



Job Title: Associate Pastor - Nottawa/Collingwood Site

Reports To: Site Pastor

Hours: 75% portfolio, 25% remainder will serve the wider multi site church

Summary

The Associate Pastor of Nottawa Collingwood Site will be regularly responsible to serve the local congregation in partnership with the Site Pastor. The Associate Pastor will regularly preach and support the congregation in a wide variety of ways.

General Responsibilities

- Be a part of the worshipping community of Clearview Community Church
- Attend and participate in weekly staff meetings and other meetings as required
- Be in contact with administrative staff to provide timely and accurate schedule of worship ministry activities
- Provide reports for Annual General Meeting and to the Lead Pastor and Church Leadership Team as necessary
- Manage the disbursement of budgeted funds for ministries within the guidelines of the approved budget and in adherence with the purchasing policies of the church (including creating budgets and proposals)
- Be responsible for preaching duties no less than 10 times annually.
- Provide a Criminal Record Check and Vulnerable Sector Check as required
- Attend Worship Together Events
- Pastoral Care as required



Primary Responsibilities

- Serve alongside the Site Pastor in shepherding the spiritual life of the local site
- Share in providing pastoral care through prayer, visitation, counseling, and follow-up
- Officiate weddings, funerals, baptisms, and communion in collaboration with the Site Pastor
- Preach and teach at the local site as part of a collaborative teaching team
- Lead Bible studies, discipleship classes, and site-based gatherings
- Partner with the Site Pastor in leading and developing ministries at the local site
- Collaborate in implementing church-wide ministry strategies within the site's unique context
- Recruit, equip, and encourage site-based volunteer leaders
- Work with the Site Pastor to strengthen discipleship initiatives
- Support new attendee assimilation, membership processes, and leadership development
- Serve as a collaborative member of the site staff team, reporting to the Site Pastor
- Participate fully in site staff meetings, planning, and evaluation
- Share responsibility for welcoming, follow-up, and integration of guests and new members
- Partner with the Site Pastor in discernment, planning, and leadership development
- Any further responsibilities will be established between the Site Pastor and the Associate Pastor