

Name: VALLEY PENTECOSTAL CHURCH

Date: September 25, 2024

Position: Lead Pastor

Reports to: Valley Pentecostal Church Pastor's Council

Status: Full Time Permanent

Location: 231 Martha Street, Hanmer, ON

For organizational context, please see below at the end of this job description, important information About "Who We Are" and "What We Value".

1. POSITION SUMMARY:

The Lead Pastor will provide general spiritual oversight and overall executive and pastoral leadership in order to achieve the Mission and Vision of Valley Pentecostal Church (VPC). The Lead Pastor works collaboratively with the Pastor's Council (COUNCIL).

The primary purpose of this role is to *"dream and drive"*, based on the role of Network Leader (leadership development methodology). This means that the Lead Pastor will develop and lead leaders that lead leaders, in fulfillment of a compelling vision for the church and its mission in the world.

2. QUALIFICATIONS:

- 2.1. Experience: Demonstrated history of faithful ministry experience (5 years minimum preferred) as a Lead Pastor, including successful leader of multiple staff within a growing church.
- 2.2. Education: Preferably candidates with a minimum of a diploma/degree in Biblical Studies (or equivalent). The successful candidate must demonstrate a commitment to lifelong learning together with personal and professional development.
- 2.3. Credentialed and ordained by the Pentecostal Assemblies of Canada (PAOC).
- 2.4. Called to serve by the Council of Valley Pentecostal Church, and appointed to this local church by the Western Ontario District Superintendent of the Pentecostal Assemblies of Canada.
- 2.5. Must be a legal resident of Canada at the time of employment by Valley Pentecostal Church.
- 2.6. Must have personal financial integrity and cannot be in bankruptcy proceedings (in order to be the Chair of the Council).

3. COMPETENCIES:

- 3.1. Demonstrates a clear commitment and personal loyalty to Jesus Christ.
- 3.2. Exhibits consistent spiritual and moral character and lifestyle, and the biblical leadership qualifications described in I Timothy 3:1-7 and Titus 1:5-9.
- 3.3. Known as a highly relational and collaborative Lead Pastor who will have a shepherd's heart for the Valley Pentecostal Church and a passion for what makes VPC and our surrounding community unique.
- 3.4. Agrees with and upholds the Statement of Faith, By-Laws and Position Statements of VPC and the PAOC.
- 3.5. Established track record of strong biblical preaching, with a mature understanding of the Scripture, that inspires people into a deeper and closer relationship with Christ.
- 3.6. Demonstrates success leading multiple leaders within a growing local church.
- 3.7. Possesses organizational and administrative understanding and competence.
- 3.8. Capable of effective delegation, leadership development and positive interpersonal relationships.

3.9. Experience in utilizing technology and media is an asset.

4. PRIMARY RESPONSIBILITIES:

4.1 Overall Guidance

4.1.1. Collaboratively initiate and develop vision for the overall direction of the church, working closely with the Council and engagement of the congregation. Communicate the vision with the objective of motivating the church family to commit to the vision.

4.1.2. Oversee and ensure the training and development of all church individuals in their areas of discipleship, evangelism, teaching, leadership and service, with a focus to *equip* the staff and the congregation to do the work of ministry (Ephesians 4:11-13). The Lead Pastor will develop the leadership potential of our lay leaders, consistent with the Leadership Pathway. In this pathway methodology, the Lead Pastor serves as the 'Network Leader' who develops the 'dream' and whose primary goal is to "***dream and drive***". This means that you will develop and lead leaders that lead leaders (2 Timothy 2:2), in fulfillment of a compelling vision for the church and its mission in the world.

4.1.3. Provide executive leadership to all areas of church life and ministry, including financial oversight.

4.2 Spiritual Oversight

4.2.1. Set the spiritual tone of the church through a personal relationship with Jesus Christ.

4.2.2. Preach and teach the Word of God in a sensitive and relevant manner with the study and preparation necessary to cultivate effective evangelism and discipleship.

4.2.3. Direct and watch over the various collective ministries and maintain the biblical and doctrinal integrity of the church.

4.3 Preaching of God's Word and Worship

4.3.1. Provide the major preaching/teaching voice for the church, giving the necessary time in prayer and preparation in order to be an effective, Godly communicator of Biblical truth in a culturally relevant manner that will inspire transformational change.

4.3.2. May assign, as needed, preaching to other pastors, guest speakers, and international workers.

4.3.3. Provide overall leadership for Sunday worship services and special services of the church.

4.4 Pastoral Leadership with the Church Staff

4.4.1. Lead the church leadership in planning, administering, and evaluating their ministry leadership and activities in order to fulfill the specific purposes of their ministries in alignment with the overall Valley Pentecostal Church Mission and Vision.

4.4.2. Lead leadership meetings for prayer, planning and equipping and progress reports.

4.4.3. Ensure that the ministry focus, job description and performance of any church staff is supported with healthy supervision and review, including an annual performance review for each staff Member.

4.4.4. Provide for systematic mentoring and coaching of any pastoral staff.

4.4.5. Oversee the internship program and/or other programs offering training opportunities for students. Supervision of interns may be delegated to other staff.

4.4.6. Serve as the key representative of any church staff to the Council and vice-versa.

4.5 Pastoral Leadership with the Board

4.5.1. Serve as Chair and voting member of the Council, working with the Council to prayerfully develop, review and refine the Mission and Vision for Valley Pentecostal Church.

4.5.2. Develop the agenda for each Council meeting.

4.5.3. Plan and direct the AGM – (Annual General Meeting) of Valley Pentecostal Church.

- 4.5.4. Provide spiritual leadership to the Council to equip them as shepherds of the flock (I Peter 5:1-3) and to govern with diligence. (Romans 12:8)
- 4.5.5. Responsible to provide sound Biblical advice and training to the Council pertaining to issues on spirituality, congregational care, discipleship, doctrine, constitution, church discipline, governance, etc.
- 4.5.6. Serve on Council Committees – Nominations, Finance, HR, etc. as agreed with the VPC Council.
- 4.5.7. Lead the Council in developing an annual stewardship plan and other revenue streams.
- 4.5.8. Represent VPC at Local, District, and National PAOC functions and Conferences.
- 4.5.9. Participate on District and Ministerial committees as requested and time permits.

4.6 Leadership and Supervision of Ministry Programs

- 4.6.1. Responsible for the efficient and harmonious operation of all church ministry programs ensuring that both pastoral and lay leaders are effectively equipped for the work of ministry.
- 4.6.2. Ensure a strong, strategic annual Missions program that fulfills the Council mandate that Valley Pentecostal invest in worthy partners (PAOC global workers and others). The annual Missions plan will be approved by the Council as part of its annual budget process.
- 4.6.3. Manage administrative and organizational functions ensuring that ministry programs are effective in achieving VPC's Mission and Vision.
- 4.6.4. Ensure the preparation of an annual corporate budget for approval by the Council, including an annual ministry plan comprised of the collective plans of the various VPC ministries.

4.7 Pastoral and Congregational Care

- 4.7.1. Pray regularly for the church family, staff and leadership and all areas of ministry.
- 4.7.2. Provide spiritual guidance, instruction and counsel as needed, in a caring and compassionate manner.
- 4.7.3. Ensure that pastoral care is provided in an effective and timely manner, grounded in truth and grace.
- 4.7.4. Ensure that the staff and leadership team are equipped to provide effective congregational care, including visitation, counselling, hospitality, discipleship, weddings and funerals, family commissioning, church membership and baptism, and crisis care.

4.8 Administration

- 4.8.1. Manage church administrative and organizational functions in a coordinated and orderly manner, adjusting as required and advising the Council accordingly.
- 4.8.2. Ensure administrative systems are adequate to support ministry and strategic goals.
- 4.8.3. Oversee the advertising and promotion of church activities on a regular basis and act as Valley Pentecostal's primary, official media spokesperson.

4.9 Example to the Church Family

- 4.9.1. Models the Christian life and commitment to Christ, a Christian marriage and family life (as applicable).
- 4.9.2. Gives strong emphasis to personal discipleship, spiritual formation, and spiritual disciplines.
- 4.9.3. Models a healthy balance of professional/ministry and personal/family life.
- 4.9.4. Lives generously and compellingly encourages a spirit of generosity in others.

5. ACCOUNTABILITY:

- 5.1. The Lead Pastor is accountable to the Council to fulfill the requirements of leadership according to the requirements of this job description. The Lead Pastor will participate with the Council in an annual, mutually agreed upon pastoral review process.

5.2. The Lead Pastor is accountable to the District Superintendent of the Western Ontario District in accordance with the policies of the PAOC. The Lead Pastor shall ensure adherence to both local church and denominational policies.

5.3. The Lead Pastor shall have authority to make certain financial or staffing commitments on behalf of the church, provided they are within prior established budget categories, guidelines or specific projects as have been approved by the Council from time to time. No authority may be granted to commit to capital expenditures even though budgeted, without the Council's prior approval.

5.4. The Lead Pastor's job description will be reviewed annually. The Lead Pastor may suggest changes to job description for consideration by the Board at any time.

6. LEVEL OF RESPONSIBILITY:

For purposes of annual review and evaluation, the following levels of responsibility apply:

- **Autonomy** - The Lead Pastor operates at the highest organizational level; has authority over all aspects of a significant area of work, including strategic and organizational objective setting and application / implementation. Is fully accountable for actions taken and decisions made, both by self and others to whom responsibilities have been assigned.
- **Influence** - The Lead Pastor makes decisions critical to organizational success. Inspires the organization, and influences developments within the PAOC at the highest levels. Develops long-term strategic relationships with other churches, within the assembly, with congregational and community partners, other church leaders and civic government.
- **Complexity** – The Lead Pastor leads on the formulation and implementation of strategy. Applies the highest level of leadership skills. Has a deep understanding of the church organization, the PAOC organization and the implications of policy changes. Has a deep understanding of emerging cultural, societal, behavioural and attitudinal shifts within the congregation and outside the congregation at large. Has a broad business understanding and deep understanding of own specialism(s). Performs highly complex work activities covering organizational, technical, financial and quality aspects. Creatively applies a wide range of management and organizational principles. Works routinely with complex interpersonal issues and life events with staff and church individuals / families.

7. ACCEPTANCE:

I understand and accept the overall responsibility of leading Valley Pentecostal Church, according to the stated terms for this position, and I recognize that I shall be held accountable for the proper exercise of my duties and authority as the Lead Pastor. Also, I acknowledge that I have read and will uphold the standards and terms of the Valley Pentecostal Church Staff Handbook (if applicable), and the Statement of Faith of the Pentecostal Assemblies of Canada.

Name of Lead Pastor: _____

(Please print name)

Signature: _____

Date: _____

For VPC: _____

(Please print name)

Position: _____

Signature: _____

Date: _____