

JOB DESCRIPTION OF ENGLISH ASSISTANT PASTOR WESTSIDE CALGARY CHINESE ALLIANCE CHURCH (“WCCAC”)

PURPOSE OF THIS POSITION

The English Assistant Pastor is to assist the English Lead Pastor to administer, develop, and implement ministries and programs designed to enhance the spiritual well-being of the English Congregation in WCCAC.

QUALIFICATIONS

1. A vibrant personal relationship with the Lord Jesus Christ;
2. A call to pastoral ministry from God;
3. High integrity and spiritual discernment;
4. Good command of English verbal and written;
6. Appreciate the cultural diversity of our congregations;
7. Obtained a Master’s Degree from an accredited evangelical seminary;
8. Has a minimum of 10 years of North American pastoral experience;
9. Strong communication skills and gifts of preaching and teaching;
10. Self-motivated and desire for further training and personal growth.
11. Capable of prioritizing and managing assignments;
12. Committed to the ministry philosophy and programs of WCCAC; and
13. Be exemplary in conduct.

STAFF STRUCTURE AND RELATIONSHIPS

1. Keep regular office hours and ministry hours in accordance with the staff policy of WCCAC;
2. Accountable directly to the English Lead Pastor, the Senior Pastor and ultimately to the Board of Elders;
3. Plan/work with and through the departmental deacons, in consultation with the English Lead Pastor, on development and implementation of plans, policies and programs relevant to the English ministry; and
4. Cooperate fully with pastors, staff, and church leaders in a good team spirit.

MINISTRY RESPONSIBILITIES

1. Assist the English Lead Pastor in overseeing and coordinating the activities of small groups of the English Congregation (including fellowships, discipleship groups and Bible School)
2. To help lead to renewal and Spirit-empowered life and ministry.
3. Participate in recruiting and training lay leaders to help in all ministry areas;
4. Preach in worship services as assigned by the English Lead Pastor or the Senior Pastor;
5. Participate in promoting the church to the community and developing outreach activities in conjunction with the English Local Evangelism Deacon;
6. Participate in domestic and overseas missions as agreed by the Senior Pastor and approved by the Board of Elders;
7. Be involved in Fellowship, Bible School and/or Discipleship training;
8. Provide pastoral care for the English Congregation through visitation and counselling;
9. Attend the English Board of Deacon meetings, Prayer Meetings and all other ministerial meetings and activities as needed;
10. Assist the English Lead Pastor in the preparation of the Annual Report;
11. Submit the monthly ministry reports to the Board of Elders and English Board of Deacons.
12. Conduct worship, communion, baptismal, wedding, funeral, and other special services, as necessary.
13. Other duties as assigned by the English Lead Pastor, or the Senior Pastor, or the Board of Elders.

All the above job descriptions are subject to modifications from time to time by the Lead Pastor in conjunction with the Senior Pastor when deemed necessary.