

JOB DESCRIPTION

Position Description	Church/Department
Senior Pastor (Full-time)	New Hope Methodist Church
Name (or Incumbent)	Location
Reverend Terry Gibson	Newmarket, Ontario
Reports to	Team (Ministry Leaders/Staff)
The Official Board of New Hope Methodist Church	Full-time Lead Pastor: Reverend Terry Gibson Part-time Children's Pastor: Jenny Eng Part-time Office Administrator: Julie Williams Bookkeeper: Susan Allen Custodian: Stephen Marshall
Peers	
The local FMCiC Network led by Tim Richards with members Matthew McEwen, Mike Gibney and Terry Gibson.	
# of Hours	Date of last Revision
<input checked="" type="checkbox"/> Full time (based on at least 40 hrs/week)	

Position Overview

The major responsibilities of the incumbent listed below can be summarized as preparing and empowering our congregants to bring others into the Kingdom of God. We are seeking a pastor, not a theologian. The typical work experience of our current Pastor follows:

- 1) On Sundays conducts morning services, visits with congregants, and serves Communion monthly.
Our Senior Pastor does receive 3 Sundays of preaching relief (these are not considered vacation days) and takes responsibility to find alternative speakers when he is scheduled to be absent from the pulpit.
- 2) Comes into the office Monday through Thursday (Friday and Saturday are typically days off)
 - a) Studying, reading, listening, watching videos in preparation for Worship Service
 - b) Visiting, counselling, handling phone calls, and visiting group homes with another church member
 - c) Conducting Staff meetings and corresponding with Christian Daycare personnel in the basement
 - d) Helping to pray for and liaise with some children and/or staff in the Daycare as needed
- 3) Other responsibilities which fall outside the daily routine include:
 - a) Runs and oversees the annual evening Bible study
 - b) Oversees membership classes as needed throughout the year.
 - c) Participates in local Free Methodist network meetings as scheduled
 - d) Reports to and meets with the Official Board, quarterly or as needed
 - e) Prepares/oversees the Annual Society Meeting
 - f) Attends two Pastor Leadership development retreats annually (The Cove and FMCiC Pastors and Spouses gathering)

Minimum Education and Job-Related Experience Requirements

As a minimum, the incumbent must possess a Secondary Education diploma and/or Bible College Diploma from a recognized educational institution.

Preferred Education and Job Related Experience Achievements

Ideally, the incumbent would possess at least 3 to 5 years of relevant pastoral experience.

Other important information about this position:

It is important for our future pastor to be involved in the community.

One Church Southlake – All Evangelical churches in Newmarket and surrounding area – gather for prayer Wednesday mornings and discuss community concerns. One such concern resulted in the building of a local residence for Habitat for Humanity through their fundraising efforts.

Southlake Hospital – On Call Chaplin – our current pastor serves as liaison between the evangelical ministers and the hospital. He currently serves “on call” once every couple months for a week.

MAJOR RESPONSIBILITIES

(As our Official Board does not micro-manage our staff, % of time allocations are not provided)

Major Responsibilities

1. Increase Passionate Spirituality at NHMC
2. Improve Loving Relationships at NHMC
3. Improve Inspiring Worship at NHMC
4. Develop Gift-Oriented Ministries at NHMC
5. Develop Need-Oriented Evangelism at NHMC
6. Maintain Holistic Small Groups at NHMC
7. Maintain Functional Structures at NHMC

KEY ACTIVITIES

1. Major Responsibility: Increase Passionate Spirituality at NHMC

Key Activities	Standard of Performance
Recruit Prayer Coordinator to provide focus for prayer life at NHMC	
Present prayer requests regularly to NHMC Congregation	
Inspire attendance to regular opportunities for Prayer	

2. Major Responsibility: Improve Loving Relationships at NHMC

Key Activities	Standard of Performance
Develop strategies to assimilate new families	
Develop strategies to assimilate new Youth	

3. Major Responsibility: Improve Inspiring Worship at NHMC

Key Activities	Standard of Performance
Recruit Worship Leader to provide inspiring worship at NHMC	

4. Major Responsibility: Develop Gift-Oriented Ministries at NHMC

Key Activities	Standard of Performance
Provide instruction in the BASES to NHMC congregation	
Empower 'gifted' leadership for new programs approved for NHMC	

5. Major Responsibility: Develop Need-Oriented Evangelism at NHMC

Key Activities	Standard of Performance
Inspire congregation to cultivate relationships with neighbours leading to evangelism	
Develop outreach strategies to attend to the local community needs	

6. Major Responsibility: Maintain Holistic Small Groups at NHMC

Key Activities	Standard of Performance
Inspire congregation to receive nurturing in caring small groups	

7. Major Responsibility: Maintain Functional Structures at NHMC

Key Activities	Standard of Performance
Nominate and Conduct Elections at Annual Society Meeting	
Provide leadership and oversee all functional team activities	

CORE COMPETENCIES

The operationalized core competencies which the incumbent must demonstrate in order to be effective in this position are listed below:

Core Competency	Operationalized Competency “What does this look like on the job?”
1. Leadership	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives
2. Communications – Spoken	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listens well.
3. Developing People	Coaching people; helping them build capabilities needed now and in the future
4. Big Picture Thinking	Understanding complexity; viewing situations from a broad perspective
5. Team Building	Able to work with people in such a manner as to build high morale and group commitments to goals and objectives



New Hope Methodist Church

**337 Queen Street
Newmarket, ON L3Y 2G5**

**Office Telephone:
905-895-4268
Office Email:
nhmc337@gmail.com**

**PLTF Contact:
Barry Sandercock**



People Information

Total Membership

- Average attendance at Sunday Worship : 60
- Average Attendance at Sunday School: 12
- Average attendance in mid-week activities: 8 to 15 depending on the activity
- Number of new families during the last 5 years: 18
- Number of families in the Church Directory: 85

Age Distribution of Members and Adherents

- Children: (0-12): 20
- Youth: (13-17): 0
- Young Adults (18-30): 3
- Middle Adults (31-45): 19
- Older Adults (46-60): 20
- Senior Adults (over 60): 26





Facilities

The church building is outstanding in many ways. It is approximately 60 years old, in good repair, attractive from the outside, has a good-sized parking lot and is centrally located in Newmarket off the main strip, Davis Drive.

We are debt free with no mortgage. The sanctuary holds 230 to 280 quite comfortably. There is adequate office space: large offices for each of the Lead Pastor and Children's Pastor, and another office for the Office Administrator. We have a kitchen/café.

We have made significant upgrades to our facilities recently including a wheelchair accessible washroom, upgraded windows, masonry overhaul at the front entrance of the church, new flooring in the sanctuary and security cameras throughout the building. We have also made significant leasehold improvements specifically in the basement amounting to \$750,000 - \$800,000.

The downstairs portion of the building is leased by Angelic Treasures Christian Daycare which services families in the local area. This has been a consistent source of monthly revenue since 2020 as well as the occasional day rental of our sanctuary/foyer/café for various functions such as concerts and piano recitals.

The church owns a cottage on the Pine Orchard Campgrounds that is intended for the pastor's use. We do not have a parsonage but offer a housing allowance for any prospective pastoral family.



Ministry

New Hope Methodist Church is focused on sharing God's healing message within the local Newmarket and the greater York Region area. We seek to help people find new life in Christ and to live lives of loving integrity. We offer weekly Sunday Worship Service at 10AM in person and on Zoom (since COVID), and host weekly programs e.g., Bible Studies, Pastoral Prayer Group, and Community Outreach Programs - Bread Program (weekly), and Food Bank Program (monthly), Easter Egg hunt for kids annually and Operation Christmas Child Box packing for those in need. In addition New Hope's congregation sponsors several children from the Philippines in helping them build a bright future.

Our church has enjoyed stability under the leadership of our Senior Pastor over the past quarter century. Teens were our growth group during the first decade of the 21st century but this ministry lost traction as many left Newmarket for post-secondary education. Those who have returned are raising families and bringing their children to our Kingdom Kids programs offering a new focus for our ministry. The Christian Daycare operation in our facility is providing financial stability and enabling us to consider involvement in other ministries beyond our local community.

We now serve as a direct extension of the York Region Food Bank providing distribution services within our community for monthly food deliveries received. We are engaged with the COBs Bread Bakery distribution which provides incentive to our congregants to 'bless' their neighbours with the weekly collection of unsold 'day old' products. Our Stewards are engaged in visiting 'shut-ins' and the infirmed offering 'care', 'prayer' and 'meals' as needed. Our church inaugurated and hosts the local ministers Weekly Prayer Meetings which gave birth to One Church Southlake. This group has organized many local Christian churches to collectively provide services to our community and annually honours the municipal leadership and protective services in our community through Prayer Breakfasts and Walks. We believe God has strategically placed New Hope in the centre of Newmarket to fulfill His purposes for us here.

The COVID 19 pandemic served to extend the reach of our preaching ministry enabling 'shut-ins' and the disengaged to attend our services. We received technical support from overseas through one of our Church family's business enabling 'in-house' and 'online' services to be conducted simultaneously. Our attendance did not wane as we continue to provide these services to maintain our connection.

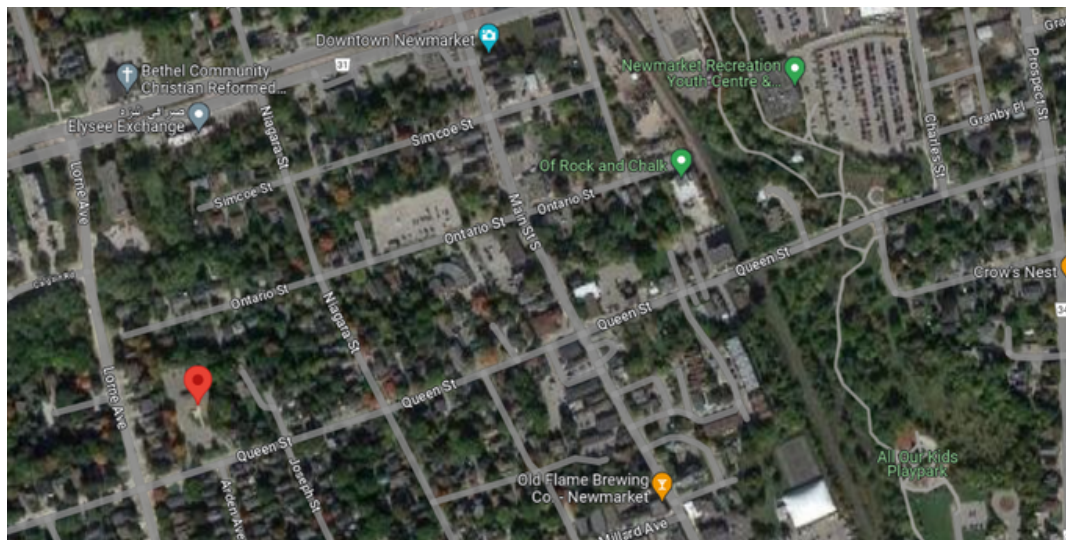
New Hope partners with other organizations (e.g. International Child Care Ministries, Samaritan's Purse, Tearfund, Kingsview Sponsorship Program, and TLC The Life Centre) to raise awareness, funds and distribute food to help those less fortunate. We have continuously ministered to the "Special Needs" individuals among us and those living in 5 nearby "homes". We are also part of the On Call Chaplain Program with the Southlake Regional Health Centre.



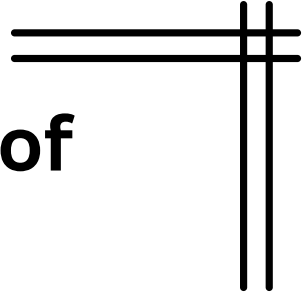
The Community

New Hope Methodist Church is located in the Town of Newmarket, approximate population of 90,000. We are located north of Toronto and Newmarket serves as the headquarters of the Regional Municipality of York, approximate population of 1.2M. Newmarket is close to major transportation arteries giving quick access to Toronto and the York Region area, and cottage country areas to the North.

Newmarket has consistently been named one of the Best Places to Live in Canada by MoneySense Magazine, with an international reputation for being one of the country's most dynamic, diverse and desirable towns to live and work in. Newmarket is widely considered a progressive place with a reputation for innovation, particularly in its environmental projects. It has outstanding [educational](#), [recreational](#) and health facilities, including the [Southlake Regional Health Centre](#), sprawling [parks and trails](#), upscale shopping and retail ([Upper Canada Mall](#) and unique shops and eating establishments around Town) and advanced transit networks ([York Regional Transit and Viva](#) rapid transit system, GO Transit). You can find out more at the [Town of Newmarket website](#).



The Administration of the Church



The Church has an active Official Board, active trustees, stewards, finance, fellowship, worship and missions committees. The Church creates clear annual reports, financial reports and sound budgets.

Our church utilizes many resources to support our ministries to our congregation including:

- Sermon Central is utilized in the preparation of pastoral sermons.
- CCLI / OnSong are used for administering our worship resources.
- RightNow Media provides the world's largest video-streaming library of Biblical resources which is used extensively by our congregation.
- Mailchimp enables publication and distribution of our weekly Electronic Bulletin and monthly SCOOP Newsletter to our congregants.
- We receive financial support through the Lorne Park Foundation and Government Anti-Hate grants.

Current Employees of the Church

Rev. Terry Gibson

Full-time Lead Pastor since 1998

Jenny Eng

Part-time Children's Pastor since Summer of 2023

Julie Williams

Part-time Office Administrator since March 2021

Anne Kellington

Volunteer- Pastoral Care

Sue Allen

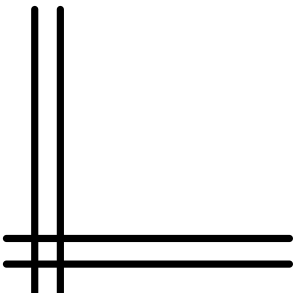
Bookkeeper

Steve Marshall

Caretaker

Mission

Our Missions ministry is an "active" program. We have been blessed to send teams overseas on Mission Trips across the past quarter century. A "Youth Team" was sent to Mississippi to assist in the restoration of homes following Hurricane Katrina. Multiple teams travelled to Puerto Rico to build a school to train ministry leaders. We have supported the work of the Kingsview Sponsorship group both financially and in direct participation on trips to the Dominican Republic. We will be sending a team of 13 to resume work with the local Jaibon Free Methodist Church in the Dominican Republic in January 2024 to support the renovation and humanitarian efforts being led by this church in their community





Angelic Treasures Christian Daycare

In the 2nd decade of our Senior Pastor's tenure, we struck a Strategic Planning committee to establish for the future direction of our church with the support of a Facilitator. We recognized our people are key to achieving our Vision: "To see Christ "alive" in us and others!" Ephesians 2:4-5 and proceeded to build upon this strength. We also realized our facility was a 'key asset and potential source of greater revenue'. We tasked qualified members of the Strategic Planning committee to investigate opportunities to rent/lease our premises to 'complementary' businesses. "Catch The Fire" (CTF) congregation represented the first Christian business to find our premises desirable and entered a 3-Year lease to share our facilities. Our relationship lead to opportunities for New Hope to engage in York Region Food Bank and COBS Bread distribution. The advent of COVID 19 made the renewal of the CTF lease unaffordable.

"Angelic Treasures Christian Daycare" (ATCD) sought to establish a Christian Daycare in the heart of Newmarket to serve our immediate community. Following a year of renovating our basement to meet the legal requirements for their operation, ATCD entered a renewable 10-Year lease and opened to the public in the fall of 2020. Currently, the daycare centre is operating at capability with a lengthy "waiting list" for future arrivals.

A beautiful partnership exists here between New Hope and Angelic Treasures Daycare. The building is always full of life during the week with young children and daycare staff housed in our renovated basement. We see this as an opportunity to minister to our very close neighbours, and our children's pastor currently leads the children biweekly in a time of Bible songs and Bible teaching. We share resources such as bread from Sunday and invite daycare families to church events. Some of our children's ministry volunteers are also staff at Angelic Treasures and some of our New Hope children attend the daycare, providing a full circle connection. It's certainly not just a financial arrangement, but a relationship that extends the ministry of the church and supports the staff and families that are a part of a uniquely Christian daycare. We hope to forge an even greater connection and ensure each daycare family has the opportunity to be a part of a church family.



Pastoral Financial Support

New Hope will provide financial compensation to our “full-time” pastoral staff based upon the incumbent’s experience:

- Base Salary
- Housing Allowance
- Mobile Phone
- Mileage
- Other Benefits (FMCiC Plan)

New Hope will compensate our “full-time” pastoral staff based upon the incumbent’s experience through to following allowances:

- Vacation
- Family Camp
- Ministry Days away
- Educational Days
- Bereavement Days
- All statutory holidays or their equivalent.

Church Priorities

Outreach to our community by:

- Effective Compassionate ministry to the community
- Focused ministry to younger people (Toddler to Teens) with our new Children’s Pastor and through our relationship with Angelic Treasure’s Christian Daycare
- Making our Official Board and Committees intentionally effective
- Strive for financial stability through effective use of our facilities.

Worship Style/ Resources

We offer a blended style of worship, with services combining informal songs of praise using PowerPoint slides, with hymns taken from the Hymnal and contemporary Christian music. Our song leader is sometimes accompanied by piano, guitar and drums.

Communion is served each month. We follow the church calendar for major Christian celebrations.

We are currently in the process of seeking a Part-Time Worship Coordinator.



Short- and Long-Term Goals for our Church

Short Term:

- Find suitable lead pastor
- Identify Worship Leader
- Establish Designated Prayer Group

Long Term:

- Establish / Identify Youth Pastor as our children get older



A photograph of the New Hope Methodist Church building. The church has a modern design with a brown roof, large windows, and a prominent white steeple. The building is surrounded by green grass and some shrubs. The sky is blue with white clouds.

New Hope Methodist Church

Office Telephone:

905-895-4268

Office Email:

nhmc337@gmail.com

www.newhopemethodistchurch.com



The Free Methodist Church In Canada

Church Name	New Hope Methodist Church	ON	Report Year	2021
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Pastor Terry Gibson

Network Leader

Church Statistics

Weekend Attendance	52	AvgAttendancePandamicMonths:	0
Homes in Directory	83	SundayServiceTypes:	Combination of both
No of SmallGroups	9		
Adult conversion	2		
Child conversion	0		
Adult Membership	32		
Operating Budget	179,626		
Global Ministry	6,960		
Church Development	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	Strategic Planning

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?	No
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Have all ordained and commissioned ministers (optional for retired) completed at least one Continuing Education Unit (CEU) for this year?

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
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Potential Pastor or CP	N/A
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Lifeplan	N/A
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Notes	N/A
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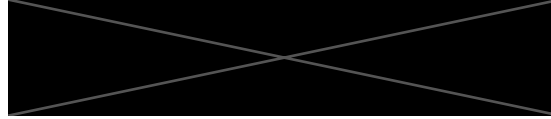
Local Church Annual Report

The Free Methodist Church In Canada

Church Name	New Hope Methodist Church	ON	Report Year	2021
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Delegates

Lead Delegate – Ben Kellinton



Missions/ Intercultural Engagement:

Missions Budget for next year

International Engagement:

Local Engagement:

ICCM Engagement:

Story-Self:

Story-Church:

Story-Community:

The Free Methodist Church In Canada

Church Name	New Hope Methodist Church	ON	Report Year	2022
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Pastor Terry Gibson

Network Leader

Church Statistics

Weekend Attendance	60	AvgAttendancePandamicMonths:	0
Homes in Directory	85	SundayServiceTypes:	Combination of both
No of SmallGroups	9		
Adult conversion	3		
Child conversion	1		
Adult Membership	33		
Operating Budget	144,850		
Global Ministry	20,000		
Church Development	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 **Strategic Planning**

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?	No
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Have all ordained and commissioned ministers (optional for retired) completed at least one Continuing Education Unit (CEU) for this year?

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

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 New Hope sent a Mission Team to the Dominican Republic November 28-December 5, 2022 to explore opportunities for partnering with Jaibon Free Methodist Church. Our members who served on the trip are: Pastor Terry Gibson 179 Thoms Crescent, Newmarket

Potential Pastor or CP	N/A
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Local Church Annual Report

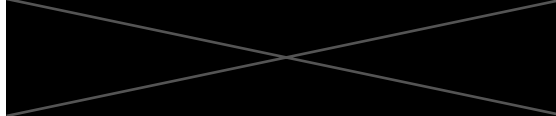
The Free Methodist Church In Canada

Church Name	New Hope Methodist Church	ON	Report Year	2022
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Lifeplan	N/A
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Notes	N/A
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Delegates	Lead Delegate – Ben Kellington
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Missions/ Intercultural Engagement:

Missions Budget for next year

International Engagement:

Local Enagement:

ICCM Enagement:

Story-Self:

Story-Church:

Story-Community: