

## **VINEYARD OTTAWA CHURCH**

### **Executive Minister Position**

Vineyard Ottawa is actively seeking an individual to join the leadership of our growing congregation as a fellow worker. Vineyard Ottawa was planted in January 2017 with an unpaid, eldership model of leadership which has allowed the church to grow and prosper. At our current size we are feeling the need to add someone to our team who can devote their time to help us keep growing. We are looking for an individual, with a collaborative leadership style, who can join our existing Leadership Team (LT) and work with us to maximize our health and impact for the future. Our leadership group currently consists of individuals and couples of various ages who are committed to seeking the voice of the Spirit and following the leadership of Jesus for His church. He is the head of the church and we are His under-shepherds and servants.

Vineyard Ottawa is a vibrant multi-cultural, multi-age congregation who seek the balance of Word and Spirit in all that we do. We currently use 12-15 rotating speakers to deliver the teaching of the Word of God in our Sunday services. Our discipleship model has focused on *Emotionally Healthy Discipleship* and *Alpha* programs. We are committed to developing followers of Jesus who lead from a rich interior life. Therefore, worship and intimacy with the Father are our central core pursuit. We believe church is family and so we seek to foster deep relationships through home groups and other face-to-face gatherings. Because we believe in equipping people, every individual is encouraged to develop in their gifts and find their role in the larger life of the congregation and society.

Vineyard Ottawa believes that we are a part of the city-wide and global Church and seek to bless other congregations around us through prayer and participation in city-wide Church initiatives, such as The Big Give. We recognize our need to grow in the area of evangelism and impacting our neighbours around us. The successful individual should have a strong desire to advance the kingdom to all those around us, with an eye to the important Vineyard value that we must remember the poor.

You can learn more about us on our website [www.vineyardottawa.com](http://www.vineyardottawa.com), Facebook page and YouTube channel. To learn more about Vineyard Canada please go to [www.vineyard.ca](http://www.vineyard.ca).

### **LEADERSHIP QUALITIES, SKILLS AND QUALIFICATIONS:**

We are looking for a leader who:

- ✓ Is passionate about pursuing personal intimacy in their journey with Christ.
- ✓ Is committed to the inward healing journey of discipleship and the slowed-down spirituality that Emotionally Healthy Discipleship represents.

- ✓ Wholeheartedly believes in the theology and values of Vineyard Ottawa and Vineyard Canada.
- ✓ Embraces a collaborative leadership style rather than a hierarchical one.
- ✓ Is skilled at facilitating teamwork and maximizing the contributions of teammates.
- ✓ Demonstrates strong time management and administrative skills; self-directed and able to work independently as well as with others.
- ✓ Is teachable, flexible, and open to feedback, direction, and accountability within a team.
- ✓ Possesses strong communication and interpersonal skills.
- ✓ Is able to teach the Scriptures in a biblically relevant way.
- ✓ Is passionate about reaching the lost and expanding the Kingdom.
- ✓ Places a high value on city-wide ministry and church unity.
- ✓ Has formal theological training—this is preferred, though not essential.

## **SCOPE OF MINISTRY**

We see this position as one that evolves slowly, based on the development of love and trust within the LT and a growing love and knowledge of the church family at Vineyard Ottawa, whom we serve. It may be part-time or full-time, depending on workload and growth. We believe in a servant leadership model, where the giftings of the successful individual would emerge alongside the different but equal giftings of the rest of the LT.

The main thrust of this position is to provide operational oversight and to further develop various ministries, teams, and schedules—acting as a liaison between the LT and key leaders of those ministries. The scope of ministry would be roughly divided under the following headings, with the emphasis and time spent in each area likely to shift over time.

### **1. Leadership Development 30%**

- ✓ Be an active member of the Leadership Team, participating in all LT meetings and eventually taking over coordination of these meetings.
- ✓ Participate in the teaching ministry of the church, contributing up to 25% of the preaching schedule, as desired.
- ✓ Develop a broad understanding of the existing pastoral ministries of the church by connecting with current leaders and members involved in Home Groups, Alpha, EHD, Children’s Ministry, Young Adults, and ministry to the elderly.
- ✓ Participate in the prayer life of the church.
- ✓ Develop city-wide relationships to actively engage and promote Vineyard Ottawa’s involvement in the broader body of Christ.

### **2. Pastoral Care 40%**

- ✓ Coordinate the Home Groups and support Home Group Leaders in their one-on-one ministry to the congregation. In collaboration with the LT, identify new Home Group Leaders and oversee the incorporation of new arrivals into Home Groups.

- ✓ Provide oversight, in collaboration with the LT, to a VO Kids Program Coordinator for the establishment and maintenance of a thriving Children’s Ministry. Provide leadership and assistance as needed.
- ✓ Through relationship, discern areas where pastoral care is needed, and identify gifted individuals within the congregation to initiate, support, and sustain ministry in these areas. Provide assistance in developing and maintaining these ministries. (Ministry to youth has already been identified as an imminent need.)
- ✓ Remember the poor, vulnerable, and marginalized. Identify needs within the church and surrounding community where we can minister to the physical, spiritual, and emotional needs of the vulnerable. Contribute to the development of this ministry in collaboration with the LT to expand our resources and reach.
- ✓ Build on the existing outreach ministry of the church—such as Alpha, The Big Give, and our support of InterVarsity at Algonquin College. Develop a discipleship track for new believers.

### 3. Operations Coordinator 30%

- ✓ Coordinate and develop the administrative and operational needs of the church, including oversight of the required Plan to Protect administration. Work with the church administrator(s) to ensure the creation of schedules, reminders, and follow-up for various volunteer programs.
- ✓ Contribute to the coordination of the teaching ministry with other members of the LT, and produce and maintain the teaching rotation schedule.
- ✓ Assist in coordinating the in-service prayer ministry of the church—including corporate prayer and after-service prayer teams. Oversee scheduling, training, and recruitment in collaboration with the administrator and LT.
- ✓ Provide oversight and coordination of the Facilities Management Team.
- ✓ Participate in church membership and work collaboratively with the Board of Directors as needed, including the approval of the church budget and annual report.

## REMUNERATION

Salary and benefits to be discussed based on education and experience.

## NEXT STEPS

Please send your CV to [richard@vineyardottawa.com](mailto:richard@vineyardottawa.com).

The search team will invite applicants they discern to be strong candidates to participate in a more in-depth interview process.