

Introduction

The job descriptions for the pastors of Glad Tidings Church are divided into three parts namely:

- **pre-requisite qualifications**
- **common responsibilities shared by pastors and staff**
- **qualifications and responsibilities specific to the position**

The composite job description for each position is not limited to any one part but contains all three parts.

Pre-Requisite Qualifications for A Pastor at Glad Tidings Church

- professes Jesus Christ as Saviour and Lord
- is constantly seeking to be filled with the baptism in the Holy Spirit
- is an active credential holder in good standing with The Pentecostal Assemblies of Canada or is working towards being a credential holder with The Pentecostal Assemblies of Canada
- has a servant's heart
- leads an exemplary life
- is a self-starter
- is a "team" player
- is able to motivate himself/herself and others
- demonstrates good communication skills (speaking, listening, writing)
- demonstrates the ability to delegate responsibility and authority
- has effective organization and time management skills
- is flexible with time, ministries, and responsibilities
- is friendly and approachable
- demonstrates a positive, cheerful personality
- protects confidentiality when working with others
- is able to deal with conflict openly, honestly and directly

Responsibilities Common to All Pastoral Positions at Glad Tidings Church

- continues to grow in his/her own relationship with Jesus Christ
- spends time in personal prayer and studying the Bible
- participates fully as a member of the pastoral staff of Glad Tidings Church
- encourages and provides the opportunity for the church body to seek being filled with the baptism of the Holy Spirit
- prays, with the laying on of hands, for the sick
- counsels and gives guidance when and where necessary
- prepares, manages and functions within the limits of the budget for his/her ministry
- sets personal goals and objectives annually and discusses them with the person(s) to whom he/she is accountable
- oversees/develops manuals including purpose statement, job descriptions, goals, objectives for each area of his/her ministry
- participates in professional growth opportunities

Job Description

Position: - Pastoral Care, Seniors, and Visitation

Accountable to: - the Senior Pastor

Position Summary: - to direction to all aspects of ministry with regard to pastoral care, seniors, and visitation

Qualifications:

- is a credential holder with the Pentecostal Assemblies of Canada and with the appropriate qualifications in pastoral care
- an undergraduate degree would be an asset
- has expertise in the purview of this job description
- has a desire to seek additional education with regard to his or her areas of related ministry
- previous experience in developing and mentoring pastoral care givers and leadership to seniors

Responsibilities:

- to provide spiritual leadership to all areas within his/her ministry
- to participate in and help facilitate all major church functions (e.g., Christmas and Easter events, membership meetings, etc.)
- to provide and assist with pastoral counselling
- to take responsibility for and oversee pastoral care for the congregation as a whole
- to create and lead a congregational pastoral care team
- to create leadership for pastoral care, seniors and visitation (e.g., Hospitals, residences and other facilities)
- to help fascinate and foster community, fellowship and cohesion within the congregation as a whole
- where applicable oversee benevolence
- to plan regular meetings/event for seniors
- to take responsibility for the spiritual development and discipleship of seniors
- to minister to and care for seniors
- to be missional regarding ministry to pastoral care and seniors
- to work with and assist the pastoral staff in follow up of

visitors and new believers

- to assist in the overall functioning of Glad Tiding Church life (e.g., weddings, funerals, occasional preaching, leading or assisting with membership, water baptism, communion, etc.)
- oversees the development of a manual for each of his/her ministries (e.g., job descriptions, goals and objectives etc.)
- annually sets goals for his/her ministry and discusses them with the Senior Pastor
- annually sets goals for each of the groups in his/her ministry and discusses them with the Senior Pastor
- keeps current with national trends relating to the purview of this job description
- other duties and responsibilities as requested by the Senior Pastor

Hours of Work: - a minimum of forty (40) hours per week
- a minimum of one (1) day off per week; two (2) days off per week would be preferable

Salary Package: - will be guided by the salary range set by the Canadian Counsel of Christian Charities (CCCC)
- previous ministry experience will be given consideration

Term of Ministry: - a commitment of five (5) years minimum is recommended
This is to be evaluated at the annual performance review

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