

**Job Description**  
**Youth/Assistant Pastor**  
**Living Way Church - February 2022**  
Please send resumes to [andrew@livingwaychurch.ca](mailto:andrew@livingwaychurch.ca)

**Title/Role:**

As a member of the pastoral team, the Assistant Pastor - Youth + has primary responsibility for overseeing, developing, and caring for the Youth Ministries (Grades 6 to 12) of Living Way and one other portfolio based upon the person's passion and gifting. As a member of the pastoral team the role extends to involvement in other areas of ministry in the church which require support and development as they are needed from time to time. There will be a focus on equipping and empowering the congregation by developing teams of leaders to lead the ministries, helping integrate youth into the overall life and ministry of the church and building relationships with children, youth, parents, organizations in the community.

**Character:**

Assuming that the person filling this position has an abiding and living faith in Jesus Christ, that is bearing consistent and good fruit for the kingdom of God, the following character traits are required to be successful in this position:

- Team Player, wants to be a part of a collaborative team
- Servant over Star, serves others by equipping, empowering and building up others
- Teachable, has a growth mindset. Able to take and act on feedback
- Flexible, able to adjust to changing seasons of ministry throughout the year
- Grit, can weather the setbacks and disappointments of ministry and turn failure into opportunity
- Adaptable - Focused on the mission and vision rather than the program
- Diligent. Works hard, is intentional, follows through, pays attention to the details
- Courage. Willing to experiment and try new things, as well as lead in hard choices and conversations
- Integrated. Committed to spiritual, mental, emotional, physical wholeness.
- Hunger, for an ever deepening intimacy with Christ and for God's Kingdom to change lives.

**Accountability:**

- Accountable and reporting to the Lead Pastor – scheduled one on one meetings, at least twice monthly
- Working together in a team relationship with the pastoral leadership team
  - \* weekly staff meetings with pastoral team for prayer, planning and general discussion
  - \* ongoing leadership training and mentorship
  - \* participation in monthly church board meeting as needed

**Full-Time Position:**

- Based on an average of 40 hours a week (includes all levels of participation in ministries of Living Way)
- Work Schedule: based on five day work week, including Sunday as a full work day (Office Hours, Planning/Prayer Days and weekly days off to be determined in discussion with Lead Pastor) and Saturday as required based on the ministry schedule (i.e., special events, set up, etc.)
- Credentials are to be maintained with the Pentecostal Assemblies of Canada
- Compensation includes: Benefits, pension & Mileage reimbursement.

**Responsibilities:** Great care will be given to manage time and energy with multiple portfolios. The percentages are given to help be clear about the amount of time and energy that will be expected to be given

to each area of ministry. This is not multiple full time expectations, but part time expectations combined

**> Jr. High & High School Ministries (50%)**

- use a strategic process to dream, develop, evaluate, adapt & oversee an integrated youth ministries approach at Living Way that aligns with the overall vision, values and philosophy of ministry of Living Way
- oversee, develop, train, and nurture an effective team of volunteers to be involved in and lead the various ministries under your responsibilities at Living Way
- planning and preparation to include the development of programs for student discipleship, strategic midweek ministry, worship, small groups, new believers, and mission's trips
- pastor (i.e. care for, oversee, shepherd, lead, support) all current and newly developed ministries under your responsibility.
- develop & oversee community based outreach ideas and work with current ministries to build bridges to the community (i.e. Summer Day Camp, High School Ministries, Englehart Ministerial)
- coordinate administration of ministries under your responsibility with the church administrator and lead pastor. I.E budgeting, calendar, administrative tasks, board reports

**> Secondary Portfolio (30%)**

- A secondary ministry responsibility will be determined in conversation with the lead pastor taking into consideration the person's gifts and passions to assist in the ministry of the church. Some potential portfolios include:
  - Social Media/Communications; Tech; Outreach; Children's Min; Small Groups; Discipleship; Missions.

**> Personal Community Service/Outreach (10%)**

- find an opportunity to serve the next gen in our community outside of the church. I.E Coaching at the local high school or volunteering in a community organization

**> General Ministry (10%)**

- General assisting in the day to day operations as needed.
- Occasional Preaching and covering of Sunday service when Pastor on holidays.
- Helping with the Vision/Strategic Planning of the future of Living Way
- Being a part of regular church life, events and functions.