



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Associate Pastor (Gather)	<b>DATE</b>	April 2024
<b>REPORTS TO:</b>	Lead Pastor	<b>DEPARTMENT</b>	MLT

### POSITION SUMMARY:

The candidate in this fulltime role will serve in place of the Lead Pastor when he is away. The workload will be spent according to the following percentages: *Spiritual Instruction & Care = 40%; Ministry Focus = 40%; Human Administration/Supervision = 20%.*

### JOB PURPOSE:

This position exists to provide pastoral leadership and oversight of Sunday gatherings (Worship, Tech, Communications & First Impressions Teams), and to serve as associate to the Lead Pastor, giving leadership to the staff and church in Sunday gatherings and in the office in his absence.

### DUTIES AND RESPONSIBILITIES:

#### Sunday Gatherings:

1. Associate to Lead Pastor
  - Assist Pastor Derrick in envisioning ministry, and giving leadership to the church and staff, as needed
  - Supervise direct reports
  - Responsible for budget and financial accountability for areas of oversight
  - Working in conjunction with Lead Pastor in “Go” initiatives, including giving oversight to short-term missions trips and teams, and also going and leading STM teams.
  - Preaching and teaching responsibilities
2. Worship Ministry
  - Develop, implement, evaluate strategic vision for the effective operation of worship ministry in conjunction with the overall vision of CLA
  - Provide leadership, pastoral care, accountability, necessary resources, communication, inspiration to staff and volunteers
  - Oversee Worship Director
  - Oversee Worship budget
  - Ensure the coordination, administration, and scheduling of rehearsals
  - Oversee Sunday Design Team
3. Technical Team
  - Provide pastoral leadership and oversight to Tech staff and volunteers
  - Liaise with Tech Director for projects
  - Provide support and accountability for ongoing development and training
4. First Impressions
  - Relate closely with staff and key volunteers overseeing FI teams: greeters, ushers, guest services, first responders
  - Oversee recruitment, training, motivation and potential termination of staff and volunteers
  - Oversee First Impressions budget, including ongoing monitoring of finances
  - Directly supervise First Impression Coordinator

5. Communications Team

- Give oversight to Communications Director
- Liaise between department and MLT
- Help resolve conflicts that may arise between departments or within department
- Help oversee Communications budget

**Staff Function:**

- With MLT, provide vision and guidance over leadership development which may embrace volunteer pastors, cadre, and potential School of Ministry.
- Work with Lead Pastor in Network
- Liaise with staff and volunteers in providing special services/productions (i.e. Christmas, Easter, Canada Day, Fall Kickoff) and other major church projects and events arising

**KNOWLEDGE, SKILL, ABILITY**

- Plan, organize, and coordinate volunteers and staff.
- Demonstrates professional ethics and principles.
- Demonstrates excellent communication skills both verbal and written.
- Provides consistent leadership skill and humility in responsibility of second chair leadership.
- Demonstrates knowledge of and skill at problem solving.
- Maintains knowledge and skill level to provide expert delivery of services.
- Demonstrates solid knowledge of fiscal responsibility.
- Maintain productivity and focus during periods of interruptions.
- Proven ability to multitask with strong attention to detail.
- Sound mentorship and counselling skills.
- Ability and desire to thrive in a team environment.
- Ability to gets things done – prioritization, planning, goal setting, tracking.
- Strong people skills – leading, teambuilding, caring, empowering, coaching.
- Able to adapt ability to handle pressure, maintain positive outlook & disposition.
- Deep and growing personal relationship with God.
- Consistent evidence of the fruit of the Spirit.
- Innovation, integrity and servant-hearted.
- Committed to lifelong learning.
- Positive & future focused.

**BEHAVIOURAL COMPETENCIES**

**Spiritual Focus:** To live an authentic and growing Christian life.

**CLA Focus:** Ability and willingness to align one’s own behaviour with the overall mission and strategies of CLA:

**Our Mission:** Joining God in transforming our lives, neighbourhoods, nation and world.

**Our Strategies:**

1. **GATHER:** Regularly attend CLA’s Sunday church services.
2. **GROW:** Engage in meaningful, growing relationship with God and other Christ-followers in CLA.
3. **SERVE:** Volunteer my time and talents to serve others in or through CLA.
4. **GO:** Share my faith through love and good deeds in my neighbourhood and world.

**Service Focus:** Desire to focus one’s efforts on discovering, meeting and serving the needs of the others as they align with the ministry focus and goals

**Teamwork:** Work cooperatively within teams, work groups and across CLA to achieve overall vision and goals.

**Flexibility:** Willingness to adapt to and work effectively within variety of diverse situations

**Problem Solving:** Ability to review situation, organize the information, identify some key factors and suggest/generate solutions.

**Relationship Building:** Able to establish and build rapport with others within the overall objectives of the ministry.

**Accountability:** Setting of high standards of performance and holding team members, and others accountable for results and action.

**Faith & Character:**

Deep and growing personal relationship with God

Consistent evidence of the fruit of the Spirit

Integrity, Humility, Servant Heart

Committed to life-long learning

Enthusiastic Team Player

Positive & future focused

Innovative

**QUALIFICATIONS**

- Degree preferably in pastoral theology. 10 years Church Ministry or equivalent. Ministry in congregation as pastor. Staff Leadership (3-6 people). Communication - pulpit and significant public speaking.
- Education, Credentials, Theology
  - Post Secondary Diploma/Degree from Bible School or Equivalent
  - Ministerial Credentials with PAOC (or recognized by PAOC) or engaged in Credentialing process
  - Embraces PAOC theology
    - Filled with Holy Spirit
    - Operation of Gifts of the Holy Spirit

*Note: This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.*