

2025



[Grapeview Church](#)

41 Grapeview Dr  
St. Cathrines, ON, L2S 0A8  
905-682-7641



## LEAD PASTOR JOB DESCRIPTION

Position	Church
Lead Pastor Full-Time	Grapeview Free Methodist Church
Name (or Incumbent)	Location
	41 Grapeview Dr, St. Catharines, ON L2S 0A8
Reports to	Date of last Revision
The Official Board of Grapeview Free Methodist Church in Canada	March 2025

### **Position Overview**

In a process, empowered and guided by the Holy Spirit, the pastor will lead the church to continue to grow in health.

### **Minimum Education and Job Related Requirements**

- The incumbent must possess a master's degree.
- 5-7 years' experience in a pastoral role in a multi-ethnic congregation
- Eligible to work in Canada

### **Preferred Education and Job Related Experience Achievements**

Ideally, the incumbent would possess

- credentials with the FMCiC
- substantial lead pastoral experience (7-10 years)

## RESPONSIBILITIES AND ACTIVITIES

The prioritized **major responsibilities, percentage of time, key activities** and **standards of performance** for this position are listed below:

### MAJOR RESPONSIBILITIES

(Suggested percentage of time allocated to each area of responsibility)

The Lead Pastor, in dialogue with the Official Board, is responsible to provide organizational and spiritual leadership for the congregation; for motivating, developing and equipping Ministry Teams to carry out their various responsibilities; and for using her/his skills in proclamation and pastoral care in equipping the congregation for service to one another and the broader community.

Major Responsibility	Overall Percentage of Time
1. Vision Discernment and Implementation (Oversight)	15%
2. Corporate Worship (Preaching and Communication)	35%
3. Christian Formation (Developing and Equipping)	20%
4. Missional Engagement	15%
5. Community Life and Pastoral Care	15%

### KEY ACTIVITIES

#### 1. Major Responsibility: Vision Discernment and Implementation

Key Activities	Standard of Performance
Leads in processes for discerning and clarifying congregational vision; gives leadership and supervision for implementing that vision through the various ministries of the church.	<ul style="list-style-type: none"><li>- Works in dialogue with Official Board, to develop and implement effective leadership and ministry planning</li><li>- Empowers all appointed leaders and ministry teams to carry out congregational vision and goals.</li><li>- Works with Official Board to plan regular cycles of evaluation, discernment and vision clarification (FMC Lifeplan Approach)</li></ul>
Oversees all areas of the congregation's ministry in dialogue with the Official Board and Ministry Teams.	<ul style="list-style-type: none"><li>- Ensures planning for regular board meetings, staff meetings, ministry team meetings, society meetings, etc.</li><li>- Ensures effective ministry continues according to current vision and mission.</li><li>- Support, oversee and provide training for Ministry Teams</li></ul>
Oversees effective Communication of vision through various media	<ul style="list-style-type: none"><li>- Ensures plan for effective communications via Official Board, Ministry Teams, in corporate gatherings, through website, social media and public advertising.</li></ul>

## 2. Major Responsibility: Corporate Worship

Key Activities	Standard of Performance
Oversees planning for Corporate Worship gatherings	<ul style="list-style-type: none"><li>- Conduct worship services that enable people to hear the word of God and participate in personal and corporate devotion and relationship with God.</li><li>- Plan, in consultation with the <b>Corporate Worship Team</b>, all elements of regular worship services of the church, as well as special events within the Church calendar year (Advent, Christmas, Holy Week, Thanksgiving, etc.)</li><li>- Prepare and deliver sermons and lessons at all regular worship services of the church unless on occasion the board authorizes another person to preach.</li></ul>
Engages with congregational and community life in response to the intersection of scripture and Christian worldview	<ul style="list-style-type: none"><li>- Ensure adequate time for visiting congregational members and participating in wider community activities so as to have appropriate understanding of real life concerns.</li></ul>
Oversees passages of life ministries	<ul style="list-style-type: none"><li>- Conducts baptisms, weddings, funerals, etc., as required</li></ul>

## 3. Major Responsibility: Christian Formation/Developing/Equipping

Key Activities	Standard of Performance
Oversee Christian formation practices of the congregation through teaching, preaching, and leadership by example.	<ul style="list-style-type: none"><li>- Plan, in dialogue with <b>Christian Formation Team</b>, to ensure that appropriate methods of disciple-making and ministry equipping is provided for Adults, Youth and Children.</li><li>- Provide equipping opportunities for ministry team leadership</li><li>- Model healthy discipleship practices by leading a small group annually.</li><li>- Provide learning opportunities in Wesleyan/Free Methodist theology and practices, including Membership course</li><li>- Provide learning opportunities for developing intercultural competencies within leadership teams and broader congregation.</li></ul>



#### 4. Major Responsibility: Missional Engagement

Key Activities	Standard of Performance
Leads the congregation into ministry involvement in our local neighbourhood and beyond	<ul style="list-style-type: none"> <li>- Model personal involvement in outward-oriented community service that arises from gifting and passion and help to rebuild a missional engagement team.</li> <li>- Plan, in dialogue with a missional engagement team and congregation members to be involved in hands-on service opportunities within and beyond the church.</li> <li>- Provide in dialogue with the missional engagement team opportunities for participation in outreach beyond our own local community, whether in another part of Canada, or internationally</li> <li>- Liaise with Grapeview Day Care Committee for missional involvement with Day Care families and children</li> </ul>
Discerns and provides opportunities for Gospel communication	<ul style="list-style-type: none"> <li>- Plan specific opportunities to communicate the Good News via diverse means with various groups.</li> </ul>

#### 5. Major Responsibility: Community Life and Pastoral Care

Key Activities	Standard of Performance
Leads in providing means for development of healthy Christian communal life	<ul style="list-style-type: none"> <li>- Plan, in dialogue with <b>Community Life Team</b>, to ensure an inviting atmosphere of hospitality and care for all participants in the life of the congregation</li> <li>- Provide for pastoral care and encourage member involvement in visitation, counselling and prayer.</li> </ul>
Leads in providing means for intercultural learning opportunities	<ul style="list-style-type: none"> <li>- Facilitates ongoing discussions with various teams about intercultural relations within congregation</li> </ul>

#### CORE COMPETENCIES

The operationalized core competencies which the incumbent must demonstrate in order to be effective in this position are listed below:

Core Competency	Operationalized Competency “What does this look like on the job?”
<b>Communications – Spoken and Written</b>	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well: able to write clearly and effectively present ideas and to document activities; to read and interpret written information
<b>Leadership</b>	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.

<b>Team Building</b>	Able to create positive energy (motivation/encouragement) in both individuals and groups. Able to work with people in such a manner as to build high morale and group commitments to goals and objectives.
<b>Developing People</b>	Coaching people; helping them build capabilities needed now and in the future.
<b>Intercultural Competence</b>	An orientation that reflects self-awareness of one's own culture and the acquired ability to recognize, appreciate and engage with patterns of difference (values, perceptions and behaviours) that emerge in interaction with people who are from other cultures.
<b>Organization and Planning</b>	Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.

<i><b>Spiritual Gift</b></i>	Description	
<i><b>Leadership:</b></i>	The unique ability to motivate, equip, and direct others in the ministry of Christ. This ability is always tempered by a loving concern for the ones being led. See Acts 13:1-3 and Acts 15.	
<i><b>Shepherding:</b></i>	The special ability to guide, nurture, and care for individuals and groups in the church so that they grow in their faith and spiritual maturity. This is the gift of being responsible for the welfare and unity of Christ's disciples. See 1 Peter 5:1-9.	
<i><b>Teaching:</b></i>	The ability to teach, train, and encourage Christians in the way of Christ with clarity and faithfulness to the Bible. John 21:15-17 or 1 Timothy 4:6,11 and 5:17.	
<i><b>Vision or Faith:</b></i>	It is an exceptional ability to see what isn't and to believe and act as though it will be because God will do it, especially in terms of the advance of the Kingdom or the increase in the church. Acts 16:9,10,18, 18:9-11, 27:21-26.	
<i><b>Administration:</b></i>	The special ability to be a leader for the church in directing and planning its life and order. The special ability to plan and execute procedures that increase the church's organizational effectiveness. An example can be found in Acts 15.	

## **OUR STORY**

Grapeview Church is in St. Catharines, a city with a population of 139,066. Found in southern Ontario and surrounded by large bodies of water, our weather is generally milder than the rest of Canada.

Grapeview Church began in 1955 in downtown St. Catharines before relocating to its current site in 1959. What started as a small gathering of families has grown over the years, and the church now welcomes an average of 71 attendees every Sunday. The church is recognized in St. Catharines as a welcoming community which embraces people of all cultures, generations, and backgrounds.

Our diversity enriches our understanding of God through united worship. We strive to be both multicultural and intercultural, engaging in meaningful conversations that bridge our differences. Grapeview church strives to foster a shared faith in Jesus Christ through fellowship, worship, preaching and community engagements.

Our congregation has been led by Rev. Dan Sheffield (and his wife, Kathy) since 2017. As he prepares to retire in June 2025, he leaves behind a strong, healthy, and vibrant church, made up of children, young adults, adults, and seniors.

Grapeview Church is currently searching for a lead pastor who loves God, prays, fears the Lord, and is passionate about leading a multicultural church. Our unique diversity, welcoming congregation, and dynamic ministry offer a great opportunity for the lead pastor to deepen our impact, provide a safe “home” for the brokenhearted, and welcome anyone seeking diversity. We are looking for a pastor who will team-up with our board and congregation to further develop our church’s vision, foster fellowship, and strengthen our community engagements.

### **Our purpose**

We are a community who welcomes people of every culture, generation and background into a mutual partnership of common faith in Jesus Christ. We believe that we all benefit from a deeper revelation of God as we walk together in Christian community.

### **Grapeview Goals**

- To see people forgiven, healed and restored in Jesus
- To see people grow up in their relationship with Jesus
- To create a welcoming environment for all generations
- To nurture a “demonstration plot” for reconciled relationships
- To equip & empower for Christian thinking/living in our neighborhoods & workplaces

### **Ministry Plan**

We want to develop a process for welcoming new people and helping them grow to maturity in Christ and into committed involvement in the ministry of the church and beyond organized and intentional. With reference to the developmental process Mileposts diagram. (Appendix A)

We want the multicultural nature of the congregation to continue to be intentionally developed, with attention given to welcoming recent immigrants and those on student visas.

We want to give attention to creating a welcoming environment for youth and young families

## REGIONAL AND MISSIONAL INFORMATION

St. Catharines, also known as the Garden City, is nestled in the heart of the Niagara Region and is the largest city in the Niagara Peninsula. The Niagara Escarpment which is a World Heritage site runs through the city. Located in southeastern Ontario, on the south shore of Lake Ontario at the entrance to the Welland Ship Canal, it borders the United States and serves as the center of the Niagara fruit belt. Historically, St. Catharines was the final stop on the Underground Railroad.

The city population is quite diverse, and it continues to welcome newcomers each year. St. Catharines offers an affordable alternative for residents in the Greater Toronto Area and residents of other big cities looking to own a home and work remotely, as well as for retirees. The city is home to numerous nursing homes, higher learning institutions, and many other attractions. More details can be found below.

### Dining

St. Catharines has most major restaurant chains as well as many great dining experiences unique to the area.

- [Il Fornello](#)
- [Cafe Amore](#)
- [Beechwood Donuts](#)
- [Wineries](#)
- [Joe Feta's Greek Village](#)

### Institutions

- [Brock University](#)
- [Trillium College Niagara Campus](#)
- [Niagara Regional Police Service](#)
- [St. Catharines Museum and Welland Canal Center](#)
- [Martindale Animal Clinic](#)
- [Niagara College](#)
- [University of Niagara Falls](#)
- [St. Catharines Public Libraries](#)
- [St. Catharines General Hospital](#)
- [Service Ontario](#)
- [Other info on health](#)
- [Ridley College](#)

### Shopping centers

- [Niagara Pen Centre](#)
- [Outlet Collection at Niagara](#)
- [Fairview Mall](#)
- [SmartCentres St. Catharines](#)
- [Seaway Mall](#)

### Tourist places

- [Niagara Falls](#)
- [Meridian Centre](#)
- [Niagara-On-Lake](#)
- [Port Dalhousie](#)
- [Safari Niagara](#)
- [Carousel Players](#)
- [Shaw Festival](#)
- [Balls Falls](#)
- [Fort George](#)
- [Queenston Heights](#)

### Cultural Events, Festivals and Sporting opportunities:

- [Folk Arts Festival](#)
- [Grape and Wine Festival](#)
- [Cicada Music and Arts Festival](#) (Henley Island)
- [Niagara Jazz Festival](#)
- Hiking: [The Bruce Trail](#)
- [Balls Falls](#)
- [The Great Lakes Waterfront Trail](#)
- [The Niagara Parkway](#)
- [Short Hills Provincial Park](#)
- Basketball: [Niagara River Lions](#) (CEBL)
- Hockey: [The Niagara Ice Dogs](#) (OHL)
- Rowing: [Henley Rowing Regatta](#)

## CHURCH STATISTICS

### People Information

Membership:	43
Number of new members in past 5 years:	12
Number of families in church mailing list:	59

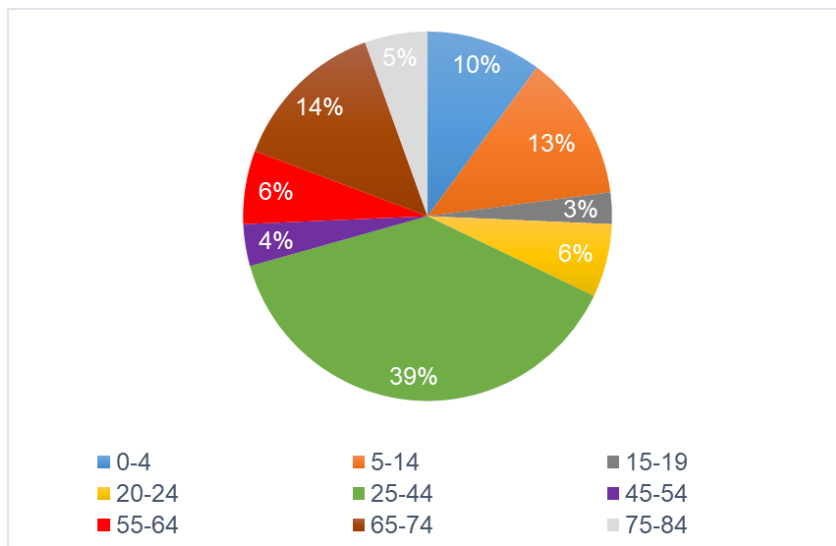
### Average Attendance

Morning Worship (2024):	71
-------------------------	----

### Christian Formation

Small Groups (3 different groups)	22
Sunday Christian Education	20

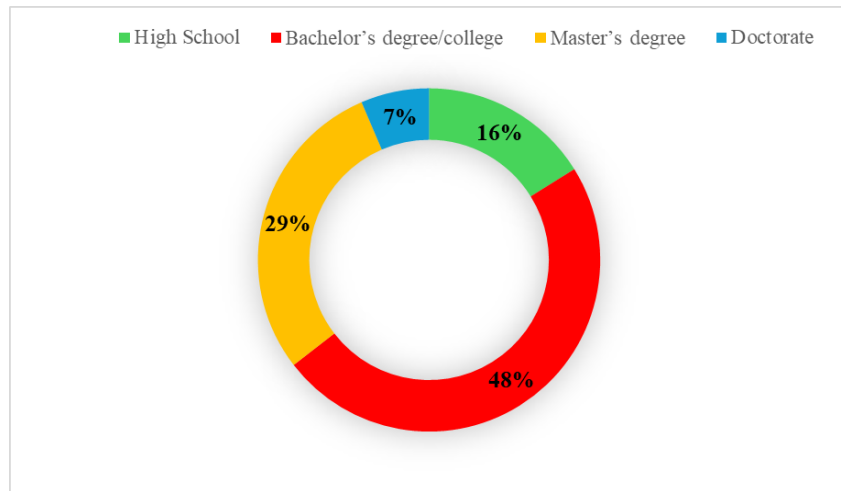
### Age Distribution



### Occupation of Primary Income Providers

Business	4	Retired	19
Construction	1	Education	8
Food Services	4	Government	4
Professional	7	Manufacturing	2
Health Care	6	Other (Customer service)	9

## Education Levels



## Ethnicities and Cultural Ancestry:

South Korea, India, Sri Lanka, Laos, Ghana, Nigeria, Rwanda, Zambia, Kenya, Canada, USA, Caribbean.

## Facilities Information

Age of building: 66 years, part built in 1959; major renovation/addition 1980s  
Mortgage: No  
Seating Capacity: Sanctuary: 120, Fellowship Hall: 60  
Including: Pastor's office, Admin office  
Multipurpose fellowship hall, Nursery  
Daycare: Playground, classrooms; small gym in basement, Kitchen

## Previous Pastors:

Rev. Dan Sheffield	8 years
Rev. Grant & Rev. Mary-Elsie Wolfe	14 years
Rev. Tony Sardella	3 years
Rev. David Griggs	8 years

**Plans for expansion or relocation:** No

## Is the parsonage provided?

No, could be available but is presently rented long term.

Previous pastors have owned their own houses. We have a parsonage but it is fully rented, which helps to cover the housing allowance portion of pastor's salary.

## Daycare income generating programs and community-based programs:

A sub-committee of the church board engages with the Daycare Director and reports to the Board. The Lead Pastor serves ex-officio on the Daycare Advisory Committee. There are approximately 36-38 children, from 18 months to 4 years; with a Director, 6 teachers (RECEs), 3 supply staff, and a kitchen cook.

Other income generating sources includes:

- Income from Parsonage rentals
- Solar panels on church roof, connected to the grid, produce return income

### **Community Life**

Community Life ministry is centered around our Hospitality Team, whose main responsibility is our weekly Sunday Snack & Chat but also includes facilitating social events such as Family Games Day, Fall & Winter Clean-up Days, Annual Christmas Dinner, and Caring outreach (meals, flowers, support, benevolence) to congregation members. The Lead Pastor and Ministry Assistant collaborate with the Team Leader to facilitate these activities. Our Intercessory Prayer Ministry also falls under this heading.

### **International Students**

St. Catharines and the Niagara Region are home to Brock University and Niagara College, with a combined student population of 29,600, which is why we are deeply committed to ministry among these students.

Over the years, Grapeview Church has become a home for many international students and their families. We have the privilege of ministering to a diverse group of students, which has shaped us into a dynamic sending community. We invest in the individuals God brings to us during their time here, while also experiencing significant mobility within our congregation.

We are actively partnered with [Niagara International Students](#), a collaborative network of ministries and churches focused on serving international students in the region.

Additionally, we support the work of one of those ministries, [International Student Ministries Canada \(ISMC\)](#).

In recent years, we have also partnered with [InterVarsity Christian Fellowship](#) to further our outreach and support for international students.

### **Missional Engagement**

This ministry is primarily through our Grapeview Daycare program and our support of several community ministries: InterVarsity Christian Fellowship @ Brock U/Niagara College; Niagara International Student Ministries @ Brock U/Niagara College. We have an annual collection of used winter clothing for the International students. We also promote the work of Community Care, a local foodbank and social service organization, by collecting donation barrels several times a year. These connections are facilitated by our Ministry Assistant.

### **International Mission Engagement**

We are financially engaged in many ways to meet the needs of God's people.

[International Child Care Ministries](#) (ICCM). A ministry that partners with our Free Methodist churches around the world advocating for the spiritual, educational, physical and social development of children through sponsorships, scholarships, and creative initiatives.

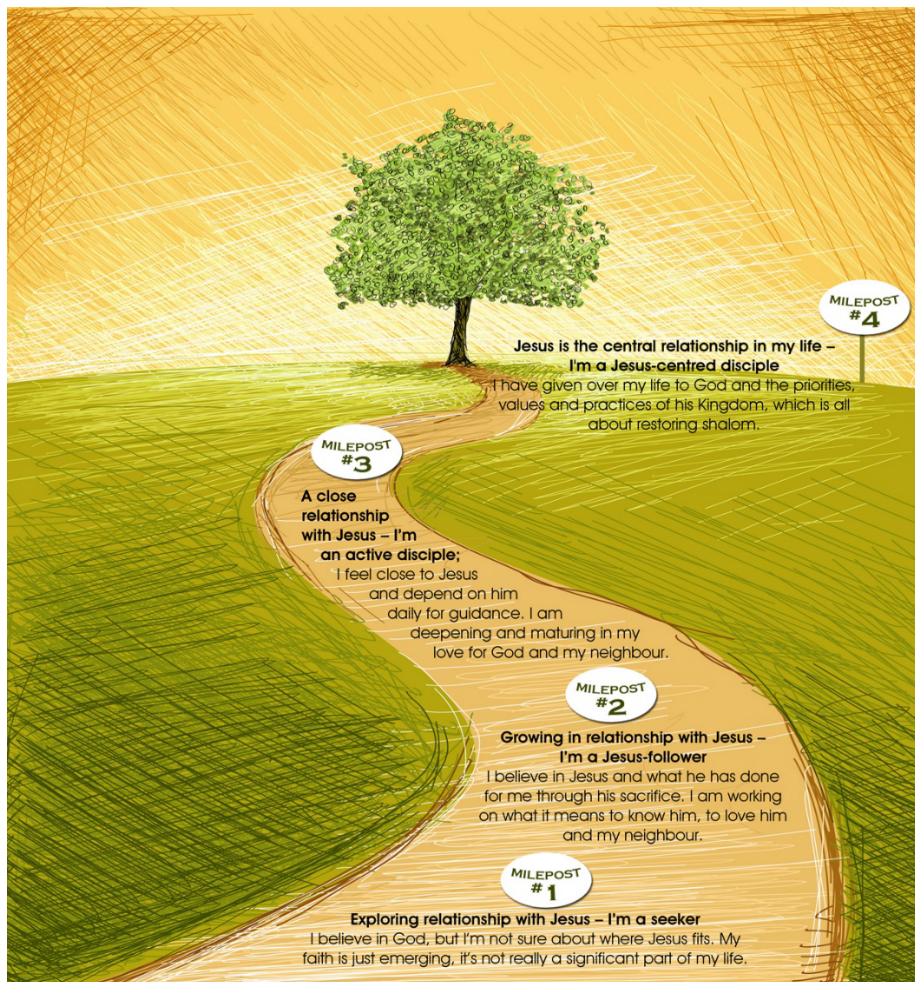
[Tearfund Canada](#) is an international partner responding to relief and development needs in the name of Jesus Christ. Tearfund does this through a global network of Christian organizations and local churches.

**Tamale, Ghana church plant**

Through our Free Methodist international family, we are able to support and encourage the development of a new congregation in Tamale, Ghana. This city of almost 700,000 people, located in the north of Ghana, is one of the fastest growing cities in West Africa.



## APPENDIX A



Journey towards wholeness in Jesus



Our Congregation

# Local Church Annual Report

## The Free Methodist Church In Canada

**Church Name**    **Grapeview Free Methodist Church**                      **ON**                      **Report Year 2023**

---

**Pastor**                      Dan Sheffield

**Network Leader**

### Church Statistics

Weekend Attendance	<b>67</b>	AvgAttendancePandamicMonths:	<b>0</b>
Homes in Directory	<b>59</b>	SundayServiceTypes:	<b>Combination of both</b>
No of SmallGroups	<b>8</b>		
Adult conversion	<b>1</b>		
Child conversion	<b>0</b>		
Adult Membership	<b>42</b>		
Operating Budget	<b>91,500</b>		
Global Ministry	<b>11,000</b>		
Church Development	<b>0</b>		

### Ministry And Church Development:

Regarding Life plan our church is    **. Implemented LifePlan outcomes this year**

NCD Average                      **0**

Last NCD Date

Another Health Survey

### Personnel:

Is the lead Pastor bi-vocational?    **No**

Has any member of the pastoral staff taken a sabbatical this year?    **No**

If yes: Name and start and end dates of sabbatical?

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?    **No**

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?    **No**

Please list all licensed Lay Ministers :

-

Does your church have a "Child protection policy" in place?    **Yes**

### Ministry Recruitment referrals:

**Short Term Missions**                      0

**Potential Pastor or CP**                      0

**Lifeplan**                      0

### Notes

**Delegates**                      Jennifer Wright (lead delegate

# Local Church Annual Report

The Free Methodist Church In Canada

Church Name	Grapeview Free Methodist Church	ON	Report Year	2023
-------------	---------------------------------	----	-------------	------

---

Jimmy Ashimadi (reserve delegate)

**Missions/ Intercultural Engagement:**

**Missions Budget for next year**

**International Engagement:**

**Local Engagement:**

**ICCM Engagement:**

**Story-Self:**

**Story-Church:**

**Story-Community:**

# Local Church Annual Report

## The Free Methodist Church In Canada

**Church Name**    **Grapeview Free Methodist Church**                      **ON**                      **Report Year**    **2024**

---

**Pastor**                      Dan Sheffield

**Network Leader**

### Church Statistics

Weekend Attendance	<b>73</b>	AvgAttendancePandamicMonths:	<b>0</b>
Homes in Directory	<b>61</b>	SundayServiceTypes:	<b>In person</b>
No of SmallGroups	<b>9</b>		
Adult conversion	<b>2</b>		
Child conversion	<b>0</b>		
Adult Membership	<b>43</b>		
Operating Budget	<b>98,420</b>		
Global Ministry	<b>11,200</b>		
Church Development	<b>0</b>		

### Ministry And Church Development:

Regarding Life plan our church is    **. Implemented LifePlan outcomes this year**

NCD Average                      **0**

Last NCD Date

Another Health Survey

### Personnel:

Is the lead Pastor bi-vocational?    **No**

Has any member of the pastoral staff taken a sabbatical this year?    **No**

If yes: Name and start and end dates of sabbatical?

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?    **No**

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?    **Yes**

Please list all licensed Lay Ministers :

-

Does your church have a "Child protection policy" in place?    **Yes**

### Ministry Recruitment referrals:

**Short Term Missions**                      NONE

**Potential Pastor or CP**                      possibly

**Lifepan**                      NO

**Notes**                      Pastor Dan Sheffield will be retiring June 2025

**Delegates**                      Jennifer Wright, 

# Local Church Annual Report

The Free Methodist Church In Canada

Church Name	Grapeview Free Methodist Church	ON	Report Year	2024
-------------	---------------------------------	----	-------------	------

---

**Missions/ Intercultural Engagement:**

**Missions Budget for next year**

**International Engagement:**

**Local Engagement:**

**ICCM Engagement:**

**Story-Self:**

**Story-Church:**

**Story-Community:**