



August 26, 2022

Dear Church Family,

On **Sunday, September 18th at 6:00 pm**, at our quarterly Business Meeting, the Personnel Committee will present the following motion:

On behalf of the Personnel Committee, we hereby make a motion that Jackie Pena be hired as the full-time youth minister effective immediately at a salary of \$46,000 per year plus benefits as outlined in the Personnel Policy Manual. This motion has been approved by the Finance Committee

Jackie has been faithfully serving as our part-time interim youth minister since May. To say that she has done an outstanding job is an understatement. Her commitment to and personal relationship with her Lord and Savior is very evident. That shows in her love for the youth at Piney Grove Baptist and her commitment to help them to also have that personal relationship with Jesus Christ and to grow in their knowledge of Him through Bible Study so they can spread His Word to others. The Personnel Committee brings this motion with great excitement and with no hesitation on Jackie's ability and commitment to our youth at Piney Grove Baptist.

If you haven't had a chance to meet Jackie, you want to get to know her better or you want to show your support for her, we will have a "meet and greet" on Sunday, September 11th from 6:00 to 7:00 p.m. in the Youth Building. Light refreshments will be served.

For your information, we are attaching a copy of Jackie's resume.

If you have questions prior to the business meeting, please feel free to contact me.

Darlene Keith  
Chairman of the Personnel Committee  
Cell #919-744-6547  
Email: [dkeith6681@gmail.com](mailto:dkeith6681@gmail.com)

Jacqueline Pena  
3225 Gold Dust Lane  
Willow Springs, NC 27592  
Cellular 954-274-7202  
[jacpena1@gmail.com](mailto:jacpena1@gmail.com)

## OBJECTIVE

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To work for the Lord in whichever capacity the Holly Spirit calls. Passionate about youth and young adult ministry with a strong desire to serve the Lord despite of circumstances.

## SKILLS

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- Conducting needs assessments with youth focusing on spiritual needs.
- Focus on doing Bible studies with a strong emphasis on discipleship, leadership, revival, and fully surrendering to the Lord.
- Conducting needs assessments and performance analysis to determine training needs with a focus on performance improvement.
- Focus group facilitator and instructor using the critical incident and reflection techniques.
- Utilization of HR skills such as training, mentoring, coaching, counseling, team building, presentation, and communications.
- Conducting interviews and assessments in order to determine the needs of the company.
- Delivering presentations focusing on the needs of the organization.
- Strong skills in costumer service training with an emphasis on building strong client relations and in assisting with problem resolution.
- Fluent in Spanish and English, both verbal and written.

## CERTIFICATIONS AND COURSEWORK

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- Lamplighters International, Discipleship Training Certification – 2021
- Precept Upon Precept Inductive Bible Study Certification - 2016
- Organizational Development, Organizational Learning, Performance Improvement, Training and Process Improvement, Program Evaluation, Consulting Practices, Advanced Research Methods, Training Evaluation, Strategic Human Resource Development (HRD), Methods and Practices of HRD, and Leadership Theories and Practices.

## EDUCATION

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Barry University, Miami Shores, Florida  
Master of Education and Leadership with a concentration in Organizational Development  
2013

Barry University, Miami Shores, Florida  
Doctoral Candidate, Education and Leadership, HRD Specialization 20003  
Dissertation on Leadership and Its Effect on Employee Satisfaction and Performance

Masters, Clinical Social Work, 2000

University of Miami, Coral Gables, Florida  
Bachelors of Arts, Psychology and Criminology, 1997

## PROFESSIONAL EXPERIENCE

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Classical Conversations Challenge Director – 2014- Present

- Challenge Director facilitating and leading a group of youth in a homeschool setting environment focusing on the Classical learning model strongly focused on Biblical principles.
- Tutored Foundations Programs for elementary school aged children.

Piney Grove Baptist Youth Leader – 2018- Present

- Assist in Curriculum Planning.
- Assist with Sunday School Teaching as well as other selective Bible Studies performed outside of youth hours.
- Assist in the Graduating Scholarship Committee.
- Chaperone for youth activities.

American Heritage Girls – Chairperson and Director – 2016

- Opening first chapter in the Southwest Florida area.
- Christian based scouting organization focusing on building girl leaders with a God centered approach.

School Board of Broward County, Sunrise, Florida  
School Social Worker, 1999-2002, 2004-2013

754-321-3614

- Provide solution focused brief therapy to students and families.
- Conduct focus groups and training sessions with staff on new directives and practices.
- Serve as a consultant to the school administration and teachers.
- Conduct psychosocial interviews and assessments in order to identify interventions and needs.
- Provide problem solving intervention strategies to school personnel, student, and families.