

**MINISTRY**

Pastoral

**TITLE**

Associate Pastor

1.0 FTE

**KEY RESPONSIBILITIES**

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**Leadership**

- Work with the Lead Pastor to develop a culture of mission within Bethel Church.
- In all aspects of ministry uphold and communicate Bethel's Mission, Vision, and Values.
- Attend Council meetings along with the Lead Pastor and work with him to provide effective leadership to Bethel.
- Work with the Lead Pastor to initiate and communicate ministry directions.
- Work with the Lead Pastor, as requested and needed, to develop staff and leadership retreat themes and materials, including presenting materials.

**Preaching**

- Preach monthly or more as requested by the Lead Pastor.
- Share in leading worship services and the sacraments.

**Spiritual Formation**

- Develop and oversee Bethel's discipleship track from prospective member to growing disciples.
- Ensure the Discover Bethel Class is conveying mission, vision, and values of Bethel Church to prospective members.
- Facilitate conversation between ministry leaders responsible for faith development in children and adults with a view towards creating continuity with Bethel's mission, vision, and values, and ensure a continuous discipleship track for all ages.
- Equip Small Groups to effectively reach into their communities and areas of influence.
- Equip House Church development and leadership mentoring.
- Write Bible Study materials for a few sermon series every year for Small Group discussions.
- Be prepared to teach classes as required.

**Young Adult Ministries**

- Work with the Director of Youth ministries to ensure a smooth transition from Grade 12 to young adulthood.
- Explore pathways to ensure full integration and participation of young adults in the life of the church.
- Lead a young adult ministry team to provide activities for connection, and Bible studies for spiritual enrichment.
- Create opportunities for connection with young adults on Sunday mornings.
- Be a presence at King's university to support Bethel students and their friends.
- Be available for counselling and mentorship of young adults.
- Lead an annual young adult retreat.

**Congregational Care**

- Provide pastoral care in coordination with the Lead Pastor
- Give pastoral support in situations of special need such as critical illness, loss of a family member, family crisis, and where other serious needs present themselves.
- Ensure that pre-marital counseling is available to couples preparing for marriage.
- Be available to officiate at weddings and funerals.
- With the Lead Pastor, be available to the Deacons where support or advice is needed.

**Bannerman and Area**

- Provide guidance, encouragement, and oversight to various ministries within Bethel in consultation with the Lead Pastor.
- Give oversight to those ministries focused on Bannerman and area (Food Bank, Kids Club, Taekwondo, Canada Day festivities, etc.)
- Facilitate dialogue between the various Bannerman-focused ministries to ensure a unified vision and purpose in keeping with the Bannerman Ministry principles.

**Prayer**

- Engage in prayer for the ministries and people of Bethel, especially for those in the ministries directly engaged in.

**Representation**

The Associate Pastor represents the following Ministries on the Ministry Leadership Team:

- Small Groups and House Churches
- ESL Ministry
- Kids Club
- Love Bannerman Activities including the Canada Day BBQ
- Taekwondo

\*Note: This job description is flexible upon discussion with the Lead Pastor, and taking into consideration spiritual gifts, etc.

**QUALIFICATIONS**

- Is emotionally healthy, Christ-centered, spiritually mature, and practices spiritual disciplines
- Has a demonstrated expertise in vision casting, leadership skills, and volunteer recruitment
- Is able to work within a team environment; is a team builder
- Has joy and enthusiasm in serving
- Is an encourager of others, self-motivated, and an effective time manager
- Displays discernment, wisdom and discretion
- Has a servant leadership ethic that is built on a foundation of love and compassion
- Has strong communication, presentation, written, and interpersonal skills
- Has competent computer skills, and is able to manage budgets and finances

**REPORTS TO:**

- Lead Pastor - directly