

# Assistant Pastor Job Description

**Status:** Full-Time

**Reports To:** Lead Pastor

**Location:** Elmira Pentecostal Assembly, Elmira, Ontario

## Role Summary

We are looking for a Jesus-centered, people-loving pastor with a heart for discipleship and a calling to invest in the next generation. This Assistant Pastor will give primary leadership to our Kids Ministry—shaping it not just as a program, but as a disciple-making movement for children and families within our church and throughout our community.

This role is deeply pastoral and highly relational. It's not about doing everything—it's about equipping and empowering others to lead, serve, and grow. We're looking for someone who thrives on building up people, creating systems that foster sustainable ministry, and helping the church live out its mission in real and rooted ways.

Alongside leading in kids and family ministry, the Assistant Pastor will also serve in broader pastoral responsibilities such as preaching, pastoral care, and contributing to the spiritual direction of the church.

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## Primary Responsibilities

### 1. Kids Ministry Direction & Oversight (55–65%)

Lead the charge in building a thriving, volunteer-driven ministry for kids and their families.

- Recruit, train, and shepherd volunteers to lead with excellence and care
- Develop and implement a long-term discipleship pathway in partnership, to see kids grow from Nursery to Adulthood.
- Ensure safe, welcoming, and age-appropriate environments for children
- Oversee curriculum, scheduling, and ministry communication
- Equip and encourage parents and caregivers to be the primary spiritual leaders in their homes
- Create opportunities for collaboration with families, including practical resources, events, and workshops
- Develop systems for long-term sustainability and growth

### 2. General Pastoral Duties (25–30%)

Support the spiritual care and discipleship of the church body through teaching, shepherding, and leadership presence.

- Preach or teach in Sunday services approximately once every 2 months.
- Provide pastoral care through prayer, counseling, visitation, and support
- Participate in weddings, funerals, baptisms, and other milestone moments
- Assist with planning and executing ministry events and seasonal services
- Participate in staff and leadership meetings to help shape the vision, culture, and spiritual direction of the church
- Be a visible and relational presence—before, during, and beyond Sunday gatherings

Approved: June 10<sup>th</sup> 2025

### 3. Passion-Driven Ministry (10–15%)

We want you to bring your calling to the table. This portion of your time is open by design.

- Explore and develop a ministry area that aligns with your passions and gifts
  - Possibilities include (but are not limited to): guiding discipleship pathways, shaping digital and communication efforts, leading creative arts, coordinating special events, managing church administration, or supporting next-gen initiatives.
  - Collaborate with the Lead Pastor to shape this area around our mission and the evolving needs of the church
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### Qualifications

- A vibrant, personal relationship with Jesus Christ and a commitment to the authority of Scripture
  - A degree in theology or equivalent ministry training
  - Must hold, or be eligible to hold and willing to obtain, ministerial credentials with the PAOC.
  - Demonstrated experience in children’s ministry and family discipleship
  - Strong relational and communication skills
  - A track record of leading and equipping volunteers effectively
  - Comfort and clarity in preaching and teaching settings
  - Alignment with our church’s mission, culture, and statement of faith
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### Compensation

Compensation will be commensurate with experience and education and includes:

- Paid time off
  - Health benefits
  - Professional development opportunities
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### To Apply

Please send a cover letter, resume, references and anything else that helps us get to know you to

**[jobs@elmiraassembly.com](mailto:jobs@elmiraassembly.com)**