



Staffing Proposal

Background

In response to the size of our growing congregation, and with concern over potential staff burnout, the CHBC Council of Elders and Church Board have prepared this Staffing Proposal for discussion at a church town-hall meeting on May 13, 2025. Our hope is that we can then be ready to vote on the content of this document (with necessary updates) at our congregational meeting on June 3, 2025.

In this document you will find the following:

- A timeline for seeing this Staffing Proposal through to completion.
- An overview of the revised job descriptions that follow. *Why have they been revised?* First, because many of them have not been updated in a decade or two (and no longer reflect current realities). Second, because we're proposing to expand our staff, which means realigning some of the existing responsibilities. Worth noting, Curtis will continue to fill the Lead Pastor position, AJ the Pastor of Youth & Young Adults position, Joyel the Children's Ministry Coordinator position, and Todd would have his title changed to Pastor of Community Life.
- A new job description for a full-time salaried Pastor of Ministry Development.
- A new job description for a part-time (up to 25 hours per *month*) Children's Ministry Admin Assistant to free up Joyel for other opportunities and responsibilities.
- A set of brief replies to some questions you may have.

Please take time to familiarize yourself with this proposal and plan to attend our town-hall to discuss it further. Your feedback and prayers are much appreciated! If you're unable to attend the town-hall but have questions that you'd like to discuss, reach out to the chair of our Council of Elders, Chris Bowler, at elder.chair@mychbc.ca.

Timeline

Description	Date
Review of current staffing and development of this proposal by the Council of Elders and Church Board	Spring 2025
This Staffing Proposal is made available to the CHBC congregation	Early May 2025
Church 'Town Hall' for feedback, discussion, and prayer	Tuesday May 13, 2025
Membership vote at May congregational meeting	Tuesday June 3, 2025
<i>If approved</i> , a search committee can be struck for the hiring of a Pastor of Ministry Development	June 2025
<i>If approved</i> , the Children's Ministry Admin Assistant can be hired (in time for VBS prep and summer children's ministry support)	June 2025

Overview of the following Job Descriptions

LEAD PASTOR – Aside from being reformatted, this job description has very little change. The primary responsibilities continue to be the oversight of staff, setting of vision and direction (along with the Council of Elders), pastoral care, and oversight of preaching ministry. It also reflects the reality that some responsibilities have now shifted to other pastoral positions. Another thing to note is that we've changed the title from 'Senior Pastor' to 'Lead Pastor' due to the confusion that came with the old title (ie - Does this person lead seniors ministry?)

PASTOR OF COMMUNITY LIFE – Aside from being reformatted, changes include a new title that reflects the people-oriented nature of the position and an increased emphasis on discipleship. Our hope is that we can free up Todd to be out of his office more and spending time caring for people in our church family and community. To accomplish that, you'll also see that we've moved care group ministry (and a few other more administrative tasks) onto the new proposed Pastor of Ministry Development job description.

PASTOR OF MINISTRY DEVELOPMENT – After much debate regarding titles, we’ve settled on this one because it reflects the administrative nature of the job description without being too cold or failing to acknowledge the pastoral nature it still entails. This person, unlike the Pastor of Community Life, will be spending more time in meetings and at a desk. They will be our key person for supporting the various boards and committees that meet throughout the year. They’ll also manage our membership process, connect people to service opportunities, develop our care group ministry, and be the point person for our growing Deacon ministry. In short, they’ll be doing a lot of organizing.

PASTOR OF YOUTH AND YOUNG ADULTS – Aside from being reformatted, this job description is pretty much identical to the one we’ve had for more than twenty years. The only real change is that it now includes oversight of the Junior Youth program (which we didn’t originally have).

CHILDREN’S MINISTRY COORDINATOR – Aside from being reformatted, this job description is the same one that Joyel was hired into. The only real changes are that she’s now being paid for up to 30 hours per week and is responsible for supervising the part-time Children’s Ministry Admin Assistant, who will hopefully free her up to provide more support to our children and families.

CHILDREN’S MINISTRY ADMIN ASSISTANT – We’d like to hire Nikki Burnett for this new part-time position (up to 25 hours per *month*). She is a member of CHBC and has been a trusted volunteer for many years. As you’ll see in the job description, she would be taking on much of the administration that prevents Joyel from other opportunities. Our thinking is that the cost for this position, at least for the remainder of this budget year, can come from our internship budget of \$10,000.

LEAD PASTOR

For approval by membership at May 27, 2025 meeting



REPORTS TO: CHBC Council of Elders and Church Board

STATUS: Full-time Salaried Position

JOB VISION: The Lead Pastor is responsible to invest his gifts in leading and helping the pastoral staff and the body of 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 Lead Pastor leads very broadly across the life of the church. The areas of leadership below may be accomplished directly, by delegation to other staff, or in collaboration with and development of teams of volunteers.

- **Vision Setting** — To determine together with the Council of Elders, through prayer and careful study, the vision and direction of CHBC, and to communicate that vision with the leadership to the congregation.
- **Preaching Ministry** — To lead and coordinate the preaching for the congregation.
- **Staff Oversight** — To oversee and support other CHBC staff in accomplishing their job descriptions.
- **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.
- **Counselling Budget** — To be the primary point of contact for the oversight and administration of the annual Counselling Budget that is extended to those needing professional support.
- **Worship Services** — Together with the Council of Elders and ministry volunteers, oversee the weekly worship services and monthly celebration of the Lord's Supper.
- **Committees** — To provide leadership, encouragement, and support to the Council of Elders and Worship Committee (and others as required). Will also be available to aid in the development of budgets and policies.
- **Representing CHBC within the community, BC Association, and NAB conference.**

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.
- Gifted in, and demonstrates a love for preaching, administration, and faith.
- Experienced in leading and developing pastoral staff.
- Experienced in developing and communicating vision.
- Loyal, honest, humble, teachable, flexible, and dependable.
- Strong organizational skills, initiative, and decision-making abilities.
- Extensive and active pastoral experience with a church or Christian ministry.
- Possession of a bachelor's degree (minimum), with a master's degree preferred.

PASTOR OF COMMUNITY LIFE

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 Community Life is responsible to invest his gifts in helping the body of 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 Community Life 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.

- **Connecting** — The Pastor of Community Life will be actively involved in helping people to connect at CHBC, whether they are new to the Christian faith or have been a part of our church family for some time. This includes oversight of baptism classes, organizing activities such as potlucks and other social events, and helping assist people looking to connect with CHBC in other ways.
- **Discipleship** — This includes oversight and implementation of discipleship resources and ministries, as well as being available for one-on-one focused equipping.
- **Adult Teaching Ministries** — This includes providing direction and support to existing adult Sunday school programs, recruitment and mentoring of teachers, oversight of curriculum throughout our various ministries, and setting vision for future growth of the teaching ministries at CHBC. The Pastor of Community Life will also oversee ministries such as Marriage Course, Sanctuary Course, Alpha, etc.
- **Compassion Ministry** — This ministry at CHBC provides timely and considerate help to those in need within our church family and surrounding community. The Pastor of Community Life will be a member of the Compassion Committee and serve as a liaison to other pastoral staff and the Council of Elders. They will encourage and support other committee members as well as help to engage people in the church body with a variety of service opportunities, while also stewarding the church benevolent budget.
- **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** — Especially through preaching and assisting with worship services.
- **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.
- Gifted in, and demonstrates a love for ministering to the needs of others, teaching, encouraging, and discipleship.
- Loves spending time with others and is able to relate to a wide variety of people.
- Develops relationships and evangelism opportunities beyond the church community.
- 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.

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. They 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.

YOUTH & YOUNG ADULTS PASTOR

For approval by membership at May 27, 2025 meeting



REPORTS TO: Lead Pastor

STATUS: Full-time Salaried Position

JOB VISION: The Youth & Young Adults Pastor is responsible to invest their gifts in helping the body of 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 Youth & Young Adults Pastor 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.

- **Provide leadership for pre-teens, teenagers, and young adults** — Oversee the growth of these three ministries by:
 - A. Recruiting and training volunteer leaders, as well as equipping them to develop their spiritual gifts.
 - B. Imparting a vision for growth.
 - C. Administering the weekly needs and planning calendar.
 - D. Providing timely communication to volunteers, parents, congregation, community, and participants.
 - E. Represent CHBC within the Prince George youth ministerial (including participation in city-wide events) and the British Columbia Baptist Association youth ministerial (ie - 'May Camp' in Kelowna).
- **Pastoral Care** — Meet with youth and young adults for discipleship/counselling and be available to support their families as required.
- **'In His Care'** — Lend support to the Pastor of Ministry Development in providing this training to all those who work with vulnerable people, including youth and young adult volunteers.
- **Worship services** — Provide Sunday morning support upon request.

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.
- Gifted in, and demonstrates a love for ministering to young people, teaching, leadership, and administration.
- 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.

CHILDREN'S MINISTRY COORDINATOR

For approval by membership at May 27, 2025 meeting



REPORTS TO: Lead Pastor

STATUS: Part-time Position (up to 30 hours per week)

JOB VISION: The Children's Ministry Coordinator is responsible to invest their 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 Children's Ministry Coordinator 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.

- **Sunday School** — Provide leadership to the children's Sunday school program, including the oversight of curriculum, open sessions, administrative duties, and recruiting and training of teachers.
- **Children's Church** — Maintain a vision and curriculum for a Children's Church program at College Heights Baptist Church. This program takes place in the basement for approximately 45 minutes during the Sunday morning worship service, once children have been dismissed.
- **Family Ministry** — Walking alongside families to support, resource, and equip them to better disciple their children. This may happen through programs and events as well as one-on-one care.
- **Coordinate other children and family activities** — Such as VBS, Tuesday Tots, and Trunk or Treat.
- **Supervise the Children's Ministry Admin Assistant** — Details are provided in that specific job description.
- **Nursery** — Connect with and lend support to the volunteer nursery coordinator.
- **'In His Care'** — Lend support to the Pastor of Ministry Development in providing this training to all those who work with vulnerable people, including children's ministry volunteers.
- **Intergenerational focus** — Coordinate ways to involve children in the life of the church.
- **Worship services** — Provide Sunday morning support upon request.

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.
- Alignment with and active support of CHBC's heart, mission, and priorities.
- Gifted in, and demonstrates a love for ministering to children and their families through teaching, leadership, and administration.
- Exhibits strong interpersonal skills and the ability to work well in a team setting.
- Loyal, honest, humble, teachable, flexible, and dependable.
- Previous children's ministry experience and Biblical education will be considered an asset.
- Aside from a weekly staff meeting commitment and Sunday morning hours, there is flexibility to work from home.

CHILDREN'S MINISTRY ADMIN ASSISTANT

For approval by membership at May 27, 2025 meeting



REPORTS TO: Children's Ministry Coordinator

STATUS: Part-time Position (up to 25 hours per month)

PURPOSE OF POSITION: We would like to hire Nikki Burnett, who is already an experienced and reliable volunteer within our children's ministry, to alleviate some of the weekly administration that prevents our Children's Ministry Coordinator from giving more attention to other tasks and responsibilities.

POSSIBLE RESPONSIBILITIES:

- A. Bulletin Board updating.
- B. Printing Sunday School lessons and activities.
- C. Updating Sunday School USB's and the digital material.
- D. Organizing and sanitizing toys.
- E. Organizing storage areas.
- F. Shopping for and replenishing classroom supplies and snacks.
- G. Helping with seasonal events (ie - VBS, Easter Story Eggs, Trunk or Treat).
- H. Occasional Children's Church coverage.
- I. Occasional Sunday School supervision.
- J. Updating Planning Center lists.
- K. Updating attendance books.
- L. Organizing summer volunteers.
- M. Other duties that may 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 a member of the church.
- Alignment with and active support of CHBC's heart, mission, and priorities.
- Loyal, honest, humble, teachable, flexible, and dependable.

Frequently Asked Questions

WERE STAFF CONSULTED IN THIS PLAN? – Absolutely, the process began by meeting with each staff person to reassess their job descriptions to determine how well they reflect current realities and opportunities. This also helped us discover ministry gaps that were not represented on any existing job description. They have been involved in every step of this proposal and are supportive of it.

HOW DID WE DECIDE TO GROUP THE RESPONSIBILITIES LISTED AMONG THE THREE MAIN UPDATED/NEW PASTORAL POSITIONS? – As already noted in this document, Curtis and Todd's job descriptions mostly remain the same. Our focus was on spreading the responsibilities across three pastoral positions, making sure that ministries previously unaccounted for were assigned to pastoral oversight, and then grouping them in a way that appealed to three different types of people and gifting. Though there will inevitably be overlap (ie - pastoral care), we wanted to have three positions that were distinct enough from the others while somehow also remaining complementary.

DO WE HAVE THE NECESSARY OFFICE SPACE? – At this moment, no. Our plan is to remodel the conference room so that it can be a functional office space. That will also allow us to continue providing an office for pastor Micah with Garden City Church (in the old library location). His office would also double as a shared space that we can use as our conference room for evening meetings (which is already taking place).

CAN WE AFFORD THIS? – Right now, staffing makes up 47% of our 2025 budget, which is \$10,000 more than what we brought in last year. If we add another full-time pastor, that could bump staffing up to 52% – still within a healthy range. It's also encouraging that our income for the first quarter of 2025 is right in line with 2024, which shows we're in a solid financial spot. We ended last year with a \$64,000 surplus, though our current budget is higher than last year's income. In the end, moving forward would mean asking the congregation to give about 10% more. We think that's doable – but it's really about whether we're willing to make that commitment.

SALARY FOR NEW FULL-TIME PASTOR? – Pastoral salaries are based on a grid that considers both education and experience. Once we have a suitable candidate in place we will be able to make the appropriate calculations.

DO WE THINK CURRENT ATTENDANCE LEVELS WILL CONTINUE? – That's a tough question to answer conclusively, but we believe that CHBC will continue to be a church family that people want to be a part of. God is clearly at work among us. However, due to the limited size of our facility and parking lot, it will be very difficult to continue growing numerically. Aside from adding another service, we are somewhat at max capacity. To that end, our elders are praying for wisdom for next steps towards future multiplication/growth once our staffing is stabilized.