

Assistant Pastor

Ministry job title:	Assistant Pastor (AP)	Date job description created:	Apr.1/26
Reports to: <small>position role reports into</small>	Senior Pastor (SP)	Date job description last updated:	n/a
Part Time/Full Time?	Full Time	Salary	\$75000-90000
AP primary purpose: <small>in 2-3 sentences explain why this role exists within your ministry.</small>	To assist the SP in the work of shepherding and leading Resurrection Church		
Describe the main responsibilities of this position:	Responsibility #1:	Preaching - Preaching slots will be assigned on as-needed basis, but will be no less than 3 and no more than 15 in 1 calendar year. Topic, text and focus to be determined in consultation with Senior Pastor. Time allotted per sermon is approximately 12-15 hours. In addition, there will be regular study of preaching by way of book study and debriefing of sermons.	Hours a week 7
	Responsibility #2:	Discipleship - the AP is expected to lead a small group and develop a ministry of discipleship inside of Resurrection Church that includes a few 1 to 1 meetings each week. This includes pastoral visits and counselling	Hours a week 7
	Responsibility #3:	Evangelism - time is set aside for the AP to develop a personal ministry of evangelism in the city. This might include joining a sports team or club, eating/hosting non-Christians, attending events, leading a Bible study/Alpha for seekers, etc.	Hours a week 3
	Responsibility #4:	Various Administrative/Labour Tasks - these include but are not limited to: scheduling volunteers, making up bulletin, APinting bulletin, APocuring APint supplies, helping on Sundays, assisting Senior Pastor.	Hours a week 15
	Note:	As we expect members of Resurrection Church to volunteer time and energy every week, so we expect staff members of the church not to count every single hour as "work time." Instead, we expect that most staff members will volunteer approximately 3 hours a week above and beyond the job description and requirements. Additionally, ministry life is not uniform and there will be busier weeks and lighter weeks. The AP should not expect a 9-5, Monday-Friday style of life. But, ministry life is also flexible and the AP should feel free to arrange working hours as suits his family and life requirements.	Hours a week
Church Planting and the Medium Term Future	Resurrection Church has a vision for church planting and multiplication. Therefore, the ideal candidate for Assistant Pastor would feel some calling or openness to planting a church either in Ottawa or elsewhere. We foresee the Assistant Pastor being part of Resurrection Church for a few years before planting. However, there is a possibility of staying on longer at Resurrection Church if the fit with the SP and the church is exceptional. In that case, the Assistant Pastor would be called to be an Associate Pastor.		
Budgetary:	The AP has no direct control over the budget or spending but may openly request purchases and dialogue with SP over budget issues. There is no budget category for AP expenses. The AP can reimburse drinks, food, coffee, etc. that are consumed during church activities (discipleship, evangelism, etc).		
School Expenses:	There is some money set aside in the budget for ongoing education for all staff members that the AP will have access to.		

Communication:	The AP will meet regularly with the SP, not less than once every other week, except during times of vacation/holidays. The AP will also attend staff meeting every tuesday, unless absence is approved by the SP.
Decision making:	The AP has freedom to control when and how he works with the following exceptions: The AP is expected to work from the church office on Tuesdays and Thursdays. This will enable attendance at staff meetings, book clubs and other chances to interact with other church staff. Should there be concerns over amount/quality of work, the SP is free to require more accountability (i.e. recording hours worked). The AP is also free to make decisions in his areas of responsibility (what class to take, whom to disciple, where/when to evangelize, etc.). Decisions that constrain the church as a whole (i.e. the location of Sunday worship) must be ok'ed by the SP.
Other Benefits	The AP will be provided with extended health benefits through Green Shield. All staff members have access to Zone 7 health care plan (details here: https://www.greenshield.ca/en-ca/plans/zone-7). In addition, after 12 months of service, the AP may access an RRSP program through Wealthsimple.
Leadership:	The AP does not directly oversee any other staff members. The AP will oversee volunteers at Sunday services and other church ministries. The AP is expected to attend elder meetings on a regular basis and deacon meeting occasionally.
Vacation/Time Off:	The AP is entitled to three weeks of vacation every year and one week of study leave each year. The study leave can be any variety of learning: conference, retreat, seminary class, quiet time in prayer and reading, etc.
Work environment:	The AP is free to work from wherever he chooses. There is an office provided at 1140 Wellington St. W to be shared with the SP and other staff members. Please see note about "Decision Making" for more information.
Length of Contract	The contract offered is 1 year in length, at which time the salary, job description, work environment, etc. may be updated or changed. At any time, this contract is subject to change based on the mutual agreement of AP and SP. Should everything go well in year one, there is every expectation that this contract will be renewed as necessary and can be extended indefinitely.

Name

Signature

Name

Signature

Date: