



Church Profile

225 McClellan Road

Nepean, Ontario

K2H 8N5

613-596-9390

www.arlingtonwoods.ca

Pastoral Leadership Task Force Chair
John Kennedy



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To apply, please direct your resume
with cover letter to:

Administrative Assistant to
The Director of Church Health
The Free Methodist Church in Canada
lorilee.bishop@fmcic.ca

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 **Arlington
Woods**



In Search of our Next Lead Pastor

Arlington Woods Free Methodist Church

Why are we in this position, you ask?

After 14 years of blessed leadership, our Lead Pastor is retiring. We seek a new leader to continue guiding our church community with spiritual dedication.

Chapter One: The Candidate

So what kind of new Lead Pastor are we looking for? Could it be you? Well, why not read on further and see if you are sensing a nudge that it should be you!

Grounded by the prayers of our church family, and informed by the qualifications of Overseers found in 1 Timothy 3:1-7, here are qualities that we are seeking:

- Makes supplications, prayers, and intercession a priority
- Is well respected in the community
- Is self controlled
- Has a biblically healthy family life
- Has been a Christ follower for many years
- Leads a peaceful and quiet life
- Serves and loves like Jesus
- Believes the Apostle's Creed
- Joyfully participates in hospitality
- Spends time studying God's word and enjoys teaching its truths
- Desires and feels called by God to shepherd our congregation

Although the Scriptures hold high standards for leaders, we acknowledge that we are all works in progress and are striving to the standard Christ sets for us.

Here's a little bit more information about the kind of new Lead Pastor we are looking for ...

- First and foremost, you are a person girded with and guided by prayer. You love spending time with your Heavenly Father, and through this relationship you discern His will for you, your family, and the church under your care. (Matthew 6: 5-8 ESV)
- You are a student of the Scriptures who is passionate about sharing what you are learning. You particularly enjoy deep study, which informs how you teach and share in an expository way. (Galatians 6:6 ESV and MSG)
- You possess a servant heart and are a leader by example. Challenging conversations and times do not scare you; they provide you with an opportunity. You generate creative new ideas and encourage the same from the people who surround you, while remaining humble and willing to receive feedback and constructive criticism. Status quo is not part of your vocabulary. (Exodus 35: 30-34 ESV)
- You build your team by equipping them with the skillset and tools to actively engage and empower a vibrant volunteer core. You are passionate about sharing the vision that God has laid on your heart, and together with the congregation developing a clear plan for the future. (Ephesians 4: 11-13 NIV)
- You love people and your warmth and engaging personality makes them feel comfortable being around you. You demonstrate a loving, Christ-like approach to all cultures, backgrounds, and phases of life. You are intrigued by everyone's story and want to ensure they are welcomed and effectively integrated and engaged within our church family. (Ephesians 2: 19-22 ESV)
- Your heart is driven by a desire to share the Good News not only through words, but also actions. Your generous nature compels you to investigate the community, both locally and globally, to seek out opportunities to help those in need. Your passion is to motivate and engage your church family in sharing this calling to be a blessing to others as God has blessed them. A true repay in-kind spirit is your inspiration! (Matthew 25:40 NIV)

Chapter Two: The Role

Position Description	Church/Department
Lead Pastor	Arlington Woods Free Methodist Church
Name (or Incumbent)	Location
	225 McClellan Road, Nepean, ON, K2H8N5
Reports to	Team (Ministry Leaders/Staff)
The Official Board of Arlington Woods Free Methodist Church	<ul style="list-style-type: none"> • Lynda Sinclair, Associate Pastor of Congregational Care • Ben Spears, Associate Pastor of Family Ministries • Karlene Fletcher, Worship & Creative Arts Director • Emily Riley, Office Administrator • Discipleship & Outreach Committee
Peers/Accountability Partners	
Supported by: <ul style="list-style-type: none"> • Pastor's Cabinet • Network Leader: Jenn Wager • Eastern Ontario Multi Staff Network • Regional Coach: Rev. Daniel Massey • Local Ministerial: One Way Ministries 	
# of Hours	Board Approved and Updated
Full-Time (based on at least 37.5 hours/week)	January 9, 2024, to take effect at the filling of the position

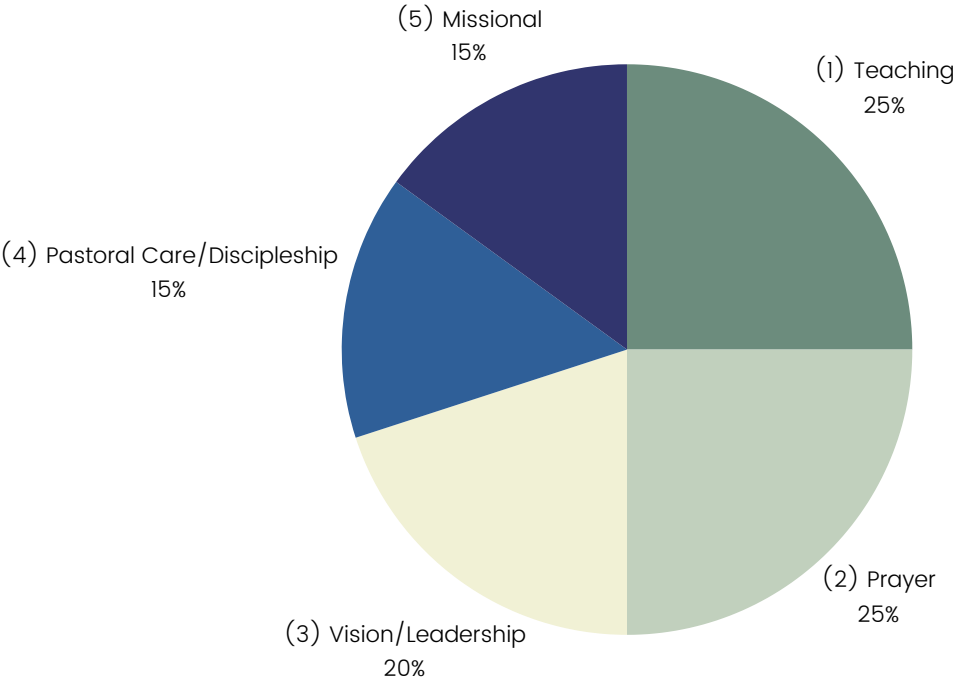
Position Overview

The Lead Pastor is responsible for nurturing the spiritual wellbeing of the congregation, providing pastoral leadership through Biblical teaching, prayerful leadership, and compassionate pastoral care. The Lead Pastor will work with the Official Board, Pastoral team, staff and lay leaders to fulfill the vision and mission of the church, as they minister and serve the church family and community.

Minimum Education & Job-Related Experience Requirements As a minimum, the incumbent must possess: <ul style="list-style-type: none">• A bachelor's degree focused in theological, or religious studies, or equivalent, from an institution recognized by the Free Methodist Church in Canada• 5+ years of related experience with pastoral leadership• FMCiC ordination or willingness to transfer ordination	Preferred Education & Job-Related Experience Achievements Ideally, the incumbent would possess: <ul style="list-style-type: none">• Master of Theological Studies Degree or Master of Divinity• 7+ years of experience in pastoral leadership• Experience as a lead pastor• Experience leading congregation of 200+• Bilingualism is an asset Ideal Past Career Experience <ul style="list-style-type: none">• Experience leading a multi-staff team
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Responsibilities & Activities

The prioritized major responsibilities, percentage of time, key activities and standards of performance for this position are listed below.



1. Major Responsibility: Teaching

Key Activities	Standards of Performance
<ul style="list-style-type: none"> Clearly engage congregation in meaningful, expository teaching 	<ul style="list-style-type: none"> Spiritual health of congregants and expanding congregation Increased involvement by congregants in small groups (75% goal) Regular response time during sermons/invitation to receive Christ Unity across congregation for studying the Scriptures
<ul style="list-style-type: none"> Studying and expanding knowledge of God's word (2 Tim 2:15, 3:16) 	<ul style="list-style-type: none"> Makes Daily Personal Devotional time a priority Undertakes minimum of 2 biblical enrichment self-study programs or seminars per year

2. Major Responsibility: Prayer

Key Activities	Standards of Performance
<ul style="list-style-type: none"> Biblical teaching on prayer and fasting (1 Peter 5:7, Phil 4:6, James 1:6) 	<ul style="list-style-type: none"> All will know how to pray confidently-all age groups from youngest to oldest The church body understands the deep need for connection and communion with God and is experiencing a prayer movement
<ul style="list-style-type: none"> Intentional prayer would be occurring for all areas supported by our church, both locally and globally 	<ul style="list-style-type: none"> Regularly creating space and time for prayer across all ministries (1 Thess. 5:16) Incorporating prayer testimonials and tracking answers to prayer in a formal manner

3. Major Responsibility: Vision/Leadership

Key Activities	Standards of Performance
<ul style="list-style-type: none"> • Casting and carrying out the vision of the church through servant leadership (Prov 29:18) 	<ul style="list-style-type: none"> • Successful implementation of strategic plan • AWC will be led by more people from ethnically and demographically diverse backgrounds, with a target of at least 25% of leadership from those groups • Willingness to be held accountable to the Board
<ul style="list-style-type: none"> • Administration 	<ul style="list-style-type: none"> • Effective direct accountability for Ministry Associate Pastors, Worship and Creative Arts Director, Office Admin, Discipleship & Outreach Committee • Provides input to finance committee regarding budgetary and financial decisions when necessary. Additionally, demonstrates financial accountability and wise prudence when using church financial resources
<ul style="list-style-type: none"> • Mentoring, equipping, and encouraging staff and lay leaders in their areas of ministry 	<ul style="list-style-type: none"> • Structures established and functioning well • Highly engaged and motivated staff and lay leaders • Willingness to deal with difficult issues in a timely & Godly manner • Target a minimum 30% of church body involved in volunteering in their area of gifting within the 3-year Strategic Plan

4. Major Responsibility: Pastoral Care/Discipleship

Key Activities	Standards of Performance
<ul style="list-style-type: none">• Ensuring the congregation feels loved and cared for	<ul style="list-style-type: none">• Willingness to provide and facilitate pastoral visits• 75% of congregation involved in small groups within the 3-year Strategic Plan
<ul style="list-style-type: none">• Balancing the needs of all generations and cultures within the congregation	<ul style="list-style-type: none">• Worship services consistently include a variety in music (contemporary/traditional) and languages that are personally meaningful for all ages and backgrounds• Facilitating and prioritizing faith-based seminars (for example, discipleship, marriage, mental health, etc.)
<ul style="list-style-type: none">• Discipleship will happen across generations and cultures	<ul style="list-style-type: none">• Small group leaders feel confident to lead and hold accountable small group participants• 75% of congregation will have taken Base 2 (Studying the Spiritual Disciplines) within the 3-year Strategic Plan

5. Major Responsibility: Missional/Service

Key Activities	Standards of Performance
<ul style="list-style-type: none"> Partnering with God's plan for ministering to the needs of the poor, homeless, and broken-hearted (making Christ's love known) 	<ul style="list-style-type: none"> Continue to promote being involved with and seek out outreach programs such as <u>OIM</u>, <u>Capital City Missions</u>, <u>First Place Options</u>, <u>FAMSAC Food Cupboard</u>, <u>Lionhearts Inc</u>, etc. Small groups would intentionally seek places where their spiritual gifts and passions intersect with God's plan for their community, wherever that may be (a service project at least twice in the year)
<ul style="list-style-type: none"> Ensuring the Good News is shared both in word and deed 	<ul style="list-style-type: none"> Congregation is equipped to share their faith individually and lead others to Christ (1 Peter 3:15) Arlington Woods will host a community event at least 4 times a year (such as Church in the Park, Bike Rodeo, Vacation Bible School etc.)
<ul style="list-style-type: none"> Have an awareness of where God is moving both in our community and globally and build relationships in those areas where we are led to respond and where we can have an impact (Matt. 28:16-20) 	<ul style="list-style-type: none"> Develops relationships within the community as a spiritual leader Participate & network with other church groups to facilitate and inspire unification of church bodies such as <u>MAFC</u>, <u>InterVarsity Canada</u>, etc. Continue to be the "sponsoring" church to Launch Point Church plant Connecting with other Free Methodist Churches to work collaboratively towards missional activities Champion the formation of a mission trip, either local or international, within next 2-3 years

Desirable Spiritual Gifts

Prayer:

This is the unique ability to intercede faithfully and constantly before God for the needs of people and ministries. Often these "prayer warriors" see God answering prayer in exceptional ways (Colossians 4: 12).

Teaching:

The ability to teach, train, and encourage Christians in the way of Christ with clarity and faithfulness to the Bible (John 21: 15-17, 1 Timothy 4:6 and 5: 17).

Leadership:

The unique ability to motivate, equip, and direct others in the ministry of Christ. This ability is always tempered by a loving concern for the ones being led (Acts 13:1-3 and Acts 15).

Shepherding:

The special ability to guide, nurture, and care for individuals and groups in the church so that they grow in their faith and spiritual maturity. This is the gift of being responsible for the welfare and unity of Christ's disciples (1 Peter 5: 1-9).

Discernment:

The special ability to see through to the spiritual motives in people, events and actions and to determine whether or not they are of God (1 John 2 and 3).

Other Important Qualities:

The Lead Pastor possesses a strong personal relationship with Jesus Christ and demonstrates spiritual maturity.

The Lead Pastor demonstrates a balanced lifestyle that enables appropriate loyalties to personal health, spiritual disciplines, family responsibilities and community involvement while fulfilling the demands of the Lead Pastor position.

Chapter Three: The Church

Still with us? Fantastic! We want to get you even more excited as we share some background information about us...Arlington Woods Church!

Our Mission Statement: “To Know Christ, and Make His Love Known”

Our Vision

- **Begin with Christ**
 - Prayer encompasses individual and corporate prayer
- **Belong to Christ**
 - Belonging encompasses welcome, connection, and engagement
- **Become like Christ**
 - Spiritual growth encompasses discipleship, equipping, and living out the Christian life
- **Be as Christ**
 - Missional (Serving) encompasses outreach and evangelism to meet the needs in our community (TAW) and beyond

Establishment

- Founded in the early 1970s in Nepean as a community church
- Original planters dedicated to sharing the gospel in Arlington Woods

Growth & Expansion

- McClellan Road sanctuary was established in June 1972
- First service in the new building on November 5, 1972
- Expansion in 1991 with a new sanctuary under Rev. James Kesselring's leadership
- Ongoing challenges addressed with gratitude for God's faithfulness
- Here's proof! Take 'a walk through our history'

Financial Snapshot

- Current annual operating budget: \$550K
- \$2.1M renovation after the 2018 Tornado, completed in 2021
- \$880K outstanding debt addressed through the Pay It Forward Campaign, with \$217K raised to date. Learn more about the Campaign [here](#)

Denomination Affiliation

- Part of the [Free Methodist Church in Canada](#)

Our Awesome Staff



Lynda Sinclair

Associate Pastor of Congregational Care



Ben Spears

Associate Pastor of Family Ministries



Karlene Fletcher

Worship & Creative Arts Director



Emily Riley

Office Administrator

Kevin Sinclair

Custodian

Our Church Parsonage



A special benefit for our Lead Pastor and family is the availability of a large modern 4+ bedroom parsonage directly adjacent to the church. While some previous pastors have preferred to live in their own home, our current leader has occupied the parsonage since coming to AWC. Traffic jams on the work commute never seem to be a problem! Lunch at home is sweet as well.

Church Family Overview

- Membership: 146+ and growing
- Worship Attendance: 200-225+ (in-person and online)
- Cultural Diversity: 19 different ethnicities
- Online Capabilities
- Talented Worship Team

Church Building Highlights

- Renovation: Recently and beautifully renovated (2021)
- Sanctuary seating capacity: 550
- Community Engagement: Active and vibrant with diverse activities
- Community Rentals: Ethiopian and Ghanaian Church communities, [ACTS](#) [Christian Counseling](#)
- Post-Tornado Impact: Increased community interest and traffic flow
- Sample of Ministry Programs (Connecting with Neighbours):
Monday POP Outreach, Weekly White Pine Café, Evergreen Hall Pickleball

Our Ministries

Thanks to a dedicated volunteer base, we are blessed to be able to offer a wide variety of ministry opportunities. We think a “picture is worth a thousand words” and invite you to click on any of the links below to get a better sense of what church life and outreach at AWC looks like!

- [KIDS Programs](#)
- [Parents of Preschoolers Drop- In \(POP\)](#)
- [Teens](#)
- [Young Adults](#)
- [Women](#)
- [Men](#)
- [White Pine Café](#)
- [Worship Team](#)
- [JOY \(Just Older Youth\)](#)
- [Small Group Study Gatherings](#)
- [Periodic Days of Prayer](#)
- [Bible Study and Discipleship Classes](#)
- [Pastoral Care Visitation](#)

Chapter Four: The Community

Our Neighbourhood

Although well-known for the recent devastating Ottawa tornado in 2018, Arlington Woods offers a small-town feel with all the amenities of a city. There is an active [Trend-Arlington Community Association](#) which works tirelessly to build community through local events. [Tennis and pickleball](#) are popular sports in this community, with numerous other inexpensive options available to stay active with your family and community.

Nearby, there are many [parks and trails](#) as part of the Greenbelt which offer excellent hiking and cycling opportunities. In fact, Ottawa is home to 980 km of cycling trails! There are several outstanding schools in the area ([Knoxdale Public](#) and [Sir Robert Borden High School](#)) and lots of excellent restaurants that will get any foodie excited!

Our City

Ottawa is the sixth most populated city in Canada, expected to pass 1 million residents by the end of 2023. Home to Canada's Parliament Hill, it is a city rich in ethnically diverse communities with many opportunities to build connection. We offer many museums that interest both young and old in history, art, war, aviation and more. If you are a music fan, the [National Arts Centre](#), [Canadian Tire Centre](#), [Algonquin Commons Theatre](#), and [Meridian Theatre](#) offer a wide variety of performances and concerts.

If you are an outdoor lover, Ottawa is a great place to enjoy being outside even in the winter months. The world-renowned [Rideau Canal Skateway](#) opens in winter, becoming the world's largest skating rink. [Winterlude](#) is our annual winter festival, offering ice sculptures, events, and an opportunity to celebrate our city and community, even amidst a long, cold winter.

For the pro sports enthusiast, Ottawa currently features five professional teams anchored by the Ottawa Senators. There is something for every sports passion whether it is hockey, football, soccer, baseball or basketball.

How about taking a moment to watch a [highlight video](#) of all our wonderful city has to offer?

Demographics

If you want to learn more, here are the [Arlington Woods Demographics](#) and the [City of Ottawa and Area Demographics](#).

Chapter Five: The Decision

Well, you have successfully made it to the end (but please make sure you don't miss the Appendix). Thank you for allowing us to share with you our story and our heart about who we feel God is calling to lead Arlington Woods into the next chapter of our history.

How are you doing?

After prayerfully digesting the profile, can you see yourself in the picture we have been drawing? Is your heart beating a bit faster thinking about exploring things further with us? If you really are sensing that God is prompting you to talk to us, we want to hear from you. More definitively, we will be excited to hear from you!

All expressions of interest in this role must be made by submitting a covering letter and resume to:

Administrative Assistant to The Director of Church Health

The Free Methodist Church in Canada

lorilee.bishop@fmcic.ca

Thank you and God Bless!

Arlington Woods Pastoral Leadership Task Force

Appendix: Our PLTF Inventory

THIS CONGREGATION HAS A BOARD APPROVED:	YES	NO
1. Concrete vision statement projected two years out	✓	
2. Mission statement	✓	
3. Budget (Core giving is at 10%)	✓	
4. Systems for:		
Assimilating new people (from first contact to membership)	✓	
Membership (Base 1)	✓	
Maturity (Base 2)	✓	
Ministry (Base 3)	✓	
Mission (Base 4)	✓	
5. Ministry teams for:		
Small Groups	✓	
Care ministries (Visits to poor, shut-ins, seniors)	✓	
Maintenance	✓	
Crisis (Pastor Lynda and Care Team)	✓	
Counselling (ACTS Counselling Service on site)	✓	
6. Staff Development Plan – Performance Appraisals for major ministry leaders (Note: For Staff Only To Date)		✓
7. Mission Development Plan directed towards:		
Community (crowd events)	✓	
Specific Target Groups	✓	
“...And Beyond” initiatives	✓	
Meeting Social Needs	✓	
8. Performance Appraisal Systems for Staff	✓	
9. A System of Governance using Governance Model	✓	
10. An Organizational Chart	✓	
THIS CONGREGATION ALSO HAS:	YES	NO
11. Knowledge of our management temperaments and styles		✓
12. Spiritual sensors (prayer partners, intercessors, regular reports on spiritual victories, etc.)		✓
13. Emphases for the month, quarter, year, 5 years, 10 years		✓
14. Minimum factor Natural Church Survey (NCD) identified		✓
15. Highest NCD score identified (Last NCD conducted in 2016)		✓
16. Completed the 3 YR Strategic Plan in 2023 (year)	✓	

Local Church Annual Report

The Free Methodist Church In Canada

Church Name: Arlington Woods Free Methodist Church ON

Report Year: 2021

Pastor: Michael Hogeboom

Network Leader

Church Statistics

Weekend Attendance: **124**

Homes in Directory: **175**

No of Small Groups: **8**

Adult conversion: **1**

Child conversion: **0**

Adult Membership: **134**

Operating Budget: **450,220**

Global Ministry: **35,339**

Church Development: **0**

Pastor Compensation: **0**

Ministry And Church Development:

Regarding Life plan our church is: **7. Using an alternative method**

NCD Average: **0**

Last NCD Date:

Another Health Survey: **We have a Strategic Plan**

Personnel:

Is the lead Pastor bi-vocational? **No**

Has any member of the pastoral staff taken a sabbatical this year? **Yes**

If yes: Name and start and end dates of sabbatical? **December 27, 2020 to February 28, 2021**

Has the Form 5 [delegate's report from the PA for all pastors serving under conference appointment] been filed with the Director of Personnel office this year? **Yes**

Have all ordained and commissioned ministers (optional for retired) completed at least one Continuing Education Unit (CEU) for this year? **Yes**

Have the CEUs been documented and filed with the Director of Personnel office for this year? **No**

Please list all licensed Lay Ministers: **N/A**

Does your church have a "Child protection policy" in place? **Yes**

Ministry Recruitment referrals:

Short Term Missions: **N/A**

Potential Pastor or CP: **Not at this time**

Lifeplan: **N/A**

Notes: **Not at this time**

Local Church Annual Report

The Free Methodist Church In Canada

Church	Name	Arlington Woods Free Methodist Church ON Report Year 2021
Delegates		Corey Zerf, Merle Sinclair

Local Church Annual Report 2022

The Free Methodist Church In Canada

Church Name Arlington Woods Free Methodist Church ON

Report Year 2022

Pastor: Michael Hogeboom

Network Leader

Church Statistics

Weekend Attendance: **150**

Homes in Directory: **175**

No of Small Groups: **8**

Adult conversion: **2**

Child conversion: **2**

Adult Membership: **134**

Operating Budget: **541,912**

Global Ministry: **35,339**

Church Development: **0**

Pastor Compensation: **0**

Ministry And Church Development:

Regarding Life plan our church is: **7. Using an alternative method**

NCD Average: **0**

Last NCD Date

Another Health Survey

Personnel:

Is the lead Pastor bi-vocational? **No**

Has any member of the pastoral staff taken a sabbatical this year? **No**

If yes: Name and start and end dates of sabbatical?

Has the Form 5 [delegate's report from the PA for all pastors serving under conference appointment] been filed with the Director of Personnel office this year?

Have all ordained and commissioned ministers (optional for retired) completed at least one Continuing Education Unit (CEU) for this year? **Yes**

Have the CEUs been documented and filed with the Director of Personnel office for this year? **NA**

Please list all licensed Lay Ministers :

Does your church have a "Child protection policy" in place? **Yes**

Ministry Recruitment referrals:

Short Term Missions Not applicable

Potential Pastor or CP Not applicable

Lifeplan Not applicable

Notes

Delegates Merle Sinclair