

KINGSVIEW FREE METHODIST CHURCH



Kingsview FMC's Co-Pastor (Corporate Worship, Discipleship, Pastoral Care)

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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. Pastoral Care- 30%
2. Discipleship- 30%
3. Corporate Worship- 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.

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| Major Responsibility 1: | Pastoral Care | 30% of Time |
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Key Activities

- **Pastoral Care/Crises Response.** Provide ongoing visitation and counseling. Respond to crises as they arise (i.e. hospital visitation, etc.). Develop and deploy a team that will aid in care and visitation.
- Visit shut-ins and serve Communion on special occasions (i.e. Easter, Christmas etc.)
- Provide passages of life ministries (baptisms, weddings, funerals).
- **Assimilation/Integration of People into Church Life.** Visit with newcomers to the church. Encourage and promote involvement in ministry (with newcomers, as well as those not involved). Connect people with appropriate ministry heads and/or small group leaders as necessary.
- **Church Body Life.** Work with appropriate ministry heads to offer fellowship/body life activities and provide (or promote) programs and resources to move people on in their pursuit of holiness.
- Celebrate achievements within the congregation.
- Communicate special events and happenings.

Standards of Performance

| PASTORAL CARE | | Initially Developed | Further Developed | Fully Developed |
|---------------|---|---|---|--|
| | Pastoral Care/ Crises Response | Providing as the pastor. | Trained and named a leader. | Leader developed team to lead working with pastor. |
| | Assimilation/ Integration of People into Church Life | Identify and connect with newcomers. | Linked and integrated. | On path for leadership and service. |
| | Church Body Life | Knowing the congregation and the body life teams. | People have a greater involvement and sense of belonging. | Many/ most feel they belong and take ownership. |

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| Major Responsibility 2: | Discipleship | 30% of Time |
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Key Activities

- **Discipleship Strategy.** Develop and oversee an overall discipleship strategy for the church that provides next steps for people at every level of spiritual maturity.
- **Prayer.** Work with all ministry leaders to ensure that prayer is an integral and appropriate part of all church ministry programming and activities. Ensure that each ministry leader has identified at least one prayer intercessor for their ministry area and that they are regularly connecting with that intercessor so that effective prayer can take place. Ensure that prayer needs are communicated (i.e. through the prayer list in the bulletin or Kingsview Connect). Establish and develop a prayer ministry team to help meet the ongoing prayer needs of the congregation.
Lead, guide and motivate the congregation to lead a prayer oriented life. Teach the congregation to pray meaningfully.
Prayer should be important and communicated meaningfully throughout Sunday worship service.
- **Small groups.** Ensure a variety of helpful spiritual growth/ discipleship materials are in place for small groups. Promote small groups, recruit leaders as needed and offer new small groups as necessary. Regularly highlight to all small group leaders the importance of spiritual growth/ discipleship and of their role in that.
- Offer spiritual growth/ discipleship learning opportunities on a regular basis (i.e. the 4 M's and/ or equivalent).
- Teach membership classes and ensure that they are offered regularly.
- **Train and equip leaders** for ministry for both in the church and in the community.

Standards of Performance

| DISCIPLESHIP | | Initially Developed | Further Developed | Fully Developed |
|--------------|---------------------------------------|--|--|--|
| | Discipleship Strategy | A clearly communicated strategy is in place. | People are engaged in intentional spiritual growth steps. | Mature disciple makers. |
| | Prayer Ministry | Prayer ministry is established and maintained in the life of the church. | Prayer ministry is being promoted, developed and taught in the life of the church. | Prayer is fully integrated in the life of the church. |
| | Small Groups | Evident and active in the life of the church. | Nurture and grow membership, maturity, ministry and mission (4 M's). Small groups are moving people along their faith journey. | Small groups are fully integrated and feeding the life of the church. |
| | Membership | Enabling membership. | Promote and encourage membership. | Membership is the natural part of the life of the church. |
| | Training and Equipping Leaders | Spiritual gifts are identified and developed. | Congregants have opportunity and direction to exercise their spiritual gifts. | Spiritual gifts of congregants are evident in the life of the church and community. Congregants feel supported and encouraged to grow. |

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| Major Responsibility 3: | Corporate Worship | 40% of Time |
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Key Activities

- **Relevant Biblical Preaching.** Ensure that relevant Biblical preaching occurs with appropriate dedication to thoughtful and prayerful consideration of sermon components. Sermons need to appeal to all ages and the unique cultural mosaic of Kingsview F.M.C in a spiritually inspiring and convicting way.
- **Meaningful Worship Opportunities.** Work with staff, volunteers and others to ensure that meaningful worship opportunities take place on a regular bases. Incorporate a variety of avenues of worship for congregants to interact with God (i.e.- worship songs, dance, art, drama, special music, etc.). Lead the worship team in prayerfully seeking God's direction for worship components, including Sundays and special occasions.
- **Incorporation of Celebrations.** Ensure opportunities are available to share how God is working in the lives of congregants, the church and around the world.

Standards of Performance

| CORPORATE WORSHIP | | Initially Developed | Further Developed | Fully Developed |
|--------------------------|---|---|--|---|
| | Relevant Biblical Preaching | Biblical basis for all preaching is clearly understood by the congregation. | Congregants feel compelled to study and prayerfully consider the Biblical messages preached. | Congregants feel inspired and enriched by the Biblical messages preached. |
| | Meaningful Worship Opportunities | Functional worship plan is in place. | Congregants feel actively engaged in worship. | Congregational feedback is that worship is inspiring and meaningful. |
| | Incorporation of Celebration | Congregants are aware. | Congregants feel informed. | Congregants feel engaged. |
| | Corporate Prayer | Active part of corporate worship. | Learning about and growing in prayer is a part of corporate worship. | A healthy understanding of how and why we pray as a congregation. |

SECTION B: OTHER CONSIDERATIONS

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

- Vision
- Administrative Leadership
- Missional

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

- aligning with the vision
- being engaged in the administrative leadership process as appropriate
- being personally involved in missional activity