

## JOB DESCRIPTION

Job Title: Lead Pastor  
Reports to: Board of Directors  
Employment Type: Full-Time, Salary  
Last Revised: January 4, 2026

## REQUIRED COMPETENCIES

Spiritual Leadership & Discipleship ~ Teaching & Preaching Excellence ~ Vision Casting & Implementation ~ Pastoral Care ~ Relational Ministry ~ Team Development ~ Organizational Development ~ Effective Communication ~ Emotional Intelligence ~ Administration

## RESPONSIBILITIES & DUTIES

### Spiritual Leadership & Teaching

- Communicate and provide spiritual direction and ministry leadership for the church and staff.
- Disciple and instruct the church family through preaching and teaching the Word of God, in alignment with 2 Timothy 3:16–17.
- Pray faithfully for the church family and all matters pertaining to the ministry of the gospel.
- Encourage and promote a Pentecostal experience within the congregation.
- Commit to living as an example to the church, reflecting the standards of Galatians 5:22–23; Ephesians 5:18; 1 Timothy 3:1–6; Titus 1:6–9.

### Pastoral Care & Ministry Functions

- Provide pastoral care, support, guidance, and spiritual counsel to the church family.
- Perform and lead dedications, weddings, funerals, water baptisms, prayer ministry, and other pastoral functions.
- Cultivate a positive, healthy environment for spiritual growth and discipleship.

### Vision, Strategy & Community Engagement

- Encourage and facilitate church vision and direction discussions with staff, board members, and the congregation.
- Oversee outreach initiatives and community engagement efforts in collaboration with staff.
- Provide vision and framework for local, regional, and international mission efforts.

### Staff Leadership & Development

- Collaborate with the leadership team to ensure adequate staffing levels (paid and volunteer).
- Mentor and support staff, fostering development and alignment with ministry goals.
- Assist in creating and reviewing job descriptions and performance evaluations.
- Equip staff by setting goals, defining expectations, and conducting annual or as-needed performance evaluations.



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## Administration & Financial Oversight

- Manage the administrative responsibilities associated with the office of Lead Pastor.
- Oversee and execute the annual church budget, ensuring alignment with ministry priorities and responsible stewardship.
- Provide input and oversight to ensure financial stewardship.
- Communicate regularly, relevant information related to spiritual health and ministry metrics to the board of directors and congregation.

## Governance & Board Collaboration

- Work with the board to develop, implement, and uphold church policies and procedures.
- Collaborate with the board in reviewing and assessing candidate applications for membership and ministry leadership roles.
- Chair the Annual Members' Meeting and other required business meetings.
- Serve, alongside the board chair, as spokesperson for the church in community and legal matters.

## Denominational Responsibilities

- Support initiatives and personnel within the Windsor Section, the Western Ontario District, and the International Office of the PAOC.
- Ensure all required reporting is submitted in a timely manner to the District and International Office.
- Maintain PAOC credentials in good standing.

## Facilities Oversight

- Oversee the general condition and operational details of church facilities, ensuring they support ministry effectiveness.
- Report maintenance concerns to the board and execute approved directives in a timely and responsible manner.

## EDUCATION, EXPERIENCE & CREDENTIALS

- 5-10 years of progressive Pastoral Ministry experience.
- 3-5 years of leading ministry team(s) and staff as a Lead Pastor - preferred.
- 3-5 years of demonstrated experience in church administration and organizational leadership
- Bachelor's Degree - required (Theology, Biblical Studies, or Pastoral Ministry - preferred)
- Valid PAOC credentials - Ordination required.
- Valid G driver's license - required.
- Legally able to work in Canada.

## COMPENSATION PACKAGE

- Annual Salary Range (\$70-\$80K).
- Medical Benefits.
- RRSP, DPSP match.
- Annual vacation as per EGCC policy.
- Interest-free Housing Loan Provision (\$25K).