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| ../Documents/The%20House/Website/Logos/TheHouse_logo_circle_gray.jpg | **Assistant Pastor JOB DESCRIPTION** |

**POSITION TITLE:** Assistant Pastor **EMPLOYEE:**

**REPORTS TO:** Lead Pastor **SUPERVISOR:**

**SUPERVISES:** MinistryVolunteers, Student Lounge Staff, Financial Admin Staff

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Pastoral Leadership
2. **Continuity:** ● Regular ○ Temporary
3. **Fiscal Year:** ● 12 Month ○ 8 Month
4. **Work Arrangement:** ● Full Time ○ Part Time **Hours per Week:** min.40 **FTE:** 1.00
5. **Compensation:** ● Salary ○ Hourly $ \_\_\_\_\_\_\_\_ per annum
6. **Holidays:** ● In accordance with BC labour requirements and PAOC suggested guidelines.
7. **Benefits Eligibility:** ● Yes ○ No - Medical

**-** 5%matching RRSP contribution

**ROLE SUMMARY:**

The primary purpose of this role is to assist the lead pastor in fulfilling the roles and responsibilities of pastoral leadership that further The House’s mission and strengthen its community of Christian believers. Key responsibilities will be in admin, technology, and leading the Sunday night ministry.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**

* Post-secondary education
* Experience / education in finances, budgets, and non-profit management
* Willingness to explore formal ministerial training & credentialing

1. **Competencies (Skills, Knowledge, Abilities, Training)** 
   * Ability to recruit, envision, equip, and lead volunteers.
   * Strong Communication and People skills
   * Passionately lead by example and provide oversight and care for all areas of a healthy ministry
   * Technical Skills in AV, Multi-media, and IT
2. **Commitment**

* Committed and mature follower of Jesus Christ
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Senior Pastor, Pastoral Council & Ministry Team, and Department Volunteers
2. **External:** Congregants, Suppliers and Vendors, Service Providers, Licensing and Government

**POSITION AUTHORITIES:**

1. **Expense:** Approve individual expenses up to $3,000 authorized within annual department budget
2. **Custody:** Masterkey holder (including safe access)
3. **Systems:** Internet, e-Mail, Security Company, Signing Officer on Church Bank Accounts

**KEY MANDATED RESPONSIBILITIES:**

* Serve as the ***primary leader*** for the Sunday Night Ministry
  + Oversee all practical aspects of the venue and ministry resources
  + Oversee all volunteers and systems for a healthy ministry experience
  + Oversee pastoral care needs in the congregation
  + Oversee ancillary ministries such as small groups based out of Sunday Night
  + Carry the primary vision for shaping and leading Sunday night
* Serve as the primary overseer of ***technology and IT systems***
  + Oversee seasonal change over of set design and aesthetics
  + Oversee computer systems, printers, and other IT support needs including email and ISP issues
  + Maintain A/V/L systems and ensure proper operations in the main worship space and Studio 51
  + Work with technology volunteers
    - Ensure our regular volunteer positions are scheduled and well communicated
    - Ensure our volunteers are well trained and take ownership of their ministry
* Provide ***administrative support*** to the overall ministry of The House
  + Manage and leverage Planning Center to maximum effect and impact
  + Oversee email, licensing and reports, alarm programming, key management, etc.
  + Oversee and give creative direction to our online presence including content and management of our website, social media, podcasts, streaming, etc.
  + Support financial systems for expense management, cheque signing, POS terminals, PayPal
    - Be familiar with systems and protocols to help with back-up support when needed.
    - Assist with regular financial duties as required.
* Serve as a ***pastoral leader*** in the overall ministry of The House; embracing leadership as required
  + Complete other duties as assigned by the Senior Pastor

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Ensure all aspects of weekly Sunday night ministry are in place and operational
  + Develop strategic vision for “next level” development of Sunday night community
  + Activate a strategy to see an increase in Sunday night financial giving
* Develop volunteers and refine systems that strengthen worship, tech, and general life of church.
* Develop a ministry and connecting community for young couples.
* Develop communications leader to take the lead on Ascend, web hosting, email, etc issues.
* Develop communications leader to take on voice mail, pod casts, web updates, social media, and regular weekly admin support duties
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Take care of your spiritual life and personal life to ensure you’re healthy for church ministry.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.
* As a person serving in leadership and receiving financial compensation all paid staff are expected to set the example in financially supporting the ministry of The House

**Annual**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement:** Employee Supervisor Date