

CANADIAN BAPTISTS OF ATLANTIC CANADA

MINISTRY OPENING

CHURCH

Forest Hills Baptist Church

36 Mountain Road, New Brunswick

<https://fhbchurch.ca>

MINISTRY POSITION

Associate Family Pastor

AVG SUNDAY ATTENDANCE

150-199

FULL TIME / PART TIME

Full Time

REQUESTED CREDENTIALS

Any of the following:

- Ordained with CBAC or affiliate
- Candidate for ordained pastoral ministry
- Recognized CBAC lay pastor

POSITION DESCRIPTION

The Associate Family pastor is an equipping role working with the Christian Education Board and the Senior Pastor to develop discipleship programs for children, youth and young families. This role will include working within these programs, developing leaders and teams, and sharing in the care and visitation of the families served along with other pastoral duties as assigned.

POSITION CLOSING:

Closing Date: 7/12/2024

SEND RESUME / CV TO:

pulpitcommittee@fhbchurch.ca



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OF ATLANTIC CANADA

Job Description: Associate Family Pastor

1) Reporting Relationships

The Associate Family Pastor will report directly to the Senior Pastor. A designated committee of deacons will provide support and will meet with the Associate Family Pastor to discuss any issues on a semi-annual basis or more frequently if required.

2) Responsibilities

The Associate Family Pastor will work with the Christian Education Board to implement the policies of the church and provide staff support to the C.E. Board in fulfilling its responsibilities: i.e. leadership, training, oversight, and direction in the church's total program of Christian Education including outreach and discipleship.

- i) Prioritize mobilization and equipping of the church members for ministry.
- ii) Work to ensure training for all workers, teachers, and leaders.
- iii) Oversee and monitor ministries in existence and keep the C.E. Board informed.
- iv) Plan and oversee outreach to children, youth, and young families.
- v) Help to develop and obtain programs or curriculum for approval of the C.E. Board.
- vi) Coordinate programs and activities in conjunction with the C.E. coordinators.
- vii) Visit and counsel children, youth, and young families.
- viii) Serve as the liaison between the C.E. Board and the Senior Pastor and staff.
- ix) Share in the preaching ministry as directed by the Senior Pastor.

The prime focus and goals for the above responsibilities will be discussed and agreed upon between the Senior Pastor, C.E. Board, and Associate Family Pastor for each of the following periods each year (Sept.-Dec., Jan. – May, June – Aug.)

a) Oversight

The Associate Family Pastor shall become familiar with every program and group in the C.E. ministries and should be considered ex officio of each group. This role is primarily an equipping role and should, by visits and participation, allow the Associate Family Pastor his/her finger on the pulse of the C.E. programs so he/she can readily observe weaknesses, diagnose problems, advise workers, and regularly report to the Senior Pastor and C.E. Board the state of the programs and make recommendation based on the same.

- i) The Associate Family Pastor should ensure that, in every group:

- (1) Bible principles are followed.
- (2) Baptist principles are supported.
- (3) Programs are being carried out as set by the C.E. Board.
- (4) All C.E. leaders are adequately trained.
- (5) The C.E. Board is advised where corrective action is required.

b) Develop and obtain new programs.

- i) Associate Family Pastor will keep abreast of new developments in ministries and keep the board informed of such. Where existing programs are ineffective, the Associate Family Pastor should be prepared to develop, obtain, and recommend new programs to the Senior Pastor and the C.E. Board.

c) Training

- i) The Associate Family Pastor will ensure that training is encouraged and available to all workers, teacher, and leaders so that a high standard is maintained in every ministry.
- ii) The Associate Family Pastor will:
 - (1) Obtain or develop leadership and other training programs for the workers for approval by the Board.
 - (2) Ensure that such approved programs are implemented.
 - (3) Keep up to date on training methods and training programs and those available and in use locally; and
 - (4) Ensure all youth and ministry leaders comply with the vulnerable persons policy of the church, including the documentation required.

d) Coordinator

The Associate Family Pastor will be the prime coordinator of the activities of the C.E. Board in such areas as:

- i) C.E. programs within the church; and
- ii) C.E. programs as they relate to affiliated bodies such as Saint John-Kings Association or the CBAC.
- iii) The Associate Family Pastor will ensure that C.E. activities do not overlap with regular activities through proper allocation of facilities and space, etc.

e) Visitation, Shepherding and Counselling

- i) The Associate Family Pastor will share in the visitation and shepherding ministry with the other pastors. They will prioritize visits to young families, children, and youth, both by him/her and through the visitation team.
 - ii) The Associate Family Pastor will serve as a counselor, especially to children, youth, and young families. The guidelines for this will be set by the Senior Pastor.
 - f) Liaison
 - i) The Associate Family Pastor will be the prime liaison between the C.E. Board and the Senior Pastor and staff and keep each informed as to their activities.
 - ii) The Associate Family Pastor will work to create opportunities for the church and day care to work together and seek to draw day care families into the church family.
 - g) Outreach Ministry
 - i) The Associate Family Pastor will work with the C.E. Board to give overall direction to the outreach ministry as it pertains to children, youth, and young families.
 - h) Preaching Ministry
 - i) The Associate Family Pastor will share in the preaching ministry. Exact preaching duties to be discussed by the Deacon's Board in conjunction with the Senior Pastor.
 - ii) Involvement in preaching ministry is not to interfere with responsibilities as outlined in items a-g.
- 3) Qualifications
- a) One who expresses a clear understanding of his/her Christian conversion experience and sense of calling into this ministry.
 - b) One who is of sound evangelical convictions and agrees with the biblical doctrine believed and taught at Forest Hills Baptist Church.
 - c) One who possesses a good working knowledge of the Bible.
 - d) One who will become a member of this church after acceptance.
 - e) One who can witness easily.

- f) One who has a love for people and can relate to and work with them, especially children and youth.
- g) One who has a strong work ethic.
- h) One who is willing to support and make use of C.B.A.C. programs.
- i) One who will support the discipline policies of the C.E. Board.
- j) One who is sensitive to others and able to deal with tensions and differences of opinions if they occur.
- k) One who will attend further education or training courses as directed by the Senior Pastor and recommended by the C.E. Board.
- l) One who can organize and plan.
- m) One who can train workers.
- n) Educational Background – this position would normally be filled by a person with a Master of Divinity although Christian training at an undergraduate level would be considered combined with experience and willingness to pursue further education towards M. Div. or equivalent.