



Associate Pastor Job Description

Martensville Mission Church

i. Position Purpose

- To implement and participate in MMC's mission: *"To actively partner with Jesus Christ as a united body in building God's Kingdom through Prayer, Worship, Discipleship, Service, & Evangelism"*
- To disciple children, youth, and their families into a growing relationship with Christ in both large and small group environments
- To provide leadership and oversight of worship service: organizing worship teams, service leaders, and children/youth Sunday School programming
- To organize the formation of small groups within the church body, while also leading one of these groups
- To assist the Senior Pastor in Pastoral Care and other duties as assigned

ii. Authority

- This position functions with authority from the Elders' Board and Senior Pastor
- The Associate Pastor has authority over all other volunteers in worship, children, youth, and small group ministries

iii. Limitations of Authority and Accountability

- The limitations of this position are determined by:
 - Bylaws of Martensville and laws of Saskatchewan and Canada
 - FEBC (Fellowship of Evangelical Bible Churches) Statement of Faith
 - Strategic mission, vision, and policies of MMC as established by the Board of Elders
 - Limitations specific to this position
- The Associate Pastor is accountable to the Board of Elders and Senior Pastor for overall direction of the ministry
- Meets weekly with the Senior Pastor to discuss general responsibilities and accountability regarding time management, especially in the area of balancing church and personal family leadership
- Submits monthly written reports of activities and expenditures
- Attendance at Board of Elders meetings is mandatory
- Completes an hourly expectation of 40 hours a week, with a maximum of 50 hours: for weeks exceeding 44 hours, the hourly overage for the week will be banked as straight time and such banked time will be taken as 'time off' at a later date
- Receives a yearly evaluation from the Board of Elders and Senior Pastor
- Submits a Criminal Record Check every five years and completes Plan to Protect training



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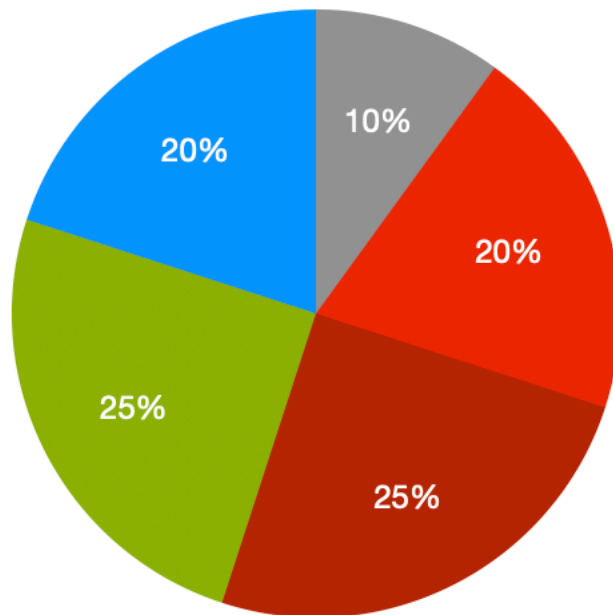
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iv. Skills, Knowledge, and Giftings

- A love for the Church and God's Kingdom work
- A strong knowledge of the Bible, a working knowledge of theology, and familiarity of historical church perspectives
- A theological understanding of Christian education and its intergenerational application
- A post secondary biblical education is strongly encouraged
- Relationship skills: strong communication with a focus on interpersonal dynamics, especially when relating with children and youth
- A spirit of mentorship/discipleship
- An aptitude of ministry areas (ie. music, children, youth, and small group programming)
- Strong administrative and organizational skills
- Ability to use standard computer office products (Pages, Numbers, Mail, Keynote, etc.)

v. Description of Responsibility (Based on 40 hour week)

- Development
- Youth Development and Mentorship
- Management and Administration
- Youth Programming
- Worship Leading and Teaching





A. Lead MMC through biblical teaching, discipleship, and lifestyle

- Joyfully and diligently spend time in the Word of God and prayer; pursuing spiritual disciplines to enhance spiritual growth, with the goal of being a person of God
- They will maintain a lifestyle of spiritual, pastoral, familial, and professional development
- Maintain meaningful connection with FEBC churches in the area (Dalmeny, Langham, Waldheim) by sitting on one FEBC board

B. Youth Programming - 20% Approximately 8 hours

- Oversee the organization of youth activities (Grades 6-12), as well as the development and execution of a regular rhythm of programs focused on the vision/mission of youth ministry
- Oversight will include the following programs:
 - Junior High mid-week program
 - Senior High mid-week program
 - Delegate & develop Sunday School programming for youth/children
 - Activities/retreats
- Prepare biblical devotions to promote discussion, learning, and growth
- Equip current youth to share the gospel with friends
- Build a team of passionate adult youth leaders to help disciple the youth
 - Be responsible to effectively communicate MMC's youth ministry vision/mission
 - Meet regularly with volunteers, equipping them for discipleship and direction, and praying for the youth under their care
- Provide youth with opportunities for service and growth in their relationship with Christ (regular service nights, mission trips)
- Conduct/organize annual youth retreats (YouthQuake, Youth Edge, etc.)
- Support and assist parents in the process of discipling their youth
- Remain in regular contact with parents of the youth, keeping them informed on upcoming events, scheduling, and mission trips
- Submit a long-range youth calendar for the year to the Senior Pastor prior to kick-off

C. Youth Development/Mentoring/Counselling - 25% Approximately 10hrs

- Be responsible to provide care, guidance, and discipleship to a wide range of students, including students in crisis and on the fringe
- Connect one-on-one with young people throughout the week
 - Encouraged to be out of the office, engaging with students in the community
 - Communicate and delegate among youth leaders to ensure all youth are connected with regularly
 - Network with professional caretakers who can assist (Christian counsellors, social services, etc.)
- Provide community service while engaging with youth, without taking priority over one-on-one mentorships



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D. Worship Leading and Teaching - 25% Approximately 10hrs

- Collaborate with Senior Pastor in planning of Sunday worship services (in person and online) and other worship events
- Recruit and oversee musicians in the church, connecting them to a worship team
- Provide spiritual direction and technical resourcing within worship programming
- Preach 12 weeks of the year, interacting with people after the service
 - Follow up preaching by leading a evening Bible study during the week

E. Christian Education Facilitator - 20% Approximately 8hrs

- Oversee the organization and facilitation of children and youth Sunday school (organizing and recruiting volunteers, providing teaching resources, etc.)
- Help facilitate VBS
- Oversee the formation and development of small groups within the church body
 - Check in with small group leaders and provide support
 - Lead one of the church's small groups on a monthly basis
 - Organize small group leaders before church kick-off annually
- Touch base with various boards, committees, and team members
 - Meet with Senior Pastor weekly for encouragement, expectations, and accountability regarding church needs and the fulfillment of job requirements
 - Make long-range plans in partnership with the Board of Elders, ensuring a balance of activities, Bible learning, and application through ministry and service to others
- Submit plans and reports on current month's activities, including financial endeavours
- Assist in the area of Pastoral Care as requested by the Senior Pastor

F. Remuneration

- The Associate Pastor annual salary will be discussed as per qualifications (Experience, Education etc.)
- Pastor will sign M.O.U after any significant job/salary changes

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