

# PASTOR OF MINISTRY DEVELOPMENT

*For approval by membership at May 27, 2025 meeting*



**REPORTS TO:** Lead Pastor and Council of Elders

**STATUS:** Full-time Salaried Position

**JOB VISION:** The Pastor of Ministry Development is responsible to invest his gifts in helping the believers at College Heights Baptist Church to *"thrill the heart of God by making followers of Jesus who are able to help others follow Him."*

**KEY AREAS OF LEADERSHIP:** The Pastor of Ministry Development leads very broadly across the life of the church. The areas of leadership below may be accomplished directly, by delegation to others, or in collaboration with and development of teams of volunteers.

- **Church Board and Committees** — The Pastor of Ministry Development will be actively involved on the Church Board, seeking to encourage and support other Board members. He will also be available to help with any matters that arise from other CHBC committees (ie - trustees, missions, nominating, IT, budget).
- **Administrative Assistance** — This may involve supporting the Lead Pastor and the volunteer ministry leaders as they fulfill action items that arise from various committee meetings.
- **Deacon Ministry** — This ministry assists the Council of Elders and pastoral staff with the nurturing and care of College Heights Baptist Church. As the leader of this ministry, the Pastor of Ministry Development will oversee the recruitment, encouragement, and resourcing of our Deacons.
- **Care Groups** — This includes a thorough evaluation of the current ministry, setting direction for future growth, recruitment of leaders, oversight of curriculum and training, and encouraging congregational participation.
- **Membership Process** — Provide opportunities for those new to CHBC to learn about the church and how they can become members. This also includes ensuring our membership list is up-to-date.
- **'In His Care'** — Ensure that all who are working with vulnerable people at CHBC receive this training.
- **Recruiting and Equipping Volunteers** — Provide opportunities for people to discover their spiritual gifts and begin using them within our church family and community. This can happen through formal programs and classes or more informally through one-on-one meetings.
- **Pastoral Care** — Along with our Council of Elders and other CHBC staff, ensure adequate pastoral care is available to all who need encouragement. This will include being available to those in crisis, pastoral counselling (as able), pre-marriage preparation, weddings, funerals, and visitation.
- **Provide Support for the Lead Pastor** — This includes willingness to be involved in various worship service aspects.
- **Representing CHBC within the community as opportunities arise.**

## EXPECTATIONS AND QUALIFICATIONS:

- Exhibits a personal and growing relationship with Jesus Christ and a deep dependence on God through prayer.
- Affirms CHBC's Statement of Beliefs and membership upon joining staff.
- Demonstration of qualities outlined in 1 Timothy 3 for Christian elders/pastors.
- Alignment with and active support of CHBC's heart, mission, and priorities.
- Strong organizational skills, initiative, and decision-making abilities.
- Gifted in, and demonstrates a love for administration, leadership, and serving others.
- Exhibits strong interpersonal skills and the ability to work well in a team setting.
- Willing to undertake a wide variety of ministry roles.
- Loyal, honest, humble, teachable, flexible, and dependable.
- Extensive and active pastoral experience with a church or Christian ministry.
- An undergraduate degree in pastoral studies is preferred, or a certificate/diploma from an accredited Bible school.