

POSITION FOCUS - Assistant Pastor

POSITION TITLE:	Assistant Pa	stor	EMPLOYEE:		
REPORTS TO:	Lead Pastor		SUPERVISOR	: Jaz Ghag	
EMPLOYMENT CL	ASSIFICATIO	ON:			
1. Job Category: Pastoral Team					
2. Continuit	ty: • R	egular 🔘	Temporary		
3. Work Arr	angement:	● Full Time	O Part Time	Hours per Week: 40-50	
4. Compens	sation:	Salary starting at \$4	O Hourly 15-\$55k based o	n experience	
5. Holidays	:	○ No	• In accordance	with BC labour requirements	
6. Benefits	Eligibility:	Yes	O No		
ROLE SUMMARY:					
CLA exists to Discover, Declare, and Demonstrate the Heart of Jesus. The primary purpose of this role is to provide assistant pastoral leadership to developing family ministry and new internship program, along with supporting and developing volunteers/coordinators. The secondary purpose of this role is to give oversight and strengthen overall ministry by working to develop leaders and ministries at CLA. Our current vision is to see 1% of our community come to know Jesus Christ personally with a focus on young families and children.					
POSITION REQUIREMENTS/QUALIFICATIONS:					
1. Education & Experience					
	Theological	training			
	Ministry train	ning			
	Experience I	eading minist	ry		
	Experience v	with kids, yout	h & family minis	try	

2. Competencies (Skills, Knowledge, Abilities, Training) Display a high level of trust, discretion, and accountability working in a ministry capacity with vulnerable aged people ☐ Embrace a holistic understanding of the many facets of a healthy ministry Ability to grow the CLA church identity, along with developing other aspects of CLA ministries, with vision, and a strategic plan Strong leadership skills to recruit, equip, and encourage a healthy volunteer team Excellent administrative skills including systems, communication, and computer skills 3. Commitment Committed and mature follower of Jesus Christ in agreement with the doctrines of the Pentecostal Assembles of Canada Statement of **Essential Truths** Serve as an ambassador for Christian Life Assembly; committed to living and promoting our Mission, Vision, Values, and Culture. **KEY CONTACTS/RELATIONSHIPS:** 1. Internal: Lead Pastor, Ministry Coordinators, and Department Volunteers 2. External: Congregants, Suppliers, and Community Services **POSITIONAL AUTHORITIES:**

1. Expense: Eligible for a ministry related expense reimbursement up to \$100 with discretion unless pre-approved by Lead Pastor

2. Custody: Master key holder, Office key holder

3. Systems: Access for social media and website accounts, email and creative software, criminal record checks, alarm company

CEY MAND	ATED RESPONSIBILITIES:
	Family ministry development
	 Cast vision and mission to grow CLA Family Ministry Further enhance and strengthen CLA branding, systems, and curriculum Develop a strategic plan to ensure the kids ministry will continue to meet the growing needs of CLA Develop relationships with families and continually be innovative to start new Family ministries
	Provide team leadership to the family ministry
	 Recruit new individuals to join the team Shepherd the volunteer leaders by providing care, encouragement, and relational connection Train and equip new and existing volunteers Strong communication involving volunteer expectations and direction of the ministry
	Provide practical and administrative leadership to the family ministry
	 Prepare and manage kids ministry and volunteer schedules using effective means Ensure curriculum and supplies are adequately prepared for each respective classroom and age group Ensure Plan to Protect policies are followed Process Criminal Record checks and follow up on references for new volunteers Ensure weekly sign-in and systems are in place and running smoothly
	Develop new internship program to create leadership stream for CLA
	 Explore and develop a working internship program for individuals interested in learning about ministry Discover effective way to recruit and advertise internship program Bring on-going leadership to internship program Process Criminal Record checks and follow up on references for new interns

KEY PERFORMANCE EXPECTATIONS & GOALS: П Participate in weekly worship gathering as well as office and flex time during the week Ensure all aspects of Sunday CLA Ministry is carried out in the most П excellent way possible П Ensure Plan to Protect policies are being followed to help guarantee the safety of all children and families while they are at CLA Recruit new volunteer leaders and strengthen the current team П Develop a long term strategic plan for kids ministry at CLA including volunteer development and expanding into more classes with distinct age groups Communicate with the lead pastor on ways we can be more effective П Support the leadership of CLA by providing helpful follow-ups and information Participate in young families ministry initiatives П Serve as a pastoral leader in the church, participating in other areas and supporting other team members Take care of your spiritual life and personal life to ensure you are healthy П for church ministry Serve as an influencer in the overall ministry of CLA. Display a care, concern, and willingness to see our church community grow in health and strength. Having a servant attitude and willingness to help **Annual Acknowledgement:**

Supervisor

Date

Employee