



8 White
Lake Road &
Road 38
Godfrey,
Ontario

Cote Lake

Free Methodist Church

Profile



Transition Team Chair & Delegate:
Colleen Zavrel

If you would like to apply, please send
your cover letter and resume to Jennifer
Cornwall at jennifer.cornwall@fmcic.ca

Table of Contents:

| | |
|---|-------|
| Lead Pastor Job Description | p. 3 |
| Cole Lake Free Methodist Church Profile | p. 9 |
| 2024 Annual Report | p. 22 |
| 2025 Annual Report | p. 24 |

COLE LAKE FREE METHODIST CHURCH LEAD PASTOR, JOB DESCRIPTION

Our Church

Cole Lake Free Methodist Church (CLFMC) is a warm, historic rural church approaching 100 years of faithful ministry near Godfrey, Ontario. Rooted in Scripture and committed to living out Christ's love, we are a church family dedicated to serving our community with humility and compassion. CLFMC brings together year-round members and seasonal attendees who value authentic worship, relational care, and the welcoming atmosphere of our country church. A parsonage is available for the successful candidate, if required.

Mission Statement:

To be a welcoming light by offering care and support while sharing God's love in our community.

Core Values: Biblical teaching, community impact, relational care, servant leadership, and appreciation of a rural setting.

Role Summary

The Lead Pastor provides both spiritual leadership and organizational direction to guide CLFMC to the path that God chooses for us. This role requires someone who, with the support of the Board and congregation, can manage the operational needs of the church while inspiring people toward deeper faith, meaningful engagement, and Christ-centered community. This is a comprehensive job description that brings with it flexibility on its achievement in conversation with the Board.

You are not just filling a position—you are stepping into a calling that blends strategic leadership with the privilege of shepherding God's people.

MAJOR RESPONSIBILITIES

Major responsibilities are allocated on a 30 hour/week basis. The congregation are very motivated to assist and help in achieving these responsibilities. The suggested time allocation is as follows:

- 1. Leadership & Discipleship- 35%**
- 2. Community Outreach & Evangelism-25%**
- 3. Leading Church Ministries -15%**
- 4. Relational People Care-15%**
- 5. Administration-10%**

The allocations are understood to be averages and that as circumstances arise from time to time shifting emphasis between the categories may occur as needed, or at the request of the Official Board.

Major Responsibility 1. Leadership and Discipleship- (35%)

You will be able to lead the congregation into meaningful encounters with God through clear, Scripture-based preaching and thoughtful worship leadership.

Key Activities

- Lead the planning of Sunday morning worship services-Prayer and praise, music, sermon
- Deliver scripture-based sermons integrating biblical truth with practical application
- Provide guidance in music planning for inspiring worship
- Ensure prayer is integral to all church activities
- Encourage daily Bible reading and develop initiatives for this
- Develop and implement small groups towards conversion, baptism and spiritual growth
- Promote stewardship and generosity
- Ensure newcomers feel welcomed and are invited to become involved
- Lead by celebrating the Lord's supper, baptizing believers, dedicating children, officiating at weddings and funerals

Standards of Performance

- Weekly effective Biblical preaching takes place, with arrangements made for a replacement when absent
- Efforts are clearly seen to have a focus on discipleship and teaching

- A prayer chain is in place and functioning
- The majority of Sunday morning attendees are involved in spiritual growth activities
- Regular communion, baptisms, and membership classes are offered
- Regular financial information is communicated at least four times annually
- Sound theology aligned with the Free Methodist doctrine is maintained

Impact: You help shape a community where people grow spiritually, participate deeply, and experience the presence of God.

Major Responsibility 2: Community Outreach & Evangelism (25%)

Emphasis will be given on sharing the gospel in the church, in the community and beyond, with the desire to impact lives for Christ.

Key Activities

- Build relationships within the community; visiting, reaching the un-churched, participating in local community events
- Ensure good communication is given to the community on upcoming events and promote their involvement
- Strengthen an evangelistic culture through training and gospel-aligned outreach ministry
- Support ministry leaders in planning outreach events with measurable impact
- Encourage ministry team leaders to share stories and celebrate God at work in people's lives.
- Support and ensure the continued focus on local and global missions

Standards of Performance

- Regular evangelism training takes place
- Ministry areas are conducting two outreach events per year with community people attending
- Consistent visitation within the church and broader community takes place
- Regular sharing of testimonies and stories of spiritual impact are shared
- Regular fellowship activities are well communicated and take place

Impact: CLFMC becomes known not only as a church with open doors—but as a church that actively goes out to bring hope to others.

Major Responsibility 3: Leadership of Church Ministries (15%)

Support, equip and unify the church congregants, ministry teams and volunteers around the church's mission.

Key Activities

- Seek and cast for God's vision for the church
- Ensure church congregants feel informed and focused on its mission
- Encourage congregants to discover and use their spiritual gifts
- In partnership with Christian Education Ministry team help develop and support a Children's Ministries and Youth Ministries program to attract and disciple children, youth and their families
- Work with the Board and Ministry Leader Team to ensure ministries are achieving their goals, functioning and supported
- Review the Ministry Plan goals and objectives annually

Standards for Performance

- The churches Ministry Plan is reviewed annually and is updated every 2-3 years
- The congregants know their skills and gifts and are using them to achieve the mission
- There is an effective and healthy Children's Ministry and Youth Ministry
- Required safety/training programs completed (e.g., Plan to Protect).

Impact: Congregants and Ministry teams become energized, aligned, and equipped to serve effectively.

Major Responsibility 4: Relational People Care (15%)

Skilled in the area of people care by identifying those in need and then providing biblical care through visitation and informal counselling

Key Activities

- Full involvement and participation in the life of the church
- Counsel and disciple congregants as they prepare for baptism, marriage, funerals
- Conduct regular home, hospital, and community visitations
- Participate in ministry at the Countryview Care Retirement Home

- Ensure newcomers experience welcome, belonging, and integration
- Support congregants through seasons of joy, loss, and personal transition.
- Work closely with the ministry leaders to ensure there are fellowship opportunities for the congregants and the community

Standards for Performance

- A warm, friendly, and compassionate pastoral presence is evident
- Demonstrated servant leadership
- Regular visits with church and outside community are made (2 -3/ week)
- The Ministry Leaders are well-supported
- Fellowship activities take place

Impact: The church becomes a place where people experience Christ’s love through genuine people care.

Major Responsibility 5: Administration (10%)

The church’s resources, people and processes effectively support its mission, vision and ministry goals.

Key Activities

- Serve as an ex-officio member of the Board with active participation
- Support policy development, strategic ministry planning, and compliance
- Oversee administrative systems, records, facilities coordination, and communication
- Represent the church at denominational events
- Ensure timely completion of annual reports and membership meetings
- Work closely with the nominating committee and ministry team as a resource
- Represent CLFMC at community-based events as appropriate

Standards for Performance

- Ensure policies are developed and implemented
- Actively participate in the church Governance Board meetings as an ex-officio member, liaising closely with the Board Chairperson, and Pastor’s Cabinet
- Ministry Team meets quarterly for planning
- A Ministry Plan exists and is implemented

- Well-organized office operations and facilities management
- Attendance at denominational events takes place e.g., FMCIC General Conference, Regional Gatherings, Network meetings etc.
- An annual report is completed and submitted to FMCIC
- An Annual Members Meeting takes place

Impact: The church operates with structure, excellence, and clear alignment to the mission and vision.

CORE COMPETENCIES

- Interaction- able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport
- Communication- Spoken and written- Able to clearly present information through the spoken word, listens well, able to write clearly and effectively and to present those ideas, able to accurately read and interpret written information
- Developing People- Coaching people; helping them build capacities needed now and in the future
- Leadership- Able to influence the actions and opinions of others in a desired direction, exhibits judgement in leading others to worthwhile objectives
- Team Building- Able to work with people in such a manner as to build high morale and group commitments to goals and objectives

SPIRITUAL GIFTS

- Helps, Hospitality, Knowledge, Musical, Serving, Teaching

EXPERIENCE AND TRAINING

As a minimum the incumbent would possess:

- Post-secondary theological education (Wesleyan theology preferred)
- Musical ability an asset
- Preferred 2-3 years' experience in pastoral leadership or ministry roles

WHO IS

Cole Lake?



Cole Lake Free Methodist Church (CLFMC) is a warm and historic rural church approaching 100 years of faithful ministry near Godfrey, Ontario. Rooted in scripture and committed to living out Christ's love, we are a church family dedicated to serving our community with humility and compassion. CLFMC brings together year-round members and seasonal attendees who value authentic worship, relational care and the welcoming atmosphere of our country church.



CLFMC's Mission Statement is **"To be a welcoming light by offering care and support while sharing God's love in our community"**.

The identified core values are biblical teaching, meeting community needs, loving God and each other, heart of serving and having a unique country view..



COLE LAKE
FREE METHODIST
CHURCH



March Break VBS Day 2026
Volunteers, Camp Theme

People Information

Average Attendances:

- Total membership: 21
- Number of new members in past 5 years: 5
- Number of families in Church Directory: 41
- Average Sunday morning worship: 26
- Christian Education Classes: 2
- Small Groups: (2) Bible Study: 10, Youth: 8
- Women's Programs: Monthly Coffee Hour: 11
- Women's Quarterly Special Events: 55
- Monthly Continental Breakfast: 25
- Annual Valentine Gifts delivered to all community members connected to church: 225





COLE LAKE
FREE METHODIST
CHURCH

People Information

Age Distribution of Members & Adherents

| | |
|---------------|---------------|
| Age 0-4: 1 | Age 55-64: 20 |
| Age 5-14:6 | Age 65-74: 19 |
| Age 15-19: 10 | Age 75-84: 10 |
| Age 20-24: 2. | Age 85+: 3 |
| Age 25-44: 9 | |
| Age 45-54: 5 | |

Occupation of Primary Income Provider

| | |
|-----------------|------------------|
| Business-5 | Agriculture-3 |
| Construction-5 | Education- 3 |
| Clerical- 1 | Government- 3 |
| Professional- 1 | Manufacturing- 0 |
| Healthcare- 5 | Other- 8 |
| Food Service-1 | Retired- 31 |

Education of Adult Members & Adherents

| | |
|-----------------------------|---------------------|
| Public School- 1 | Bachelors Degree- 5 |
| High School- 28 | Master's Degree- 2 |
| Some University/College- 26 | Doctorate- 0 |

Ethnicities Represented

First Nations

Unique Characteristic- This is cottage country so their are many seasonal attendees from as far away as Florida





Sanctuary- Chairs allow for multi-purpose use



Fellowship Hall

Facilities Information

Cole Lake Free Methodist Church is 98 years old. We are looking forward to celebrating 100 years in 2028!

- The church is debt free with no mortgage
- Sanctuary Capacity- 65 (Church opens to hall for total capacity of 130)
- Fellowship Hall-65
- Pastors study is available at the church

Parsonage

Currently rented but can be made available if needed

Located next door to the church. 4 Bedroom bungalow with 1 car garage, finished basement with pastor's office and recreation room





COLE LAKE
FREE METHODIST
CHURCH

Community Information

Central Frontenac Township

The Township of Central Frontenac is a rural, scenic municipality in Eastern Ontario's Land O' Lakes region, comprising 1,025 km² of granite terrain, forests, and lakes. Known as a "Gem of the Frontenacs," it offers a quiet lifestyle, with the village of Sharbot Lake serving as its hub. The township has a permanent population of ~4,900, which swells in summer, and is located roughly equidistant from Toronto, Montreal, and Ottawa.

Key aspects of Central Frontenac include:

- Geography and Nature: Characterized by rugged landscapes, numerous lakes, and rolling hills.
- Location: Situated within Frontenac County, north of Kingston and Napanee, with major access via Highway 7 and Road 38.
- Community & Economy: A blend of permanent residents and a high number of seasonal residents/cottagers. The economy relies on tourism, small businesses, and services.
- Infrastructure: Serviced primarily by private septic and well systems. It consists of four amalgamated townships: Hinchinbrooke, Oso, Olden, and Kennebec.
- Governance: Governed by a Mayor and eight councilors representing four wards.
- Recreation: Known for outdoor activities, including boating, fishing, and trails.





COLE LAKE
FREE METHODIST
CHURCH

Community Information

Church People Involved in Community Life

Much involvement in community life such as:

- Weekly programs and monthly gifts to Countryview Retirement Home
- Parham Fair- helped fundraise for their financial need
- North Frontenac Little Theatre participation
- Fur Managers Association
- Farmers Market participation





COLE LAKE
FREE METHODIST
CHURCH

Board Information

The Board:

- Board Chair- Lloyd Lee
- Governance Board using the governance model
- Ministry leads and teams for Christian Education, Caring & Fellowship, Worship, Outreach and Property and Maintenance
- Membership list is current
- Annual Society meetings with Ministry report document distributed to members
- Pastor's Cabinet is active and effective
- We have a concrete vision projected two years out
- We have a mission statement
- Budget- Core giving is at 10%- Strong givers attend
- We have a Mission development plan directed towards communiity events, specific target groups and beyond initiatives, to meet social needs
- Have conducted a Ministry Mapping exercise

Areas for improvement are:

- System for assimilating new people into the church, provide discipleship instruction, staff development plan & performance appraisal system



Personnel



Church Employees

- Employ a contracted 8 hour/week Interim Pastor (Joe Schaefer)
- Employ an assistant to the Pastor (Sherry Schaefer) one day/week

Pastoral Relations & Previous Lead pastors:

- Kevin Tompkins- 7 years
- Shawn Craven- 11 years
- Jim & Catherine Tysick- 7 years

Church divided over pastoral leadership in recent years?

During the pandemic there was division in the church. There were quite a few seniors and the pastor refused to be vaccinated which was a concern for many in the church. In the end, after a year off on stress leave, we were asked to meet with our pastor to discuss the concerns. A meeting time was set but he did not show up. The next morning he resigned.

The church is currently not in any type of conflict





COLE LAKE
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Pastoral Financial Support

Salary is base salary (taxable) + Housing allowance (non-taxable) (¶878.1)
(You must apply to Canada Revenue Agency [CRA] in November of each year for payroll tax reduction at source for the following year, otherwise file for the allowance when you file your income tax return)

Benefits: Life/Extended Health/Dental/LTD (¶878.2- 878.5) (You are required to participate if you are paid for at least 20 hours per week. You may opt out of extended health and dental coverage provided you document that you have spousal coverage. You may not opt out of Life or Long Term Disability [LTD])

Travel Allowance Budget (¶878.7)

Other Benefits: Continuing Education, Entertainment, Allowed days away, Vacation Days, Family Camp, Ministry/Mission Days (Ministry in other churches), Bereavement Days, and Conference/Seminar Days. (¶878.6)





COLE LAKE
FREE METHODIST
CHURCH

Job Description

Major responsibilities are allocated on a full-time basis as follows:

1. Leadership & Discipleship- 35%
2. Community Outreach & Evangelism-25%
3. Leading Church Ministries -15%
4. Relational People Care-15%
5. Administration-10%

(Full Job Description is attached to this profile, [see p. 3](#))



Ministry Map



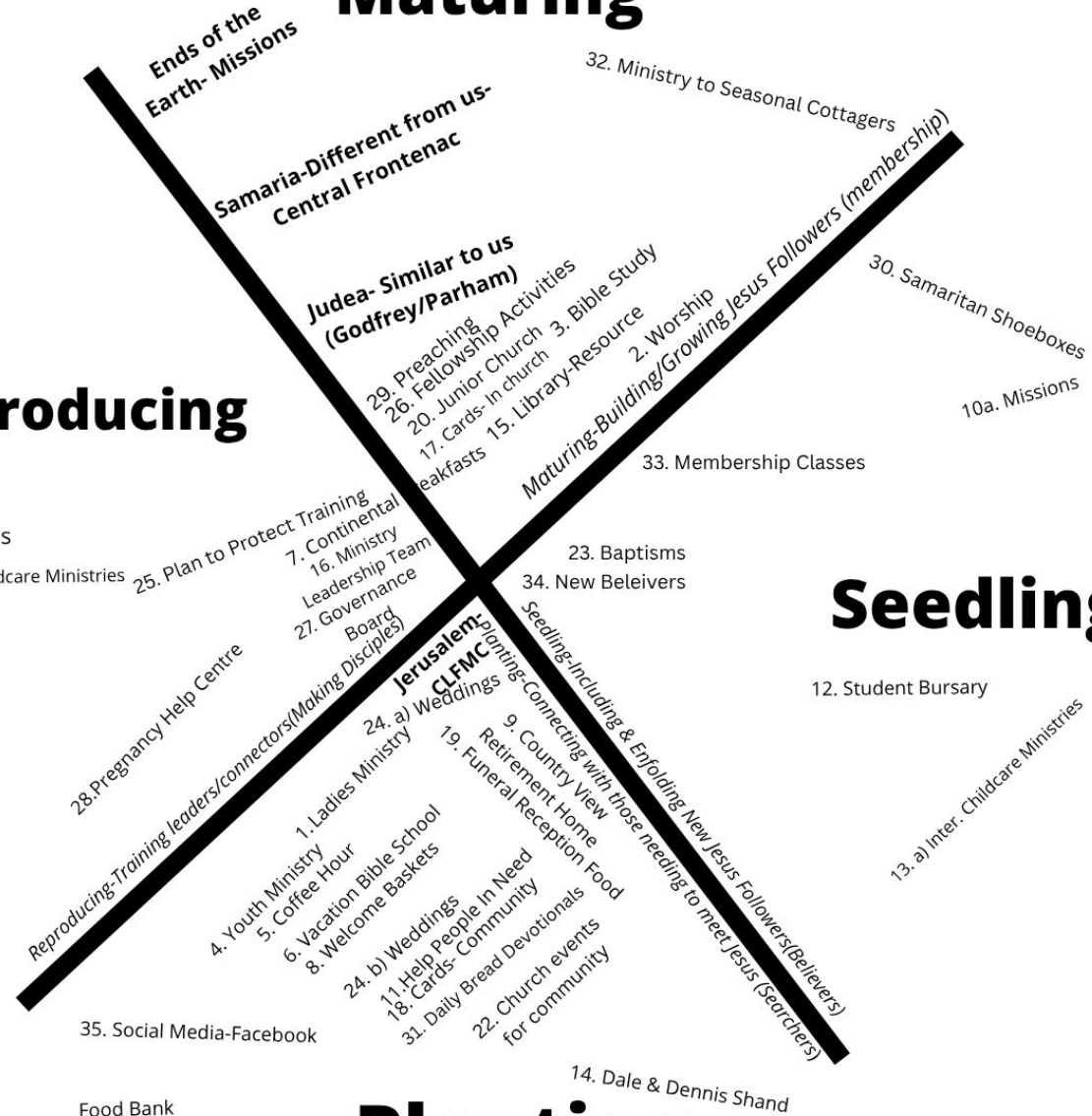
Maturing

Reproducing

Seedling

Planting

- 1. Ladies Ministry
- 2. Worship
- 3. Bible Study
- 4. Youth Ministry
- 5. Coffee Hour
- 6. Vacation Bible School
- 7. Continental Breakfasts
- 8. Welcome Baskets
- 9. Countryview Retirement Home
- 10. Missions (a and b)
- 11. Help people in need
- 12. Student Bursary
- 13. ICCM Sponsored Children
- 14. Dale & Dennis Shand-Ecuador
- 15. Library resource
- 16. Ministry Leadership Team
- 17. Card Ministry for congregants
- 18. Card Ministry for community
- 19. Supply Funeral luncheons
- 20. Junior Church
- 21. Special VBS Children Days
- 22. Church events for community
- 23. Baptisms
- 24. Weddings
- 25. Plan to Protect training
- 26. Fellowship events
- 27. Governance Board
- 28. MEA Pregnancy Centre support
- 29. Worship Services with preaching
- 30. Support Samaritan Purse shoebox program
- 31. Daily Breads for congregants & community
- 32. Seasonal Cottagers
- 33. Membership Classes offered
- 34. New Believers in last few years
- 35. Social Media Pages & Posts





Vision/Mission/Core Values

Vision Statement

“LIGHTHOUSE FOR THE COMMUNITY”

Mission Statement

“To be a welcoming light by offering care and support while sharing God’s love in our community”

Core values

1. Biblical Teaching-All teaching is grounded in the Word of God, focusing on Christ-centred messages that are applicable to modern life and guide the church
2. Meet Community Needs-Compassionately help to meet the needs of our community in a caring way while sharing the love of Jesus Christ
3. Loving God and each other- We strive to be a loving and caring church who build friendships with each other and the community to glorify God
4. Heart of serving- We believe serving is a privilege as we look for opportunities to meet community needs with willing hearts, humility and compassion
5. Unique Country View-A warm, small church with a big heart for ministry, down-to-earth and is a tight-knit rural community that desires to follow God into the future planned for us





THANK YOU FOR YOUR INTEREST IN
COLE LAKE FREE METHODIST CHURCH



Local Church Annual Report Free Methodist Church In Canada

Cole Lake Free Methodist Church

Cole Lake ON

Report Year 2024

Pastor Joseph Schaefer

Church Statistics

| | | | |
|--------------------|--------|----------------------|-----------|
| Weekly Attendance | 40 | Sunday Service Types | In-Person |
| Homes in Directory | 100 | | |
| No of Small Groups | 3 | | |
| Adult Conversion | 0 | | |
| Child Conversion | 0 | | |
| Adult membership | 22 | | |
| Operating Budget | 85,482 | | |
| Global Ministry | 1,825 | | |
| Church Development | 0 | | |

Ministry and Church Development

Regarding life plan our church is using an alternative method

Personnel

Is the lead Pastor bi-vocational? **Yes**

Has any member of the pastoral staff taken a sabbatical this year? If yes: Name and start and end dates of sabbatical? **No**

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? **NA**

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

Potential Pastor or CP none

Lifeplan no

Notes none

Delegates Colleen Zavrel, Fern Lee

Local Church Annual Report Free Methodist Church In Canada

Cole Lake Free Methodist Church

Cole Lake ON

Report Year 2025

Pastor Joseph Schaefer

Church Statistics

| | | | |
|--------------------------|---|----------------------|-----------|
| Weekly Attendance | 27 | Sunday Service Types | In-Person |
| Average Child attendance | 4 | | |
| Average Youth attendance | 5 | | |
| Homes in Directory | 41 | | |
| Adult Conversion | 4 | | |
| Child Conversion | 0 | | |
| Adult membership | 21 | | |
| Mono-cultural | Yes | | |
| Baptisms Adult | 2 | | |
| Baptisms Young Adult | 2 | | |
| Infant baptisms | 1 | | |
| Operating Budget | 73,230 | | |
| Global Ministry | Support 3 ICCM Children, have monthly mission moments and are supporting the Kingston West FM Churches trip to the Philippines | | |
| Local Outreach | Support MEA Pregnancy Support Centre, hosted a community breakfast that raised \$5000 to support the local fall fair that was experiencing financial difficulty due to fraud. | | |

Personnel

Is the lead Pastor bi-vocational? **Yes**

Delegates Colleen Zavrel, Fern Lee