

## **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 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: - Senior Pastor

Accountable to: - Board of Directors

Position Summary: The Senior Pastor shall be the primary spiritual overseer of the Church and shall be deemed by virtue of his or her position to be a Member of the Church, which Membership shall terminate upon termination of his/her position as the Senior Pastor.

Qualifications: The Pastor must hold credentials with The Pentecostal Assemblies of Canada or be approved in writing by the District Executive of The Pentecostal Assemblies of Canada.  
- has a minimum of an undergraduate degree

Responsibilities: to provide spiritual leadership for the Church and to work in cooperation with the Deacon Board in implementing such spiritual leadership;  
-to provide for all of the services of the Church, with no person being invited to speak or preach in the Church without his approval;  
- to work in conjunction with the Deacon Board in formulating and recommending Board Policies and By-law Policies to the Church as may be necessary from time to time;  
- to exercise general supervisory authority over all Employees of the Church;  
- to fulfill the qualifications for a spiritual leader as set out in scriptural passages such as 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-3 and to ensure that his lifestyle does not evidence unethical or immoral conduct or behaviour that is unbecoming of a Christian contrary to Biblical principles;  
- to be in full agreement with, uphold and be subject to the Church Constitution and to uphold the teachings of the Church as set out in its Constitution and By-laws and to abstain from participating in any activities which are in contravention of those teachings, or which would place the Church in a position where it would have to act in a manner which is not in keeping with its teachings;  
- to be an ex-officio member with power to vote (or appoint a designate without power to vote) on all Committees, departments and boards of the Church, with the exception of the Deacon Board;

- to preside at all Meetings of Members as the Chair;
- to receive notification and minutes of all meetings of the Deacon Board, to be present and fully participate at all such meetings, provided that, except where permitted by law, the Senior Pastor shall not be a Deacon Board Member nor have a vote thereon and shall not be present when the Deacon Board is discussing his or her position, salary or benefits, but may in the discretion of the Deacon Board, be present when the Deacon Board is discussing other aspects of his or her position;
- to do the following on behalf of the Chair of the Board in relation to meetings of the Deacon Board, save and except as directed otherwise by a two-thirds (2/3rds) Resolution of the Deacon Board: (i) to call all meetings of the Deacon Board;
- (ii) to preside at all such meetings as the acting Chair of the meetings of the Deacon Board; (iii) to prepare agenda for all meetings of the Deacon Board; and (iv) to ensure the fairness, objectivity and completeness of matters occurring at such meetings; and
- to have the final decision on all doctrinal and theological issues including teachings, interpretations or other matters as they apply to the Church, as well as the manner of application of those doctrinal and theological issues to the ordinances, practices, procedures and directions from time to time practiced or adopted by the Church.

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 expected