

Sample Job Description #1

**Effective Date:** March 2018

**Title:** Associate Pastor of Community Life

**Accountability:** ToSenior/Lead Pastor

**Overview:**

WonderChurch Fellowship is a growing church of about 400, enjoying interdependent relationships with Fellowship Pacific churches in B.C. and Yukon. We are seeking a Director of Community Life who will be responsible for a growing ministry portfolio covering all aspects of church life that engage people in deepening their faith and building community. The Director will provide definition to how we disciple people and build community amongst the church family as together we fulfill our vision of loving God, loving people and making disciples.

**Position Purpose:**

The Director of Community Life serves as our primary ministry leader for all ministries related to discipleship and community life. This candidate will work alongside the Lead Pastor in developing strategies, leadership, and programs that will engage the church in their responsibility to grown in Christ-likeness and true community This currently includes, but is not limited or bound to, our Community Groups, missions focus, prayer ministry, evangelism ministry, men’s ministry, senior’s ministry, and care and counselling ministries.

**Key Responsibilities:**

1. Active participation in the creation of a leadership culture to ensure that each ministry portfolio is led effectively
2. Effective recruitment and oversight of a leadership team for each area of ministry responsibility.
3. Effective management of all staff working in the department to ensure that agreed upon plans are executed as directed
4. Represent the church in the community and the larger kingdom of God.

**Key Tasks:**

1. General Leadership of Community Life (55%)
   * Oversee all Community Life initiatives and programs including all discipleship initiatives and all community building initiatives within the church
   * Develop and communicate vision and direction for the ministry ensuring that it aligns with our mission, vision and values
   * Develop and carry out long range planning for the various ministries within the portfolio including the development of goals and objectives to advance the mission and ministry of the church
   * Evaluate a variety of Bible-based curriculum for each ministry area and incorporate the best available curriculum for the ongoing development of each group in the Community Life portfolio
   * Stay current on trends in culture and ministry as they relate to each ministry area within the portfolio
   * Ensure effective and regular communication with ministry leaders and key volunteers
   * Provide pastoral care to ministry leaders and key volunteers within the various ministries
   * Develop and manage the departmental budget.
   * Ensure proper recruitment, screening, orientation and training of all volunteers including criminal record checks when required
   * Ensure proper policies and procedures are in place for each are within the ministry portfolio
2. Leadership Development (25%)
   * Build and train a team of teachers and leaders who are able to accomplish the various initiatives and objectives of the Community Life portfolio
   * Develop and empower a lead team to help clarify and accomplish the goals of the Community Life
   * Provide opportunities for leaders to attend seminars to aid in their leadership growth.
3. General Pastoral Ministry (15%)

* Provide mature, effective pastoral care and ministry to members of the church family
* Provide leadership and direction to an assigned intern
* Preach occasionally as required by the Senior/Lead Pastor
* Conduct baptisms, weddings and funerals along with attendant ministry as required
* Participate in a leadership role in worship services
* Participate in the local ministerial association and engage with Fellowship Pacific

1. Administration (5%)

* Each member of the pastoral team is responsible for elements of their own administration; managing their calendar, email, budgets, including submitting their receipts in a timely fashion, and other administrative functions.

**General Comments:**

1. Skillset

* Outgoing
* Gregarious
* Collaborative
* Relational
* Outstanding communicator
* Good multi-tasker
* Very organized

1. Education and Experience

* 3 to 5 years of experience in a similar pastoral or leadership role
* An undergraduate degree in biblical studies, theology or Christian Education
* A master’s degree in a related field would be considered an asset
* A different combination of education and experience will also be considered

**Final Note:**

The position of Pastor requires great flexibility in hours available for work, including evenings and weekends.

All staff members are paid based on a 37.5 hour work week. However, those in leadership or pastoral roles are expected to work additional hours in keeping with the voluntary service given by a layperson.

No staff member is expected to work more than 45 hours per week.

Due to the nature of this position, flexibility at specific times and seasons to accommodate ministry events will be necessary. A basic weekly work schedule will be agreed upon with the direct supervisor.