



MINISTRY OPPORTUNITY PROFILE

Office Manager



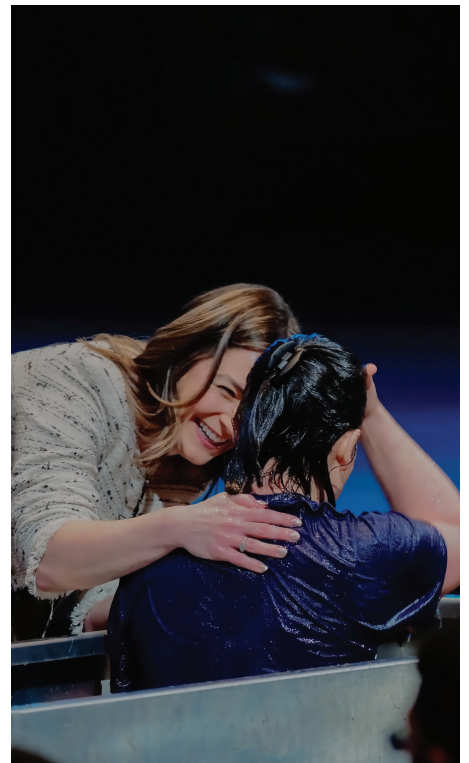
CAMBRIDGE, ONTARIO

WELCOME TO FEB CENTRAL

The FEB Central region is comprised of 303 churches across Ontario and English-speaking Quebec. Its mission is to equip and resource the local Church to develop leaders, plant churches and maximize church health, in a spirit of mutual co-operation.

In 1986 FEB Central was founded on the biblical notion that we are stronger together when we work together. The Ministry Centre is committed to helping churches network together to reach and disciple people for Christ by facilitating church planting, church health and leadership development.

FEB Central is a region of the Fellowship of Evangelical Baptist Churches in Canada, one of the larger evangelical denominations in the country and is the second largest of the five Baptist movements in Canada. It includes over 500 churches with a total Sunday morning attendance of over 80,000. The churches of the Fellowship stretch from Whitehorse, Yukon to the tip of Nova Scotia. The French language churches number 80+ with worship services across Canada being held in over 15 languages.



MINISTRY OVERVIEW

MINISTRY AREA:

We reach across 1 million+ square kilometers of rural, suburban, and urban populations. Our region is home to 44% of Canada's population (around 20 million people) and is one of the most diverse cultural spectrums in the world.

SIZE:

We serve currently 303 churches.

MAKEUP:

Our churches are diverse in size, ethnicity, style and ministry focus.

STAFF:

Our regional team consists of 24 full and part-time staff.

OFFICES:

Our offices are located in Cambridge ON and are on the campus of Heritage College and Seminary.

OVERSIGHT:

A governing board of board of 13 men and women representing our churches.

FINANCIAL:

Annual budget of \$3.1 million.



WHAT WE BELIEVE

The core of The Fellowship and the reason for our national unity, is our commitment to a set of shared beliefs. The following Affirmation of Faith is a declaration of the truths that unite us in ministry. As believers in the Lord Jesus Christ, we affirm the following is what we believe to be basic truths about God and His works.

THE BIBLE

We believe the Bible to be the complete word of God, that the sixty-six books comprising the Old and New Testaments were verbally inspired by the Spirit of God and were entirely free from error as originally written, that God has superintended the transmission of Scripture throughout the ages, and that the Bible is the final authority in all matters of faith and practice and is the true basis of Christian union.

THE TRIUNE GOD

We believe in one God, creator of all, holy, sovereign, immutable, and existing eternally in three equal persons: the Father, the Son, and the Holy Spirit, each being truly and essentially God.

THE FATHER

We believe in God the Father, neither begotten nor proceeding, who, in his perfect love, reigns with providential care over all creation, accomplishes his will, and protects and preserves his children whom he redeems and adopts into his family as co-heirs with Christ.

THE SON

We believe in the Lord Jesus Christ, the promised Saviour of the world, eternally begotten of the Father, fully God and fully human; we believe in his virgin birth, sinless life, substitutionary death, bodily resurrection, triumphant ascension, mediatorial ministry, and personal return.

THE HOLY SPIRIT

We believe in the Holy Spirit, who is fully God, the Lord and giver of life, eternally proceeding from the Father and the Son; who convicts of sin, of righteousness, and of judgment; with whom believers are baptized into Christ's body and by whom they are regenerated, sealed, and indwelt; who sanctifies, illuminates, equips, empowers, assists in prayer, and comforts those who believe in Jesus Christ.

SATAN

We believe that Satan is a fallen angelic being; the originator of sin; the deceiver of the world and the accuser of believers; who uses his real but limited power and presence to oppose the work of God; and who, along with all fallen spiritual powers, will be cast into the lake of fire for all eternity.

HUMANITY

We believe that human beings were created by God for his own glory, male and female, in his image, thus possessing immeasurable worth; that they sinned, becoming guilty before God, resulting in a state of total depravity and incurring physical and spiritual death.

WHAT WE BELIEVE CONT...

SALVATION

We believe salvation encompasses the renewal of all things, the fulfillment of Jesus' promise of the kingdom of God, and his ruling over all things in the new heavens and the new earth. We believe that the salvation of believers is by the sovereign, electing grace of God; that by the appointment of the Father, Christ voluntarily suffered a vicarious, substitutionary, expiatory, and propitiatory death; that justification is by faith alone in the Lord Jesus Christ, in his all-sufficient sacrifice and resurrection; that those whom God has effectually called shall repent, believe, and follow Jesus, and will be divinely preserved and finally perfected by the Spirit into the image of the Lord.

THE CHURCH

We believe that the universal church, the Body of Christ, comprised of all true believers in heaven and on earth, is expressed on earth in local churches. We believe a properly ordered local church consists of believers, baptized by immersion, who have been called out from the world, separated to the Lord Jesus; and voluntarily associated for the ministry of the word, the mutual edification of its members, the propagation of the faith, the observance of the ordinances, and the doing of good works. We believe it is a self-governing body responsible for exercising its own divinely awarded gifts, precepts, and privileges under the lordship of Christ, the Head and Chief Shepherd of the church. We believe that its officers are biblically qualified elders, who shepherd and oversee God's flock, and deacons, who serve and support.

THE LORD'S DAY

We believe that the first day of the week is the Lord's day in honour of his glorious resurrection and is a particularly appropriate day for corporate worship.

ORDINANCES

We believe that there are only two ordinances, or visible symbols of the gospel, for the church regularly observed in the New Testament:

Baptism is the immersion of the believer in water whereby the believer obeys Christ's command and identifies with Christ in his death, burial, and resurrection.

The Lord's Supper or Communion, is the memorial wherein gathered believers partake of the two elements, the bread and the cup, which symbolize the Lord's body and shed blood, proclaiming his death until he comes, and is a continuing means for strengthening the faith of the believer.

RELIGIOUS LIBERTY

We believe in religious liberty, that all people have the right to practise and propagate their beliefs without undue interference by the civil authority.

THE CHURCH AND STATE

We believe in the separation of church and state. The church should not resort to the state or worldly means to carry on its work. We believe that government is divinely appointed for the interest and good order of society, and its leaders are to be prayed for, conscientiously honoured and obeyed, except only in the things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and Ruler of the kings of the earth.

FUTURE THINGS

We believe in the personal and bodily return of the Lord Jesus Christ in power and glory; in the bodily resurrection of the just and the unjust to stand before God in the final judgment; in the eternal, conscious punishment of the unregenerate in hell; and in the eternal blessedness of the redeemed in the new heavens and the new earth.

OUR NEXT OFFICE MANAGER

Our Office Manager will serve closely with our Regional Director and will often be the first point of contact with our ministry. They will provide office oversight of office administration and communications and be a key leader in the daily operations of the ministry.

RESPONSIBILITIES

You will...

- Be the primary operational leader in our office administration under the direction of our regional director.
- Lead our outstanding administration staff in a manner that is collaborative, caring and equipping.
- Be both a player and the coach on our administrative team.
- Be a caretaker of our values and beliefs.

EXPECTATIONS AND OUTCOMES

- A steadfast commitment to the statement of faith of our ministry.
- A high degree of competency and comfort as you bring leadership to our growing ministry.
- A demonstrated track record in leading a prevailing and competent administrative team.
- A can-do attitude demonstrated by creative thinking, a strong problem-solving aptitude and an ability to walk by faith as we move into a compelling future.
- An ability to communicate well the heart and mission of FEB Central.



WHAT YOU WOULD BRING TO FEB CENTRAL

PERSONAL CHARACTERISTICS

- A servant heart with a desire to consistently bring your best.
- A love for the local church and its servants.
- A sense of joy about being part of a ministry that is seeing kingdom fruit.
- A person who enjoys a deep communion with Jesus.
- An obvious sense of your humility, openness, and accessibility as you serve.
- A history of godly, healthy leadership in your previous assignments.
- A posture of flexibility as we serve churches.

MINISTRY SKILLS

- An obvious gifting in operational and administrative leadership.
- Ability in administrative areas including proficient computer and communication skills.
- A demonstrated ability to organize and prioritize.
- An ability to coach and encourage team members so they can joyfully and fruitfully be their best in their kingdom service.

EXPERIENCE

- Experience in a similar role/setting.

CANDIDATE REQUIREMENTS

- You are in full agreement with our core values and our statement of beliefs.
- You will complete a Predictive Index profile.
- You are currently or are willing to become an active member of a FEB Central church.
- You are in full agreement with our lifestyle statement.
- You agree to background and reference checks.

WHAT WOULD FEB CENTRAL BRING TO YOU

- - A healthy and joyful work environment.
- - A competitive salary and benefit package.
- - A generous vacation allowance
- - A sense of being an invaluable voice on our ministry team.
- - An opportunity to serve the Lord in a movement that is building His church.

SEARCH DETAILS

Steve Adams of Adams and Co. has been engaged to lead the search process for FEB Central.

Steve has overseen over 150 ministry hires and has over 30 years of local church and ministry leadership experience. He knows the local church having spent 12 years as lead pastor in a large church with a staff of 25. Further, he has led parachurch organizations both in the US and Canada and has also launched 2 non-profit organizations. Steve is also a continually active leadership consultant working with churches across Canada. He specializes in pastoral and staff placements based on comprehensive church assessments and leadership coaching for pastors and leadership boards.

HOW TO APPLY

If you sense interest in this role and would like to have a CONFIDENTIAL conversation with Steve regarding it, he welcomes your call at 519-635-6777.

You may also confidentially submit your resume/CV at steve@adamsandco.org

Further he can be reached by email at steve@adamsandco.org

SEARCH TIMELINE

We will be receiving inquiries and applications until **May 30, 2026**.



Steve Adams