



*One Church, One Message, Many Expressions*  
[www.porticocanada.ca](http://www.porticocanada.ca)

**Job Description: Associate Pastor CONNECT,  
GROW & SERVE, PORTICO Milton  
December 2024**

**PORTICO'S MINISTRY OVERVIEW**

PORTICO Community Church, is a Christian church, incorporated as a registered Canadian not-for-profit charity, affiliated with the Pentecostal Assemblies of Canada (PAOC), serving the Greater Toronto Area (GTA) with campuses located in Mississauga and Milton.

PORTICO's senior pastor, elected by the official members, reports to the board of elders on vision, direction, ministry and church operations. The senior pastor is empowered and monitored through policy governance for the hiring, management and care of all ministry staff and for the oversight of ministries, facilities and operational matters.

**PORTICO'S MINISTRY OBJECTIVES**

PORTICO Community Church is passionately committed to its mission, vision and core values as defined below:

**PORTICO'S MISSION**

*"Helping people find their way back to God."*

**PORTICO'S VISION**

*"One Church, One Message, Many Expressions."*

**PORTICO'S CORE VALUES**

*"CONNECT with Christ and His family"*

*"GROW together in Christ likeness"*

*"SERVE Christ's mission in the world."*

**PORTICO'S ENDS**

PORTICO strives to fulfill God's purpose and design for His church as expressed through PORTICO's stated ENDS.

*We believe that because of PORTICO, people will Be Disciples who:*

*CONNECT with Christ and His Family*

*Mathew 4:19 "Come..."*

*Mathew 11:28-30 "Come to me..."*

*GROW together in Christlikeness.*

*Mathew 4:19-20 "...follow me..."*

*Mathew 11:28-30 "...learn from me..."*

*SERVE Christ's mission in the world.*

*Mathew 4:19-20 "...I will send you out..."*

*Mathew 28:19-20 "Go, and make disciples of all nations..."*

*And, there will be healthy, self-sustaining expressions of disciple-making communities that have capacity to reproduce themselves and are fully aligned with PORTICO's Mission.*

#### **ASSOCIATE PASTOR CONNECT, GROW & SERVE, PORTICO MILTON**

Under the supervision of the Campus Pastor, PORTICO Milton, the Associate Pastor, CONNECT, GROW & SERVE, PORTICO Milton, will oversee the CONNECT, GROW and SERVE core values at the Milton Campus, focusing on building community and encouraging spiritual growth through Growth Groups, pastoral care, support for newcomers and management of existing and new ministry partners (volunteers).

The Associate Pastor, CONNECT, GROW & SERVE, PORTICO Milton will have a firm grasp on the church's mission, vision and strategy, and working in harmony with the pastoral team and ministry staff, will equip leaders and ministry partners to carry out PORTICO'S ENDS. To accomplish the expectations of this role, their emphasis will be given to building robust systems of relational and spiritual trust amongst all staff, ministry partners and church attendees, to ensure that the church is healthy, vibrant, and growing.

This role necessitates a leadership style that is servant-hearted and characterized by Christ-like attitudes. The leader must embrace a passion for individual spiritual development, exercise open and honest communication, be intentional in committing to initiating reconciliation & restoration when in disagreements, and express and maintain loyalty, confidentiality & support of the church leadership. Strong technical and operational skills and experience, as well as a thorough understanding and commitment to working in a large church, multi-staff setting, will be critical for success in this role.

The Associate Pastor, CONNECT, GROW & SERVE, PORTICO Milton will be directly supervised by the Campus Pastor, PORTICO Milton, which includes but is not limited

to: leadership support, goal setting, performance evaluation, mentoring and training.

## **KEY AREAS OF RESPONSIBILITY**

### ***Growth Group Ministry***

- Work closely with the Associate Pastor of GROW on the development of Growth Groups at the Milton Campus.
- Equip Growth Group leaders with resources and training, including the use of RightNow Media, to foster group engagement and spiritual growth.
- Recruit and mentor new Growth Group leaders and provide ongoing support to existing leaders to enhance their effectiveness.
- Meet with individuals interested in joining a Growth Group, facilitate connections, and track attendance and engagement through Salesforce and Planning Center.
- Work toward achieving the strategic goal of one Growth Group per 10 adults at PORTICO, regularly reporting progress to the Campus Pastor, PORTICO Milton.
- Establish a repository of study materials and resources for Growth Group leaders and teams.

### ***Pastoral Care***

- Under the Campus Pastor, PORTICO Milton's supervision, provide pastoral care, including prayer and visitation support, ensuring timely and compassionate responses to congregational needs.
- Lead prayer teams for Sunday services and special events, overseeing their training and development.
- Oversee the pastoral visitation team for home and hospital visits, prayer support, and crisis care, tracking activities in ClickUp for efficient follow-up and reporting.
- Coordinate with the Senior Associate Pastor to provide Emergency Pastor on Call coverage, in-office and after-hours pastoral support for the Milton Campus.

### ***Marriage Pathway***

- Collaborate with the Senior Associate Pastor to develop and support pre-marriage and marriage enrichment events, including "Marriage Foundations for Engaged Couples" and ongoing marriage support.
- Oversee marriage counseling, equipping events, and other marriage enrichment opportunities, in partnership with the Senior Associate Pastor.

### ***First Impressions and Guest Experience***

- Lead First Impressions teams (e.g., greeters, parking, hospitality) to create a welcoming environment, fostering a culture of authenticity and community.
- Recruit, train, and mentor first impression volunteers to ensure a high-quality guest experience.

### ***Ministry Partner Management***

- Work in close collaboration with the Associate Pastor of Serve on Ministry Partner

initiatives, aligning with SERVE values for effective ministry partner engagement and growth.

- Mentor and support ministry partners within GROW, CONNECT, and Pastoral Care ministries, providing leadership and ensuring alignment with church objectives.

### ***Ministry Coordination and Support***

- Oversee coordination for baptisms, communion, weddings, funerals, and follow-ups for new attendees. Maintain alignment with the Mississauga Campus for a smooth and cohesive experience.

### ***Preaching and Teaching***

- Fulfill preaching and teaching responsibilities on Sundays and GROW Nights as assigned by the Campus Pastor, PORTICO Milton.

### **LEADERSHIP EXPECTATIONS**

As a member of PORTICO's pastoral staff, this role requires that you personally embrace, actively promote and support PORTICO's mission, vision, core values and Ends within all expressions of the church community.

This position is often involved in sensitive situations and the individual may become aware of privileged information requiring sound judgment and discretion. Strict confidentiality must be maintained when dealing with the elder board, pastoral or congregational related issues. A violation of confidentiality is grounds for immediate dismissal.

### **LEADERSHIP COMPETENCIES AND QUALIFICATIONS**

- Certificate or degree in theology, or a related field.
- Minimum of five (5) years in pastoral leadership, small group ministry, or a related ministry area.
- Proficiency with church management software an asset.
- Strong organizational skills, and proven ability to recruit, develop, and mentor volunteers.
- Strong commitment to PORTICO's CONNECT, GROW, and SERVE core values, with a collaborative spirit across campus and ministry areas.
- Excellent organizational skills and attention to detail.
- Adaptable and results driven.
- Capable of supporting cross-functional roles and church events.
- Strong oral and written communication skills.
- Effective problem-solving abilities.
- Self-motivated.

The above-mentioned responsibilities are intended to describe the general nature of the work being performed by person employed in this role. This is not intended to be an exhaustive list of all assigned responsibilities, skills, efforts or working condition. PORTICO Community Church reserves the right to change, amend, delete or otherwise assign any and all duties, responsibilities and position titles as is deemed necessary to meet the vision, mission and purposes of PORTICO Community Church.

We thank all applicants, however, only those being considered for an interview will be contacted. If selected to participate in the recruitment and selection process, please inform Human Resources at [careers@porticocanada.ca](mailto:careers@porticocanada.ca) of the nature of any accommodation(s) that you may require in respect of any material or processes used to ensure your equal participation.

**Fixed term contract (18 months)**

**Contract Start Date: January 7, 2025**

**Contract End Date: June 30, 2026**

**Full time (37.5 hrs a week)**

**Tuesday to Friday: 8:30 am-4:30 pm, Sundays: 8 am - 1 pm.**

**Main office location: 1814 Barbertown Road, Mississauga ON  
L5M 2M5**

**Frequent travel to the Milton Campus**

**Salary range: \$52,000-\$55,000**

**To apply for this job, please submit the job application:**

**[PORTICO.cc/job-application](https://portico.cc/job-application)**