability, responsibility, and a willingness to give of oneself.

We have asked each applicant to supply us with two references—one from his/her pastor and one from a person who knows him/her well. Please answer the questions below and on the back of this page. Please mail the completed form to the pregnancy center office

(Options Now Attention: Becky Deas, 214 W. Park Avenue, Valdosta, GA 31602).

Should you have any questions or need clarification, please contact:

Executive Director: Becky Deas

Phone: 229-333-0080

How long have you known the applicant? _____

What is your relationship with him/her (pastor, relative, friend, etc.) _____

How would you rate the applicant regarding:

	Below Average	Average	Above Average	Excellent
Leadership				
Dependability				
Spiritual maturity				
Communication skills				
Cooperation				
Initiative				

Any additional comments may be made on a separate sheet of paper or on a separate sheet of paper. Thank you for your assistance!

General Questions

1. Please comment on the applicant's gifts and desire to minister: _____

2. Please comment on the applicant's ability to inspire others to action: _____

3. Is the candidate well-liked, cooperative, and open to others' ideas? _____

4. How does the applicant respond to those in authority and to those whom they lead?

5. What, in your opinion, does the applicant do best? _____

6. What are the applicant's primary strengths? _____

7. What are the applicant's primary weaknesses? _____

8. How does the applicant deal with conflict? _____

This section For Pastoral Reference Only

1. Please comment on the applicant's commitment to Christ and on his/her lifestyle.

2. What is his/her involvement in church? _____

3. What is his/her understanding of Scripture and of the relationship between biblical truth and the abortion issue? _____

Thank you for completing this reference for the
Pregnancy Support Clinic/Options Now ministry.



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Personal Information Needed for Background Investigation

The following information will be used to conduct a background investigation. Please ensure the information below is accurate to the best of your knowledge. Please note that your personal information is confidential and will only be used for background investigation purposes.

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE / ID#	STATE OF ISSUANCE	I DO NOT CURRENTLY HAVE A LICENSE / ID# <input type="checkbox"/>		PREVIOUS LICENSE / ID#
PRESENT ADDRESS		CITY, STATE, ZIP		COUNTY
EMAIL			APPLICANT PHONE #	

Please list any previous addresses you have had in the past 7 years:

STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)
STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)
STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)

Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years (including years used):

[1] FORMER NAME	DATES (FROM / TO)
[2] FORMER NAME	DATES (FROM / TO)
[3] FORMER NAME	DATES (FROM / TO)
[4] FORMER NAME	DATES (FROM / TO)

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize Pregnancy Support Clinic of Valdosta to obtain “**consumer reports**” and “**investigative consumer reports**” about me for employment purposes at any time during the hiring process and throughout my employment, if applicable.

Signature: _____

Date: _____

Printed Name:

DISCLOSURE REGARDING
BACKGROUND INVESTIGATION ON YOU

Pregnancy Support Clinic of Valdosta (“the Company”) may obtain “consumer reports” about you from a consumer reporting agency for employment purposes. A “consumer report” is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

ADDITIONAL NOTICE REGARDING
INVESTIGATIVE CONSUMER REPORTS ON YOU

Pregnancy Support Clinic of Valdosta (“the Company”) may also request an “investigative consumer report” on you from a consumer reporting agency.

An “investigative consumer report” is a background screening report generated through personal interviews with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an “investigative consumer report” on you for the Company is True Hire, 11366 Cleveland Avenue, Uniontown, Ohio 44685; (800) 262-7301. The information contained in an “investigative consumer report” may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of “investigative consumer report” that may be ordered by the Company is an investigation into your employment history. During such an investigation, True Hire may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

Note: You have the right to request disclosure of the exact nature and scope of any “investigative consumer report” ordered by the Company on you. You may do so by contacting the Company.