

## 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 the infilling 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
- ensures that there are adequate supplies, equipment and facilities for the programs
- 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
- supports all other staff and leaders by promoting their ministry and programming.

## Job Description

Position: Student Ministries Pastor

Accountable to: Lead Pastor

Position Summary: - designs, develops, directs and evaluates a ministry that is Christ-centred and church-sanctioned and to students eleven to eighteen years of age.

Qualifications:

- is a credential holder with the Pentecostal Assemblies of Canada or is working toward said credentials
- an undergraduate degree would be an asset
- has a desire to seek additional education with regard to his or her areas of related ministry
- previous experience in developing and mentoring students
- exhibits energy and enthusiasm that is focused on the discipleship of students
- has had previous work-related experience e.g. youth camps, retreats, mission trips, community centres geared to youth etc.
- has student leadership experience in local church

Responsibilities:

- provides direction, spiritual oversight, vision, strategic development and coaching for student ministry, leaders and volunteers
- ensures that the focus of all programs is the spiritual development of the students, leaders, and volunteers
- oversees all programs within his/her ministry
- arranges events and activities for students
- works with the Kid's and Young Adult's Ministry in fostering, planning and executing an ongoing discipleship process
- welcomes, invites, and discipled visitors and new students into appropriate age group programs
- provides opportunities for students to participate in activities outside the church e.g., conferences, retreats, etc.

- continues to be aware of current cultural issues as they impact students
- to help integrate student into the full life of the congregation
- to be missional regarding student's ministry in schools and service, etc.
- recruits, educates and develops adult leaders who have a passion for working with students
- meets regularly with the leader(s) of each program within his/her area of ministry
- assists leaders to set yearly goals and then to evaluate, monitor and change these goals as needed
- is responsible for performance evaluations of the leaders and volunteers within his/her ministry
- is responsible for ensuring that each individual involved in the student ministry meets personnel standards e.g., police profile screening
- develops manuals including job descriptions, goals, objectives, etc. for each area of ministry
- continuously fosters positive relationships within the church and outside the church
- maintains a quality relationship with parents/guardians
- meets regularly with the Lead Pastor to discuss various aspects, concerns, direction of the student ministry
- other duties and responsibilities as requested by the Lead Pastor

Hours of work: - a minimum of 40 hours per week  
 - a minimum of one day off per week, two is 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

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