



Position Responsibilities -hospitality and first impressions

Job Title: Assistant Pastor/Director -Connections & Communications

Status: Part-Time 20-25 hrs per week

Direct Report: Lead Pastor

Primary Responsibilities:

- To be an active disciple of Jesus Christ in every area of life (personally, family, pastorally, in community, and financially).
- Be active and present in the community of Peterborough to build networks and paths of connections that lead people to Calvary Church and ultimately Christ.
- Assist the Lead Pastor in continually improving and overseeing an integration and communications process that results in new and returning guests becoming connected to the first steps in the discipleship process of Calvary Church.
- Oversee communications on Calvary's social media platforms, including equipping content curators, running point for execution of online services, as well as monitoring and responding to various Calvary social platforms (IG, FB & YouTube)
- Work in partnership with the Lead Pastor and staff to provide seasonal New to Calvary, New to Faith, and Water Baptism classes as a part of the integration and discipleship process at Calvary Church.
- Oversee and equip lay leaders to serve and develop team leaders in the area of hospitality/guest services for Sunday mornings and all special events.
- Provide pastoral care to volunteers within your department as needed in partnership with the Pastoral Care Team.
- Maintain accurate records through the church database of new guests, overseeing first time guest workflows and work in collaboration with other departments for follow-up
- Ensure proper management of the funds of Calvary as is designated to your authority.
- Adhere to the Calvary Church Policy Manual as regulated by the Calvary Board.
- Train and develop as needed through reading, conferences, higher education, peer mentorship, etc. as funds permit.
- Participate in all staff meetings, training, and retreats scheduled by the Lead Pastor for the benefit of building team and vision planning.

Secondary Responsibilities

- Communicate in a weekend service as the Lead Pastor asks, including hosting of services on rotation and other pastoral moments in worship services.
- Be a part of strategic teams throughout the year
- Assist other departments on a need-be basis when asked by the Lead Pastor.

Required Skills

- Bible College education or related field of study completed

- A minimum of two years of Pastoral experience
- Self-motivation and independent working skills
- The ability to develop teams and leaders of teams
- Pastoral care giftings and a heart to serve
- Organizational & Administrative skills an asset

To apply for this position please send a cover letter and resume to:

michellem@calvaryptbo.church.

Revised: January 2025