

Associate Pastor – Job Description Full time (minimum 40 hours a week)

This role is to assist with pastor the whole congregation. As the Associate Pastor you are responsible for the spiritual development and discipleship of both volunteers and congregation; ensuring we engage the church family to be involved in small groups, spiritual growth and volunteer opportunities. You will also be responsible for the day-to-day operations of the church working in cooperation with the Lead Pastor's direction.

Personal Qualifications:

- Have a clearly articulated personal testimony and call to ministry.
- Subscribe wholeheartedly to the Articles of Faith and Doctrine, constitution and by-laws, vision, mission, and policies of New Life Church.
- Have ministry experience that demonstrates the leading of the Holy Spirit.
- Have demonstrated leadership ability and be able to work well with other staff and ministry volunteers.
- Maintain a spiritual walk with Jesus, through prayer and personal study of God's Word.
- Have the ability to engage and lead the congregation in spiritual growth.
- Credentials with the Pentecostal Assembly of Canada
- First Aid training - New Life will set up a training session for you

Discipleship Ministry:

- Follow and implement the vision for Small Groups and Discipleship Pathway, aligning each area with the overall direction of the Lead Pastor.
- Ensure that all Small Group and Bible studies leaders are being developed spiritually.
- Continue work on systems to ensure Discipleship pathway and Small Groups run with excellence.
- Lead and oversee all Small Group leaders and the direction each group is going.
- Recruit small group leaders and bible study leaders
- Help small group leaders source current material for their studies.
- Weekly updates to the Lead Pastor; informing them on progress and development.
- Be a part of the preaching team as part of a regular schedule, organized by Lead Pastor
- Follow up with new believers and work towards getting them connected to Next Steps, as part of our Discipleship Pathway
- Oversee our Anyone Pray initiative along side Crossroads communications

Connections Ministry:

- Connect with new visitors to the church, on a weekly basis, and follow up with a phone call when a Connect Card is completed
- Create a process in which to convert people from visitors to active congregant.
- Look for ways to get people connected, by using their abilities and talents as part of the New Life serve teams using the spiritual gift tests
- Create, in collaboration with the Executive Assistant, a process to ensure that our online presence is effective in reaching people by looking at systems and social media platforms to connect with more people

Young Adults:

- Lead a life giving Young Adults ministry (ages 18-35) that challenges/encourages/develops faith and relationship with Christ through twice a month meetings, special events, discipleship and serving opportunities.
- Look for creative ways to get Young Adults involved in serving the church, and our community (servant project, donating time and resources to a cause) to help them understand the principles of hard work and generosity.
- Develop and manage the annual budget for Young Adults ministries.

Administration:

- Work with Operations, by noticing and addressing items that are out of place or not working as part of the New Life staff
- Assist with overseeing the setup and tear-down of church-wide events
- Attend all outreach and special church events and serve where needed
- Be the point person for any facility issues; notice and address items that are out of place or not in working order along with the New Life staff
- Assist with the creation of yearly budgets
- Ensure, in collaboration with the New Life staff, that weekly services and events are organized
- Look for ways to help New Life staff be more efficient in their overall function as a team
- Function as a member of New Life staff, performing other duties as assigned, that are directed by Lead Pastor.
- Take on and organize special projects through out the year as directed by the Lead Pastor
- Officiate/assist in church sacraments, baptisms, funerals and weddings (when licensed)
- Work with and be a part of our congregational care team to ensure our church family is cared for

- Work with project management software (Planning Centre) to ensure all projects and assignments are executed in a timely manner
- Attend regular staff meetings and any other scheduled meetings that involve your department and contribute with a positive attitude to encourage other staff
- Be at each event and/or Sunday service, at least 1 hour before start time, to ensure all components are organized and ready. In addition, ensure everything is organized and completed before leaving.
- Develop a positive relationship with all church family and those under your leadership
- Meet with Lead Pastor as scheduled
- This role reports directly to the Lead Pastor.

Expectations:

The Associate Pastor is to be a living example of what it means to follow Christ. A strong leader with a solid work ethic, possessing a passion for teaching God's word and the ability to manage as a Department Head and manager. Being committed to developing in knowledge and understanding of current culture, as well as developing a working knowledge of creative programming related to the programs and special events you oversee and the overall health of the church.