

# CANADIAN BAPTISTS OF ATLANTIC CANADA

## MINISTRY OPENING

### CHURCH

#### **The Drive Baptist Church**

Fredericton, New Brunswick

### MINISTRY POSITION

Associate Pastor of Family Ministry

### AVG SUNDAY ATTENDANCE

75-99

### FULL TIME / PART TIME

Part Time

### REQUESTED CREDENTIALS

Any of the following:

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

### POSITION DESCRIPTION

#### **POSITION CLOSING:**

Flexible: open for applications until the position is filled

#### **SEND RESUME / CV TO:**

[thedrive150search@gmail.com](mailto:thedrive150search@gmail.com)



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OF ATLANTIC CANADA

## Approach

The Drive Baptist Church (The Drive) is seeking to fill several vacant roles to support the various ministries that it offers. The roles sought to be filled are: Associate Pastor of Family Ministries, Associate Pastor of Worship, Technology Lead, and Administrative Assistant.

The Drive is willing to combine two or more of these roles into a single job position based on the candidate's calling, skills, and experience as each of these roles, if taken by itself, would not constitute a full-time employment opportunity. The possible exception is the Associate Pastor of Family Ministries which is expected to require more hours (to be negotiated). The Drive is advertising the roles individually and asking candidates to indicate the role(s) of interest and describe their capabilities in filling their chosen role(s) when applying. Taking this approach not only allows the candidates to utilize more of their gifts, work in multiple areas of interest and skill, but also may allow for creation of full-time or part-time employment as preferred by the candidate. While asking candidates to express interest in more than one role, it is not required and all applications for a single role will be given consideration.

The roles outlined below are high level descriptions with only key functions identified. Detailed role descriptions will be available to candidates selected for interviews.

## The Roles

### 1. Associate Pastor Family Ministries

This role will provide pastoral ministry to church, neighbourhood, families, and leaders of Next Generation ministries with the goal of reaching and discipling families and youth/children for the Kingdom. This role will help develop and equip future church worship leaders. Key functions of this role are:

- a. ***Engage and partner with parents*** by building relationships with parents and fostering a sense of community allowing the creation of Next Generation ministries to meet the needs of youth and families.
- b. ***Align leaders and assist in ministry*** through providing discipling opportunities for Next Generation leaders and ensuring necessary support, training and resources required are available.
- c. ***Foster community and connection*** through building a network of relationships among trusted adults and youth/children and families participating in Next Generation ministries and regularly promote these ministries. This includes collaboration with the senior pastor on sermons or other outreach events with family themes.
- d. ***Incorporate service and compassion*** by seeking opportunities to minister with compassion and love to others and seek opportunities to have youth/children and their families participate in service projects and worship services.

## **Qualifications:**

- a. Ordained minister or working towards ordination.
- b. Active and growing personal relationship with Jesus Christ evidenced by action, attitude, and behaviour.
- c. Demonstrated experience or formal training in family and next generation ministries.
- d. Strong interpersonal and communication skills to facilitate relationship building.
- e. Ability to encourage, mentor, and equip family ministry leaders to help them grow in both their leadership ability and personal faith.
- f. Ability to work as a team with other Ministerial staff and church leadership.
- g. Organization and planning skills.

## **2. Associate Pastor of Worship**

The Associate Pastor of Worship is an integral part of the Ministerial Team and supports the various ministries at The Drive through leading worship in engaging and meaningful ways. This includes using various styles of music, technologies and methods in worship and supporting other church leaders/programs with their worship needs and opportunities. This role will help develop and equip future church worship leaders. Key functions of this role are:

- a. ***Plan and provide oversight*** for all aspects of the worship ministry including leading of weekly and special worship services in person and/or online, scheduling worship team members, and ensuring audio/visual requirements are in place for each worship service.
- b. ***Preparation for, and leading regular rehearsals*** with the Worship Team and ensuring audio/visual requirements are communicated to sound room technicians in advance of worship services.
- c. ***Recruit and seek opportunities to develop/train worship team*** members to ensure continuity of musicians and continued growth in their musical abilities.
- d. ***Seek new and innovative worship opportunities*** outside the regular Sunday worship services through collaboration with other leaders, committees, and/or other churches and the community.

## **Qualifications:**

- a. Active and growing personal relationship with Jesus Christ evidenced by action, attitude, and behaviour.
- b. Formal training or demonstrated experience leading worship in a multi-generational and multi-cultural setting.
- c. Have a theological foundation, or a combination of experience and education, allowing for spiritual leadership.
- d. Demonstrable experience in playing an instrument and leading a worship team utilizing various musical styles.

- e. Strong interpersonal skills to facilitate relationship building and directing the worship team.
- f. Ability to encourage/mentor worship team members allowing them to grow not only in their music and leadership abilities but also in their personal faith.
- g. Ability to work as a team with other Ministerial staff and church leadership.
- h. Organization and planning skills.

### 3. **Technology Lead**

The Technology Lead is a key support role to all church leadership and the various ministries at The Drive through ensuring technologies utilized by the Drive are appropriate, managed, and used effectively. The technology lead's scope includes:

- a. ***Support sound room operations*** by ensuring sound room technicians are recruited and trained on sound equipment and ensuring that all sound equipment is maintained as needed. This includes scheduling sound technicians for all services.
- b. ***Support media production*** by ensuring media equipment (projectors, cameras, PC's, etc.) and associated software is maintained, media technicians are recruited and trained to live stream services, support maintenance of the church's website and Facebook pages, and other video/media production as required. This includes scheduling media equipment operators for worship services, as needed.
- c. ***Support office administration*** through supporting the office and staff computing needs, ensuring software upgrades are applied, and the church network is maintained, regular backups are completed and training on basic computer usage and tools as necessary.
- d. ***Investigate and recommend opportunities*** to expand and improve the technology currently in use and how the technology may be leveraged by other church leaders/programs.

#### **Qualifications:**

- a. Active and growing personal relationship with Jesus Christ evidenced by action, attitude, and behaviour.
- b. Demonstratable experience and/or training in:
  - Media/video editing and streaming
  - Website design and maintenance
  - Sound system operation
  - PC support
- c. Strong interpersonal skills for supporting technology users.
- d. Ability to troubleshoot problems and identify when "outside" help is required.
- e. Ability to work as a team with other Ministerial staff and other church leadership.
- f. Organization and planning skills.
- g. Ability to leverage technology to support the various ministries at the Drive.

#### 4. **Administrative Assistant**

The Administrative Assistant is responsible to ensure the smooth operation of the church office and ministerial team administration needs are met. Key responsibilities include:

- a. ***Manage electronic records*** to ensure church documentation and records are securely maintained, updated, and accessible as needed. These documents range from membership lists and committee minutes to church policy documents and annual reports.
- b. ***Assist with financial management*** by working with the church Treasurer and Finance Committee in managing/issuing bill payments, updating budget records, management of automatic deposit process, and other financial support as needed.
- c. ***Manage office activities*** by providing administration support to ministerial team, ensuring office supplies are ordered as necessary, managing church correspondence both electronically (email) and in person (telephone or face to face), and preparation of e-bulletins.
- d. ***Support pastoral staff*** by preparing correspondence, search for material to support ministries or sermons, assist with calendar/event booking and planning, or other projects/support activities as needed.

#### **Qualifications:**

- a. Active and growing personal relationship with Jesus Christ evidenced by action, attitude, and behaviour.
- b. Post-secondary training in a related field or related experience.
- c. Strong interpersonal skills.
- d. Solutions oriented with ability to work independently.
- e. Organization and planning skills.
- f. Familiar with office tools and software (word processing, spreadsheets, etc.).

#### **How to Apply**

Please send a resume with a covering letter indicating which role(s) you are interested in and how your education and experience can support this role.

Resumes to be sent to:

Marsha Scott  
The Drive Baptist Church  
PO Box 3637, Station B  
Fredericton, NB  
E3A 5L7

Or email to [thedrive150search@gmail.com](mailto:thedrive150search@gmail.com)

Note that the application process will remain open until all roles are filled. Remuneration and start dates are negotiable.

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents.

### **About The Drive**

The Drive Baptist Church is an evangelical protestant church located on the northside of the St. John River in Fredericton, NB and is a member church of the *Canadian Baptists of Atlantic Canada*.

Vision: Driven for kingdom work by compassion and equipping servants.

Mission: To reach and to serve those in our community and beyond with the love and good news of Christ.