

**CANADIAN BAPTISTS OF ATLANTIC CANADA**  
**Ministry Opening**

CHURCH / MINISTRY ORGANIZATION

**Jacksonville United Baptist Church**  
433 Route 560  
Jacksonville, New Brunswick  
E7M 3H4  
<https://jubc.ca>

AVERAGE SUNDAY ATTENDANCE

150-199

POSITION DESCRIPTION

CLOSING DATE

Flexible: open for applications until the position is filled

SEND RESUME / CV TO

[cookgc@live.com](mailto:cookgc@live.com)

PASTORAL POSITION

**Associate Pastor**

REQUESTED CREDENTIALS

Open to various credentials

## JACKSONVILLE UNITED BAPTIST CHURCH

### ASSOCIATE PASTOR

#### SUMMARY:

Jacksonville United Baptist Church (JUBC) is seeking an Associate Pastor with the passion, gifts, abilities and desire to help individuals follow Jesus. This pastor would join the current team consisting of Lead Pastor, Administrative Assistant, Children's Family Ministries Director and ministry leaders from within the church family. The successful candidate would work closely with the Lead Pastor.

#### QUALIFICATIONS:

##### DEPENDANCE ON GOD

- Experiences a healthy, growing relationship with God and understands the heart of spiritual disciplines as a way to hear from God.
- Is motivated by surrender to his call rather than by personal ambition.
- Seeks times of personal renewal where his perspective can be restored and God can be heard.

##### STRONG BIBLICAL FOUNDATION

- In training and practice.

##### BIBLICAL QUALIFICATIONS FOR MINISTRY

- In accordance with I Timothy 3:1-7 and Titus 1:6-9.

##### PERSONAL HEALTH

- Enjoys friendships outside ministry and has outside interests and hobbies beyond work.
- Is knowledgeable and comfortable with who he is.
- Knows his limitations and can set personal boundaries.
- Enjoys the support of his spouse, if married

##### STRONG INTERPERSONAL SKILLS

- Can engage in healthy two-way communication.
- Can persuasively and compassionately express himself both orally and in writing.
- Will seek counsel from others and be ready to hear and learn from their input.
- Is able to appropriately respond to the concerns or agendas of others without constantly being pulled in the direction of the loudest or most recent voice.

##### RELATIONAL ABILITIES

- is visionary and transparent.
- Possesses empowering leadership skills.
- Can work independently yet in line with the visionary strategy of JUBC.
- Has the ability to empower teams rather than carry all the workload himself.
- Is able to help equip people to do the work of ministry.

##### PERSONAL ACCOUNTABILITY

- Has the ability to know his responsibilities and carry them out without direct supervision, bringing them to completion in accordance with scheduling and planning.
- On occasion, when lead pastor is giving oversight to a responsibility of the associate pastor, the individual has the ability to welcome the assistance with grace.

## CHURCH COMMUNITY

- Has a heart for multigenerational ministry and an ability to connect with individuals in a meaningful way.

## OUTREACH

- Has a heart for the lost and struggling, for those who are outside a relationship with God through Jesus Christ, as well as those who have strayed from church fellowship for one reason or another.
- Is moved and motivated by the condition of those who face each day and eternity. without the love, forgiveness and hope of Christ.
- Is committed to being on mission with God and His ongoing salvation story.
- Has an understanding and recognizes the unique perspective of those new to the church body.

## SUPPORTS THE DOCTRINAL STATEMENT OF JUBC

- Ensures that all teaching within his areas of responsibility is in alignment with the doctrinal position of JUBC, as determined by the Elder's Board.
- Becomes (if not already) and remains a member in good standing at JUBC.
- Is supportive of JUBC's vision and demonstrates a commitment to the JUBC mission statement – *seeking to make Christ known and to develop Christ-like lives.*

## EDUCATION

- Holds an undergraduate degree in Biblical studies or equivalent and/or is a recognized, ordained pastor within CBAC, or a commitment to actively pursue the same.

## DEMONSTRATES ABILITIES AND/OR GIFTING IN THE FOLLOWING:

**Evangelism** – demonstrates an ability to communicate the truths of the gospel to those in the church and the community.

**Pastoral Care** – is able to understand and deeply care about the pastoral needs of people and use that understanding to guide his ministry.

**Preaching and Teaching** – is able to preach and teach both from the pulpit and in small group and individual settings.

**Leadership** – can equip and lead teams and individuals to serve according to their abilities and in keeping with the strategic vision of the church and is a team builder and developer of teammates multiplying ministry through others and not monopolizing it himself.

**Youth ministry** – some experience and abilities in youth ministry offering leadership and discipleship to youth and their families.

**Administration** – organizational skills as they pertain to the associate pastor's roles and responsibilities.

## RESPONSIBILITIES

**Preaching and Teaching** – will be called upon to preach regularly throughout the calendar year as needed.

**Youth** – Sharing in service with lead pastor in weekly youth events and teaching.

- Discipleship
- Outreach
- Oversight and equipping youth for ministry
- Connecting youth to events throughout Carleton County and Atlantic Canada
- Opportunities for service at home and beyond

## VISITATION/ BENEVOLENT

- Maintain personal visitation connections.
- Work in conjunction with our deacon's team to meet needs in our community and church fellowship.

## NETWORKING

- Build ministry partnerships. i.e. Shiktehawk Bible Camp, Crandall University

## WORSHIP

- Shared responsibility in Sunday morning service organization and coordination.
- While musical skill is not a requirement for the position, it would be an asset.
- Coordinate musicians and technical support.

## RELATIONSHIPS

- Accountable directly to the lead pastor.
- Will work closely as a team with the elders, deacons and management team.
- A routine review will be conducted by the lead pastor and elders annually.
- Concerns regarding performance or other relevant character matters will be directed to and addressed by the lead pastor first, and then, if necessary, the Elder's Board.

## EMPLOYMENT EXPECTATION:

The Associate Pastor will:

1. Normally have three weeks of vacation and two weekends off each calendar year. These shall be taken in consultation with the other pastoral staff to provide a continual pastoral presence and a leadership presence at key events on the ministry calendar.
2. Normally have two days off each week, normally taken the same day(s) each week.
3. Have attained theological education at an undergraduate level and will be expected to seek further education as a tool to support and grow himself and future ministry with JUBC. A path toward ordination would be supported by the church.
4. The church will provide for time, not charged against vacation, and finances to assist him in achieving the further education and/or ordination.
5. Financial packages and other benefits will annually be recommended by the Elder's Board, in consultation with the Management Team, and approved by the congregation.
6. Financial package to be negotiated. Health premiums and Worker's Compensation are covered. Standard split deductions for EI, CPP and Pension (6% church, 6% pastor).

All resumes will be prayerfully considered and kept confidentially on file until a decision is made. Those selected for further consideration will be contacted. Please submit resumes to [archie.bubar@gmail.com](mailto:archie.bubar@gmail.com).

Compiled March 21, 2025