

KINGSVIEW FREE METHODIST CHURCH



Kingsview FMC's Co-Pastor (Administrative Leadership, Missional & Vision)

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2. BOARD APPROVED PASTORAL JOB DESCRIPTION

The job description of the Co-Pastor for the Kingsview Free Methodist Church is divided into two parts, Section A: Major Responsibilities and Section B: Other Considerations.

Kingsview's pastoral structure is designed for each pastor to have major responsibilities that are their primary focus. The secondary focus is to support and assist one another.

SECTION A: MAJOR RESPONSIBILITIES

Major Responsibilities are allocated on a full time basis as follows:

1. Vision - 20%
2. Administrative Leadership - 40%
3. Missional - 40%

The allocations are understood to be averages and that, as circumstances arise, from time to time shifting of emphasis between the categories may occur as needed, or at the request of the Official Board.

Major Responsibility 1:	Vision	20% of Time
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Key Activities

- **Communicate Vision.** Communicate the vision of Kingsview FMC in an ongoing and consistent manner at all levels of the church (i.e.- with the Official Board, Staff, Ministry Leaders, Congregation, etc.). Ensure that the vision is visible on all church communication platforms (i.e.- the church website, Kingsview Connect, brochures, bulletins, etc.).
- **Evaluate Vision.** Regularly evaluate ministries in light of values, mission and vision (i.e.- using tools such as LifePlan, NCD, or equivalent material).
- **Apply Vision Principles.** Develop and oversee the action plans to aggressively pursue values, mission and vision. Ensure that all church goals/ plans/ objectives reflect the vision and Biblical mission of the church.

Standards of Performance

VISION		Initially Developed	Further Developed	Fully Developed
	Communicate Vision	Church body is aware of the vision.	Church body understands the vision.	Vision is embraced and clearly evident amongst the church body.
	Evaluate Vision	Regular evaluation takes place.	Critical evaluation is an ongoing part of vision development.	Evaluation is an integrated part of a clear vision.
	Apply Vision Principles	Vision principles are applied.	Vision principles are developed.	All we do reflects the vision and Biblical mission of the church.

Major Responsibility 2:	Administrative Leadership	40% of Time
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Key Activities:

- Ensure that there are policies and procedures in place to govern church operations. This will involve consultation with the Official Board to develop and finalize policies and procedures. It will also involve ensuring that the policies and procedures are being properly implemented and followed.
- Work with Ministry Heads and Church Staff to ensure that the various programs and ministry areas of church are operating in a coordinated and organized manner. This will include developing and implementing a church wide calendar that all ministries and programs use and adhere to.
- Organize and implement new ministry areas as needed.
- Oversee the creation of job descriptions, hiring and the supervision of non-pastoral staff in coordination with the Official Board.

Standards of Performance

ADMINISTRATIVE LEADERSHIP		Initially Developed	Further Developed	Fully Developed
	Policy and Procedure	Policies and procedures are in place for church operations.	Policies and procedures are known, implemented and followed.	Policies and procedures are regularly evaluated and adjusted accordingly.
	Programs and Ministries	Programs and ministries are organized and efficient. New ministry areas are explored and developed.	Leadership and volunteers feel empowered, supported and appreciated.	Programs and ministries meet the needs of the congregants.
	Staffing	Competent staff with clear job descriptions and regular supervision.	Staff are growing and improving in their jobs.	Staff work well as a team to meet the needs of the church.

Major Responsibility 3:	Missional	40% of Time
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Key Activities:

- **Partnerships.** Work with community leaders (locally and globally) to address common concerns. Promote opportunities through alliances and networks to respond to the needs within our community and beyond.
- **Local Community.** The *mission* of Kingsview Church begins in our neighborhood, *in our Jerusalem*. Incarnational ministry (the Jesus model) begins with presence. It begins with who we are and where we are. Importantly, our pastor must model it.
- **Global Community.** Kingsview's mission begins in our neighbourhood and extends around the world. Work with the existing Global Missions Committee to ensure the viability and sustainability of our current mission involvement. Seek opportunities to grow and extend our mission involvement in a sustainable manner.

Standards of Performance

MISSIONAL		Initially Developed	Further Developed	Fully Developed
	Partnerships	Kingsview's current partnerships and network affiliations are maintained.	Kingsview's involvement in partnerships and networks is appreciated and valued.	Kingsview is actively fulfilling The Great Commission through our involvement in partnerships.
	Local Community	Kingsview is engaged in activity and meets needs in our local community.	Our presence in the community is known, appreciated and respected.	Community members become engaged and involved in the church.
	Global Community	Kingsview's current mission involvement is maintained and sustainable.	Congregants with a passion for global mission are developed and supported.	Congregants are aware and involved in the fulfillment of The Great Commission to the ends of the earth.

SECTION B: OTHER CONSIDERATIONS

The other member of the pastoral team will be responsible for the following major responsibilities:

- Pastoral Care
- Discipleship
- Corporate Worship

You will be expected to support the other member of the pastoral team by:

- being personally involved in pastoral care as appropriate
- being personally involved in the disciple making process
- being involved in corporate worship (visible presence, regular preaching and involved in prayer ministry)