

BETHEL ASSOCIATED GOSPEL CHURCH OF KINGSTON, ONTARIO
DRAFT LEADERSHIP COMMUNITY MEETING MINUTES
APRIL 1, 2014

NOTE: the original Hiring Proposal is attached at the end of these minutes.

1. CALL TO ORDER

Pastor Mark opened with prayer and a reflection on the importance of growth as a sign of healthy church. He reflected back on the development of the Vision Pathway and the various aspects of the vision for Bethel. He reminded us of how the Elders have, through strategic planning processes and much input from others in the Church, developed four key areas of development for Bethel, with Discipleship being one of the primary areas of focus that the Board has been spending time on.

2. ELDERS

Steve Dickey reported. Significant future advancements in areas such as discipleship and the 3rd service will not be sustainable with the current staff complement, as staff members are performing at their limit. With this in mind, the Board is proposing the hiring of an Associate Pastor and has been carefully developing the job description, with the assistance of Brian Marchant from Bethel, who is experienced in this process. A team will be put together to act as a Search Committee to identify posting sites and review applications. The ideal start date would be August 1st. In developing the job description for the new hire, the Board has also looked at clarifying the Senior Pastor's role.

3. DEACONS

Gord Wight highlighted Bethel's current fiscal situation. There has been a healthy growth in donations since 2011, although somewhat below budget; this has been manageable by controlling operating expenses. It was reiterated that, despite the growing congregation and ministry initiatives in recent years, there has been no increase in Pastoral Staff. There is a safety net reserve of approximately one hundred thousand dollars that could help absorb the cost of a new staff in the near term.

The starting salary for an Associate is expected to be around \$45,000 - \$55,000 + auxiliary costs (e.g. benefits & expenses) based on a preliminary salary grid developed by Bethel Administrator, Carmen Gauvin-O'Donnell. Salary grids have been drafted for all Bethel staff positions and are in the process of being refined and finalized by the Deacons. The precise salary will depend on the education and experience of the individual.

4. QUESTION & ANSWER PERIOD:

Q. What will the difference be between the Associate and Pastor Mark's roles?

A. The new hire will help coordinate the logistics of running a Sunday service so Pastor Mark can focus more on the 'big picture' including city/world initiatives and ministries, in addition to his sermons.

Q. So there will be funds to support an additional staff person?

A. Yes, particularly given there is the healthy fiscal reserve in the short term until givings grow.

Q. Where will the new hire's office space be?

A. It is likely that there will be no designated office, although office space could be shared as it is currently. With laptops, work can be done anywhere and everywhere.

Q. Who will have responsibility for the 3rd service?

A. This will be part of the new hire's role.

Q. What educational and faith backgrounds are we hoping for?

A. The individual must share our faith, but we are hoping for a mature believer, with theology schooling/training. Ideally, not someone right out of Bible College, but someone with experience.

Q. The job description is pretty extensive. Will the new hire be eased into the role?

A. It is expected that Pastor Mark will help the newcomer with a work plan, and develop goals so that over time, he or she can work to the full scope of their job description. It might even be necessary to hire two part-time staff if one suitable individual cannot be found.

Q. Are females eligible?

A. This role would be open to male or female, however in reality there are few women in this role. However, to work around the AGC denomination stand against women in pastoral roles, a female hire would likely be called a Director.

Q. When the 3rd service was run, being it was non-traditional; did it take pressure off other two services?

A. Not really, given that the numbers (averaging 30) were limited by the size of the (Upper) room and the fact that child care was not provided. The 3rd service will likely remain non-traditional and offer childcare but the exact nature and format are yet to be determined. With the right leadership, growth could potentially lead to a 4th service and perhaps even a church plant.

Q. The Associate's job description indicates a teaching and preaching role while the Senior Pastor's Position Summary hand out did not. What will the Associate's preaching role entail?
Pastor Mark, as Senior Pastor, will remain the primary Sunday morning preacher. If the Associate Pastor has preaching and teaching gifts, they will be used, but this is not a requirement.

Q. Who will preach at the 3rd Service?

A. Pastor Mark likely will initially, but Bethel has been developing a 'teaching team' that will take over allowing Mark to step out of this role.

5. MOTION:

Steve Dickey moved that:

“Bethel Church create a new staff position entitled Associate Pastor – Coordinator of Worship Services and Discipleship, which position would tentatively begin on August 1st 2014 with salary and benefits commensurate with experience and education.”

Seconded by Doug Brown. No discussion points raised. Vote: **CARRIED.**

6. ADJOURNMENT

The evening was concluded in time of prayer for a smooth hiring process and for a suitable candidate that will be a good fit with the existing staff.

Attendance: 29 members; 10 adherents (Quorum met for vote).

MINUTES DRAFTED BY:

Donna Dickey

REVIEWED AND POSTED BY:

Carmen Gauvin-O'Donnell

Attachment: Proposal for Hiring an Associate Pastor, March 2014

PROPOSAL FOR HIRING AN ASSOCIATE PASTOR

INTRODUCTION

In this packet you will find,

- The proposed job description for the current Senior Pastor
- The proposed job description for the Associate Pastor

Please join us on **TUESDAY, APRIL 1st** at 7pm in the Upper Room. Both members and non-members are welcome (although only members will be allowed to vote). The primary purpose of this meeting will be to inform you regarding this proposal for hiring and to propose and vote on the following motion:

“MOVED, that Bethel Church create a new staff position entitled Associate Pastor – Coordinator of Worship Services and Discipleship, which position would tentatively begin on August 1st 2014 with salary and benefits commensurate with experience and education.”

Our initial thoughts as to a proposed salary would be in the 45-55k/year range (if full-time).

Please do not hesitate to contact us if you have any questions.

Steve Dickey and Gord Wight
On behalf of the Elders' and Deacons' Boards

POSITION SUMMARY

**Bethel Church
Kingston, Ontario**

**POSITION TITLE:
SENIOR PASTOR**

Primary Responsibilities:

- Oversees all ministry implementation through staff and key volunteer leadership
- Develops and guides the church-wide teaching ministry
- Directs the staff in leadership and skill development.
- Leads in the development and implementation of the vision, mission, values, strategy and marks of a disciple
- Supervises the revamping of the missions program at Bethel
- Establishes teaching themes for the worship services
- Oversees all city, nation and world partnerships.
- Guides the process of developing the discipleship track
- Directs the leadership development strategies and initiatives
- Establishes a new pastoral care ministry at Bethel.
- Partners with other city leaders in developing a healthy culture of leadership
- Oversees the development of the church calendar

Other Responsibilities:

- Pastoral care and visitation
- Counselling
- Administration

POSITION SUMMARY

Bethel Church
Kingston, Ontario

POSITION TITLE:

ASSOCIATE PASTOR – COORDINATOR OF WORSHIP SERVICES & DISCIPLESHIP

Effective date: August 1, 2014

Preamble:

This position needs to be seen in the context of the role of the Senior Pastor. The Senior Pastor is involved in the strategy and the development of the vision. The Associate Pastor executes and is involved in the operational aspects of the vision. The senior pastor will work in partnership with the associate pastor in the development and implementation of all the areas listed below.

Primary Responsibilities:

The incumbent will be responsible and accountable for the following areas of ministry:

Public/Weekend Worship Services

- Coordinate the development, growth and delivery of all public worship services
- Ensures the development and performance of all persons involved in public worship service delivery including: Worship Teams, AV teams, Ushers, etc.
- Collaborates with the Sunday morning Design Team to develop a targeted worship culture/vision and annual worship themes and programming
- Grows the public worship services offering beyond the current two services on Sunday morning

Small Groups

- Manages, develops and deploys the Small Group ministry at Bethel
- Oversees a team of lay program coordinators
- Researches and introduces cutting-edge small group programming and materials
- Conducts regular “Community of Practice” sessions with all small group leaders
- Models small group by leading and nurturing a small group

Missions

- Member of the missions team
- Researches and introduces a new structure for going forward in missions

Pastoral, Ministry Leadership Team

- Is an active member of the staff team
- Actively participates in the bi-annual strategic planning activities and weekly meetings

Pastoral Care

- Participates in the development of Pastoral Care strategies
- Is responsible for the Pastoral Care of a specific cross section of the congregation

Teaching and Preaching

- Teaches and preaches as required