

Parksville Fellowship Baptist Church Position Description

Title: Associate Pastor

Description: As a servant leader, this pastoral leadership role is responsible to assist the Lead Pastor in shepherding and discipling the congregation, Staff and Leadership Teams to follow Jesus Christ through the proclamation of the Gospel at Parksville Fellowship Baptist Church (PFBC).

*This is a full-time, permanent position (with a salary range of \$68,000 to \$83,000 plus benefits)
with fluctuating days and extended hours as required.*

Overview:

You are a devoted follower of Jesus Christ with a willingness to serve at all times as a productive team member and grow as a servant leader. You will use your gifts and abilities at PFBC in service to God, fellow staff members, the church family, and the Oceanside community. As a staff member of PFBC, you will be expected to abide by the PFBC Employee Handbook and be in full agreement with and embrace the PFBC Articles of Faith (adapted from the Articles of Faith of Fellowship of Evangelical Baptist Churches in BC & Yukon), and Constitution and Bylaws, as evidenced by being a Member of PFBC and following the leadership of our Elder and Deacon Boards (Leadership Team). Broad areas of responsibility will require excellent time management, strong interpersonal skills, the ability to prioritize and be adaptable, as well as demonstrate a willingness to undertake other duties as assigned. As priorities change, the Director of Administration may alter this job description accordingly, in consultation with you and/or The Deacon Board. We intentionally want to cultivate a healthy and thriving (Gospel) work environment. This leadership position is a vital role to that end.

Responsibilities:

Pastoral Care

- In consultation with the Lead Pastor, provide leadership and oversight in the area of care and visitation of our unwell, infirm, and those unable to attend a worship service in person.
- Help those in crisis, working through major life events such as marriage or death
- Encourage and assist individuals and families in their spiritual journey as they assimilate into the church body.

Discipleship

- Give leadership and oversight in welcoming and engaging those new to the church.
- Oversee our Life Group ministry, including placement of congregants into appropriate groups, communication with Life Group leaders, and preparation of the Sermon Notes in consultation with the Lead Pastor.
- Encourage and facilitate church-wide gatherings.
- Oversee, develop, and teach our Newcomers/Membership class.
- Curate curriculum and facilitate teaching for discipleship classes and mid-week teaching.
- Oversee all steps and processes involved with Communion, Baptism, and Membership.
- Strengthen both relational and structural aspects of church life within our multi-generational church demographics.

- Develop leaders within our congregation by entrusting meaningful ministry responsibility to them and maintain ongoing discipleship relationships with two to three men as they pursue future church leadership.

Preaching

- Be the preacher and teacher for the Lead Pastor when required by him in support of his scheduled absences.
- Study the Word and teach the Scriptures by precept and example.
- Model and cultivate prayer in the life of the congregation which stems from your daily habit of personal time in prayer and the study of God's Word.

Ministry Staff

- Work with the Staff Leadership Team to encourage, mentor, and provide direction regarding their ministry plans as well as provide input into their semi-annual Development Reviews.
- Be responsible for knowing the overall scope and activity of all ministry areas and giving advice where necessary.
- Help oversee the Staff Team in the Lead Pastor's scheduled absences and assume his responsibilities.

Additional Pastoral Duties

- Liaise with the church committees as they serve, support, and equip the congregation.
- Be a member of the Benevolent Committee.
- Officiate funerals/memorials, weddings (including pre-marital counseling).
- Provide biblical pastoral counseling and pastoral care.
- In consultation with the Elder Board, prayerfully develop new initiatives or ministries in response to congregational needs.

Qualifications:

- Being a shepherd leader
- Demonstrate a maturity in faith which bears spiritual fruit
- Live consistently within the biblical standards of 1 Tim. 3 and Titus 1
- Meet the biblical qualifications for an Elder (1 Tim. 3:1-7; Titus 1:6-9; 1 Peter 5:1-4; Acts 20:28)
- Demonstrate a consistent, growing, and vibrant relationship with God through Jesus Christ (John 15:5; James 2:17)
- Have previous ministry experience required (1 Tim. 3:6; Timothy 2:2)
- Have formal theological training (Th.M., M.Div., MABS, MATS) or equivalent is preferred (2 Tim. 2:15; Proverbs 1:5)
- Affirm fully and will teach in alignment with our Articles of Faith (Titus 1:9; Philippians 2:2; 1 Corinthians 1:10)
- Demonstrate humility, teachability, and growth spiritually and vocationally
- Have Biblical counseling training or willing to take courses

Expectations:

- Attend and participate in all worship services
- Attend Elder Board meetings; Deacon Board and Committee meetings as required
- Attend Staff meetings

- Provide a monthly written Ministry Report to the Leadership Team
- Participate in Membership meetings
- Attend and participate in Leadership Team meetings and retreats as scheduled

Relationships:

As Associate Pastor, you will report to the Lead Pastor. You will function within the Constitution, Bylaws, Policies and Practices of PFBC and in accordance with our Articles of Faith. You will liaise with and help oversee the Staff Leadership Team, specifically the Pastor of Youth and Young Adults and the Director of Children's Ministry. The Executive Assistant will be assigned to assist administratively. A Probationary Review will be conducted within the first six months of hire. Semi-annual Development Reviews, based on this job description, will be overseen by the Lead Pastor.

Applications will be considered as received.

A cover letter, resume, and a link to 2 or 3 sermons can be emailed to admin@pfbc.ca Attention: Pastor Kyle Julius

You will receive an email within 24 hours to indicate our receipt of your application.

Thank you.