

## **Assistant Pastor Job Description**

### **Pembroke Pentecostal Tabernacle**

**Location:** Pembroke Pentecostal Tabernacle, Pembroke, Ontario

**Position Type:** Full-Time

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### **Position Summary**

The Assistant Pastor serves as a key member of the pastoral leadership team, functioning as the primary support to the Lead Pastor. This full-time role focuses on fostering church health and growth through intentional integration, discipleship, and effective administration. The Assistant Pastor will help advance the church's mission by promoting growth, retention, and long-term sustainability.

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### **Key Responsibilities**

#### **1. Integration**

- Develop and oversee systems to welcome and assimilate new attendees into the life of the church
- Build and give direct leadership to pathways that help individuals move from first-time visitors to active, engaged members
- Collaborate with ministry leaders to ensure newcomers are connected relationally and spiritually
- Monitor and evaluate integration effectiveness, making improvements as needed

#### **2. Discipleship**

- Design and implement discipleship strategies that encourage spiritual growth at all stages
- Oversee, promote, and direct small groups, classes, and mentorship initiatives
- Equip and support leaders to disciple others effectively
- Promote a culture of ongoing spiritual formation within the congregation

#### **3. Administration**

- Assist in the day-to-day operations of the church
  - Provide leadership in planning, organizing, and executing church ministries and events
  - Support systems, policies, and processes that enhance efficiency and accountability
  - Work collaboratively with staff and volunteers to ensure alignment with church vision
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## **Pastoral Support**

- Regular attendance at Staff Meetings
  - Assist the Lead Pastor in general pastoral duties including preaching, teaching, and pastoral care
  - Provide leadership in services, ministries, and special events (ie. Weddings) as required
  - Offer pastoral care such as visitation, counseling (as appropriate), and member support
  - Step into leadership responsibilities in the absence of the Lead Pastor
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## **Leadership Expectations**

- Serve as a trusted advisor and support to the Lead Pastor
  - Demonstrate strong leadership, integrity, and spiritual maturity
  - Foster unity and collaboration among staff, volunteers, and the congregation
  - Model a Christ-centered lifestyle and commitment to ministry
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## **Core Objectives**

This role is instrumental in advancing the church's identified strategic goals of:

- **Growth** – increasing attendance and spiritual engagement
  - **Retention** – helping people remain connected and committed
  - **Sustainability** – building strong systems and leaders for long-term health
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## **Qualifications**

- A clear calling to pastoral ministry and team leadership
  - Degree in Bible/Theology from a recognized Institution
  - Credentialed with, or be able and willing to obtain credentials with the Pentecostal Assemblies of Canada
  - Proven ministry experience in a church leadership role
  - Strong organizational, relational, and communication skills
  - Alignment with the vision, values, and doctrine of Pembroke Pentecostal Tabernacle
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**Other**

- Reports to the Lead Pastor
- Maintain regular, agreed upon office hours, aligned with ministry responsibilities, to ensure availability for leadership, administration, and pastoral care.
- Compensation, and details regarding day Vacation etc., will be determined by the Lead Pastor and Church Board and will be reviewed annually. Benefits are provided.
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Preferred start date for this position is September 1, 2026

If interested in applying please send a cover letter including a brief philosophy of ministry detailing and what specifically attracts you to this position, as well as a Resume with relevant references that may be contacted if needed.

Deadline for Applications June 15, 2026

Send to Rev. Paul Perry, at [pperry@pptchurch.com](mailto:pperry@pptchurch.com).