

Kemptville Pentecostal Church
POSITION TITLE: ASSISTANT PASTOR



POSITION SPECIFICATION: Permanent 1/5 Worship Pastor
Permanent 4/5 Assistant Pastor

Note: These 2 positions can be combined or be filled separate

REPORTS TO: Lead Pastor

SPIRITUAL QUALIFICATIONS:

- Is a devoted follower of Jesus Christ committed to a personal life of holiness and biblical values that exceeds that required of members in KPC's constitution and by-laws, and includes:
 - a) Maintaining a consistent devotional life (practicing the disciplines of prayer and Bible reading)
 - b) Faithfulness in stewardship of time and tithes
 - c) A life without reproach in the community

Personal Qualifications:

- Knows he/she is called of God to a lifestyle in ministry of equipping God's people for works of ministry and considers ministry to be a calling (not a job/profession)
- Holds ministry credential with The Pentecostal Assemblies of Canada
- Is committed to the doctrines and practices of The Pentecostal Assemblies of Canada as set out in the Statement of Fundamental and Essential Truths
- Demonstrates a Godly love for people and has a passion to reach lost people with the Good News of Jesus Christ and to grow them in the faith

WORSHIP/ASSISTANT PASTOR

TASKS/RESPONSIBILITIES:

1. WORSHIP PASTOR

- Active participation, leading, coordinating and mentoring worship team

2. ASSISTANT PASTOR - MINISTRIES LEADERSHIP & OVERSIGHT

- Community Outreach
- Oversee and help coordinate CE and Youth Volunteers
- Responsible for the Plan to Protect
- Start-up and focusing on reaching young couples and young families
- Start a small group for young adults and/or young families
- Organize and manage online presence (Facebook, Instagram, Twitter, Website)
- Knowledge on how to run multimedia sound system, live stream, and audio visual
- Innovative ideas for ministry are welcomed

2a. OTHER PASTORAL DUTIES

- Assist in all Pastoral duties as requested
- Speaking at least once every six weeks
- Participate in Newcomer's Welcome and assimilation in Church life
- Help with weddings, funeral, communion, membership class, house dedications, baby dedications, water baptism & related preparation as requested/needed

ACCOUNTABILITY:

- Accountable to the Lead Pastor
- Staff are strongly encouraged to have an accountability partner with whom they meet regularly;
- Provide check-in report weekly and engage in a bi-weekly standing appointment with the Lead Pastor
- Will provide regular progress reports of ministry activities and objectives to the Lead Pastor
- Will prepare an Annual Budget in consultation for ministries you oversee and coordinate for submission to the KPC Finance/Budget Committee for their consideration and inclusion in the Annual Church Budget

RENUMERATION:

- Salary and benefits determined by the Board
- Vacation time will be according to the KPC church policy as approved by the Board, beginning with 3 weeks' vacation, plus 2 more Sundays/weekends throughout the year

KEY SKILLS REQUIRED:

- Bachelor's/other degree/diploma in Biblical studies or related field is required
- Strong abilities and experience in equipping leaders and working with teams
- Excellent leadership/facilitation and communication skills
- A willingness and ability to pioneer new things and inspire others to new initiatives
- Solid integral work ethic and willingness to do what it takes to get the job done.

Please send inquiries and/or resumes to kohls.s.m@gmail.com