



Dear Prospective Applicant,

Thank you for your consideration in applying for the full-time “Executive Director of Ministries” position at Gateway Community CRC in Abbotsford, B.C.

Established almost 70 years ago, Gateway is a living testament to the steadfast loving-kindness of our covenant keeping God. Gateway was founded in 1950 by Dutch immigrants who after many years of attending worship services across the border in Sumas, Washington, had the desire to establish their own church in the community of Abbotsford. At its beginning Gateway was known as First Christian Reformed Church of Abbotsford. The congregation consisted of 28 families and quickly grew to over 200 families within the first 10 years. In 2002 the name was changed to Gateway Community CRC since our location at that time on McCallum Rd was considered the southern “Gateway” into Abbotsford, and now at our current location we’ve become the northern “Gateway”. Over the years Gateway daughtered three CRC churches in the community of Abbotsford.

At Gateway you will meet a community of people from all walks of life; all of us sinners who have been saved by the grace of God. We are a worshipping community of approximately 650 people with an average morning attendance of 450. We strive to worship corporately in a way that is God glorifying, Christ-centered, and community driven. Each day we aspire to be a deeply rooted community of faith, building redemptive relationships in an ever-growing community. Here you will discover that new members come through our doors along different routes. For some, membership is an outcome of their adult conversion to Christianity. Still others come to the church through transfer from another Church. And still others have grown up in this congregation their entire lives and are delighted to call this place ‘home.’ We are quick to give God all the praise for the variety of ways in which He directs our paths and draws us together.

Our **Vision** (i.e. our statement of a desired future) here at Gateway is *“To be a healthy, growing, and diverse family of God expressing the good news of God’s Kingdom that transforms lives in our church, in our city, and in our world.”*

Our **Mission** is to glorify God by *“Helping People to Love and Serve Jesus.”*

We envision our new Executive Director of Ministries to join us in that vision by exhibiting a deep love for God and His people, an eagerness to share in the mission and vision of our congregation, and the hunger, qualities, and competencies detailed in our job description. After some time in prayer you think the Lord is leading you to apply, please do!

We look forward to the ways in which the Lord will continue to lead us in the next chapter of this congregation.

In Christ,
Justin Carruthers – Lead Pastor



EXECUTIVE DIRECTOR OF MINISTRIES

JOB DESCRIPTION

POSITION FOCUS: Serve as Executive Administrator for Gateway ministries and to lead, develop and coordinate the Life Group Ministry Program, Monthly Community ministries, assimilation processes, and other programs for Gateway CRC ensuring consistency with Church Vision, effectiveness of ministry leadership, volunteers, and coordination and allocation of resources.

QUALIFICATIONS: The Director of Ministries is someone:

- Who shares Gateway CRC's mission and vision and is motivated to help live out said core values.
- Who has a strong love for Jesus and His Church.
- Who loves the church and dreams regularly of all God meant it to be. (Acts 2:17).
- Highly skilled and is adaptable and able to work in a variety of ministry areas.
- An ability to work with and lead adult volunteers.
- Who exudes the three essential virtues of being hungry, healthy, and smart¹
- A self-starter who is able to build-on and expand Gateway CRC ministries.
- Excited to partner with Lead Pastor and other staff in our mission helping people to love and serve Jesus.
- Able to teach the Gospel in a clear and engaging manner and is a skilled motivator.
- Able to articulate and teach the theological tenets of the Christian Reformed Church.

PRIMARY RESPONSIBILITIES: (IN ORDER OF ESTIMATED COMMITMENT OF TIME)

Life Group Ministry Leadership and Coordination

1. Develop and implement the vision for Life Group ministry at Gateway CRC that is consistent with the mission of the Church.
2. Trains, coaches, and works proactively with Life Group Coordinators, Leaders, and Hosts, assessing ministry effectiveness, developing recommendations, and supporting improvement ideas in order to create a sustainable ministry.
 - Guides L.G. Coordinators through a regular process of ministry review, planning, financial requirements and accountabilities.
 - Coordinates, schedules, resources, and ensures Coordinators, Leaders, and Hosts know and understand roles and responsibilities within ministry.
3. Researches and identifies new ministry opportunities. Also recommends changes or elimination of programs or processes as needed.
4. Actively works the objective of Life Group ministry with ministry leaders, Church staff and Council to ensure timely and effective responses and execution of goals and objectives. Makes decisions that support the vision of Gateway CRC and the Life Group program.

Congregational Care Team Program

1. Oversee the C.C.T in the church.
2. Identifying and tracking members not in a small group.
3. Work with the Lead Pastor in identifying, recruiting, and training new and existing caregivers.
4. Presenting detailed reports to Ministering Elders every 60 days.

Monthly Community Events & Seminars

1. Identify, implement, and host monthly outreach ministries on various topics on and off our campus for the sake of our community. Examples include Financial Peace University, Work as Worship, Marriage, Parenting, etc.

¹ The Ideal Team Player – Patrick Lencioni

Assimilation System

1. Develops and implements concrete assimilation processes to help newcomers and guests become fully engaged members of Gateway Community CRC.
2. Oversees assimilation ministries and welcoming environment ministries that include, but are not limited to:
 - Church Programming Software, Ushering, Greeting, Welcome Centre hosting, Discover & P.O.F. Classes, Connections Lunches, Host Families, etc.

Teaching & Administration

1. Join the Lead Pastor in administrating all Training and Communication Events including, but not limited to:
 - Zero Based Retreats, Life Group Essentials Training, Care Team Training, Safe Church Training, Council & Staff Training and Retreats.
2. Manage Social Media, Church Software (Planning Center Program) & Communications strategies, along with various administrative duties of the Church as they arise.

SUPERVISORY RESPONSIBILITIES:

Responsible for the training, oversight, and retention of all volunteer positions affiliated with associated ministries:

1. Create and communicate ministry vision for leaders and other volunteers.
2. Provide opportunities for continuing education/workshops for all leaders.

CRITICAL SKILLS AND TALENTS:

1. Demonstrated success leading volunteers.
2. An exceptional listener and wise counselor.
3. Effective as a mentor and coach but also as a leader in small groups.
4. Communication Skills - Written and Verbal.
5. Organization and Administrative Capability.
6. Capable of developing and communicating a vision as well as implementing a plan with clear goals and objectives . . . able to build ministry models.
7. Willing to take direction from Lead Pastor. Able to place the vision and agenda of the Church ahead of one's own expectations and agenda when needed.
8. Willing to work weekends and evenings. Manages work/life balance effectively.
9. Is capable of communicating and managing change effectively. Able to make difficult decisions, allocate limited resources, and manage conflicting priorities.
10. Effectively manage staff and volunteers. Able to effectively set goals and assess results.
11. Willing to place all ministry goals and objectives in God's hands, spends time in daily prayer, expects ministries to prosper and grow by God's grace, sees talent and capability in great leaders as well as fishermen and tax collectors.
12. Is a self-starter, able to catch leadership vision and execute and implement strategies to that end.

ACCOUNTABILITY: To the Lead Pastor



STAFF "COVENANT OF ACCOUNTABILITY"

Recognizing that we must never demand the perfection that belongs solely to God, the following statements reiterate the 'striving' commitments of all Gateway Community CRC Staff (Paid and Volunteer)...

QUALIFICATIONS – "To the very best of my ability, I will..."

- ...be committed to Christ, His Word, and His people.
- ...attend Gateway faithfully
- ...be committed to integrity, character and spiritual Life
- ...exude spiritual and relational warmth – a growing relationship with Jesus and love for His people
- ...actively affirm and support the mission, vision, and values of Gateway."
- ...defend the integrity of all people.
- ...demonstrate a priority commitment to the Great Commission, actively serving the community first, then the congregation."
- ...commit to praying regularly for Gateway leadership, staff, and the mission of the church."
- ...demonstrate a priority commitment to God's Kingdom work through the ministry of Gateway CRC in my investment of time, talent, and treasure by:
 - Time: Giving of my time in service to God's Kingdom work.
 - Talent: Utilizing my God-given gifts and talents at Gateway CRC, and
 - Treasure: Tithing as a minimum standard."
- ...participate in a Life Group or another similar small group centered on God's Word and Prayer."

STAFF "11 COMMANDMENTS"

1. We will believe the best of one another at all times
2. We will never share an anonymous complaint or make comments starting with "They..." or "People..."
3. We will pray for one another
4. We will defend the integrity of one another at all times
5. We will avoid inappropriate relationships
6. We will always ask for support when we need it
7. We will never make important decisions when we are down or deflated
8. We will take our work seriously, for the glory of God
9. We will not take ourselves too seriously, lest we try to usurp God's glory.
10. We will *never* gossip
11. * We will have fun!

NAME: _____ SIGNATURE: _____

DATE: _____