



ASSISTANT PASTOR VACANCY DESCRIPTION
FULL-TIME

The Assistant Pastor is responsible for cultivating a positive working relationship with the ministry team and the congregation. S/he is also the Lead Pastor's representative to the congregation and community. This requires grace under pressure, the ability to manage multiple tasks and the willingness to joyfully embrace the vision and values of the greater church. A positive attitude and strong interpersonal skills are required.

This pastoral position is often involved in sensitive situations and the handling of privileged information which requires discretion. The successful candidate will be expected to maintain strict confidentiality when dealing with these pastoral, church board, or congregational related matters. Caring for their own soul and family, and leading a spiritually healthy life for others to follow is extremely important.

Richmond Pentecostal Church (RPC) comprises a congregation of roughly four hundred people. Richmond is a growing city with many families and individuals, representing residents from across a breadth and depth of life's ages stages. Many residents within Richmond have moved here from other countries. This vacancy represents an opportunity for the church to continue to expand and develop its ministry and discipleship to the Greater Vancouver Region. The Assistant Pastor reports to the Lead Pastor and will assist him in the mandate to care for and disciple the church family of RPC and to reach out to the community.

A. QUALIFICATIONS

- a. Bible college or seminary education.
- b. Ministerial credentials with the Pentecostal Assemblies of Canada. The ideal candidate will be an ordained minister. However, consideration will be given to candidates holding at minimum a license to minister.
- c. Minimum five years' experience pastoring full-time.
- d. Natural giftedness in discipleship ministries, with an ability to relate to both churched and unchurched people across a breadth and depth of life's ages and stages.
- e. An ability to teach and convey Scriptural truths for the purpose of discipling.
- f. A self-motivated leader.
- g. Administrative abilities sufficient to manage the communications, organization, media, and scheduling required for ministry in a sizeable church context.
- h. Eligibility to work in Canada.

RESPONSIBILITIES

B. LIFE GROUPS

- a. To declare through Life Groups and adult electives the greatness of God and the way of salvation.
- b. To work closely with the Lead Pastor on the development of a healthy Life Group network that cares for a large percentage of our church family through relational connectedness.
- c. Work to create a 'Life Group' catalogue that would easily profile the groups and clearly communicate 'entry points' for newcomers.
- d. Develop a promotional strategy with the Lead Pastor that would include a permanent presence in our lobby with creative 'visible' efforts, making a Life Groups promotions and registration table present in the lobby a few weeks per cycle.) This effort will be coupled with the development of a robust announcement and promotional strategy for the Life Groups ministry at the launch of each cycle.
- e. Organize and facilitate leadership development times with the Life Group leaders.
- f. Serve as a coach to Life Group leaders.
- g. Help newcomers find a Life Group to belong to by responding weekly to requests as they come to our attention.
- h. Facilitate and maintain web communication for Life Group leaders (i.e. weekly feedback form; weekly videocast; weekly discussion questions, etc.)
- i. Consistently recruit and train new Life Group leaders and co-leaders.
- j. Help foster an environment where Life Groups birth new groups.
- k. Develop intentional opportunities for Life Groups to add value by practically engaging the surrounding community.
- l. Develop and plan Life Group curriculum based on current teaching series, Scriptural studies, and topical studies dependent upon the Life Group cycle. Facility and ease of usage of media such as Right Now Media and other media sources required.
- a. In addition to Life Groups, Plan, promote, organize and facilitate three adult electives per year (Fall / Winter / Spring).

C. PASTORAL CARE, DISCIPLESHIP MINISTRIES, and SPIRITUAL FORMATION

- a. To provide an environment to facilitate and to expand the pathway of discipleship (Pre-Christ through to church board membership eligibility) where individuals can take 'next steps' in their growth towards Christ.
- b. To facilitate a climate of equipping for both the believer and not yet convinced who gather at RPC.
- b. Provide pastoral care support to the Lead Pastor by visiting those in hospital and/or shut-ins.
- c. Establish and develop a visitation team to help meet the needs of the congregation and community.
- d. Provide pastoral counseling to congregants when needed.
- e. Provide support to the Lead Pastor related to officiating baby dedications, baptisms, weddings, and funerals.

- f. Develop a prayer ministry and team that provides intercessory support to those in our congregation.
- g. Oversight of the Alive! Senior's Ministry, serving as Pastoral Liaison to the group's coordinator and committee.
- h. Possible oversight of the Men's Ministry, including serving as a pastoral liaison to the ministry's committee and coordinator.
- i. Possible oversight of the marriage and family ministry including serving as a pastoral liaison to the ministry's committee and coordinator.
- j. Oversight of the RPC's short-term ministry plans including coordination of logistics when the church sends short term mission teams.
- k. Connections ministry: Follow-up of all contacts (in particular newcomers), encouraging their engagement in available church ministries and activities, and overseeing the entry of contact information into the Tithely Church Management System.
- l. Coordinating the Connections Ministry team by screening, recruiting, and training volunteers to serve as greeters, ushers, and other areas.
- m. Responding to website inquiries regarding church ministries and activities (and receiving submitted prayer requests).

D. PREACHING / TEACHING

- a. Partner with the Lead Pastor in the strategic planning of teaching series' for the weekend gatherings.
- b. To be included in the preaching/teaching schedule for the main weekend gatherings.

E. ADMINISTRATION and OVERSIGHT

- a. In the absence of a Church Administrator, the Assistant Pastor will:
 - i. oversee and coordinate custodial and reception staff (including management of their schedules) in partnership with the Lead Pastor.
 - ii. Manage the administration side of the Church, including:
 - 1. contract renewal
 - 2. liaising with all vendors and contractors
 - 3. assisting with new projects, including facilities and building maintenance
 - 4. assist with general administration of the church as required
- b. To partner with the Lead Pastor in leading weekly staff meetings when asked.
- c. Related to the above, the Assistant Pastor will serve as the Lead Pastor's designate when the Lead Pastor is away for a short periods for ministry, conferences, or vacation.

F. GENERAL EXPECTATIONS

- a. A personal and growing relationship with God, leading a life that is consistent both in public and private that would reflect a deep devotion to Christ in a manner that is worthy of emulation.
- b. Evidence of a vocational calling to ministry consistent with Scriptural mandates for leaders (Ephesians 4).
- c. A demonstrable desire to continue to learn and grow.
- d. A demonstrable commitment to being mentored and to mentoring others.

- e. To be supportive of and loyal to the entire pastoral team and to contribute to the health of the church family.
- f. In-person attendance and engaged participation at weekly staff meetings.
- g. To be supportive of and loyal to the entire pastoral team and to contribute to the health of the church family.
- h. Provide general pastoral assistance in helping the Lead Pastor with ministry to the entire church by fulfilling the responsibilities outlined within this vacancy description, but also by fulfilling other responsibilities as occasionally and additionally assigned.
- i. Handle conflict in a biblical and harmonious manner and to promote unity within the sub-congregation and congregation at large.
- j. Maintain regular in-person office hours and communication.

APPLICATION PROCESS

Applications are to include:

- a. A cover letter
- b. A resume (including three references)
- c. A single page statement of your philosophy of pastoral ministry

Applications can be emailed directly to RPC's Lead Pastor Aaron M. Ross, aaron@rpcchurch.ca