

West Portal Church; “Transformed Lives, Transforming Community”

POSITION TITLE:

Associate Pastor of Care & Outreach – Full-Time

PURPOSE:

1. To provide leadership and training to help our church community live more effectively *on mission*
2. To provide leadership and supervision in the area of pastoral care through a team of trained volunteers
3. To assist in general pastoral duties as part of a ministry staff team (connecting, discipleship, leadership)
4. As a licensed minister of the Mennonite Brethren to assist with preaching, teaching administration of sacraments, baptisms, weddings, funerals, counseling, crisis care.

ESSENTIAL FUNCTIONS:

I. Primary focus – 80%

Key: Staff person will accomplish their ministry through the recruitment, development, & support of volunteers.

A. Missional Catalyst (30%)

- Develop & oversee a strategic prayer team & ministry
- Develop and implement a missional equipping strategy
 - Casting vision, telling stories
 - Practical equipping & training
 - Mentoring key leaders
 - Creating an intentional invitational culture
- Foster strategic community relationships/partnerships

B. Pastoral Care (30%)

- Discover and track those needing care
- Develop & coordinate a volunteer care team
- Organize & participate in visitation schedule – shut ins, sick, elderly, crisis
- Pastoral liaison with our seniors’ group

C. Missions Team & Pipeline (10%)

- Lead our missions team (maintaining relationships with our missionaries, missions Sunday planning)
- Provide leadership to our 3-stage missions experience pipeline
 - Okanagan Gleaners (summer team)
 - SOAR X (Feb. break, partnership with Multiply)
 - Impact (Guatemala, Feb. every other year)
- Cross-cultural liaison with our growing ethnically diverse congregation

D. Crisis Care (10%)

- Develop & coordinate an ECG (extra care giving) team for those in crisis or needing long-term care
- Develop support groups so that those in crisis are cared for and ‘grow through it’ (ie. GriefShare)
- Oversee counseling referrals & benevolent fund requests

II. Secondary Focus – 20% (*This would need to be negotiated based on interest & availability, but could include...*)

A. Discipleship

- Provide leadership to our Freedom Sessions & Authentic Living discipleship programs

B. Leadership Development

- Help foster a culture of growing & emerging leadership (could involve classes & training, weekend seminars or retreats, or working intentionally with pods or small leadership groups each year)

C. Pastoral Duties

- Assist with preaching (roughly 1/8 Sundays) and platform ministry
- Assist with weddings and funerals, as needed
- Participate in various roles as part of a ministry team (ie. Retreat, special events, conferences)

III. Inter Office

It is expected the following will be ongoing priorities:

- A. Staff meetings once each week.
- B. One-to-one coaching meetings as scheduled.
- C. Presence at special events / functions.

VI. Organizational relationships

The Associate Pastor of Care & Outreach is employed by the body of West Portal Church. They are accountable to the Team Lead for day-to-day routines, ministry discernment and carrying out of the vision as set out by West Portal Church. It is expected that they will display a passion and aptitude for their ministry while maintaining a heart for the needs of the broader church family.

Note: The needs in a growing church often demand changes in job descriptions. Any major changes will be directed by the Leadership Team in consultation with the staff affected.

For further information or to submit a resume, please contact:

**West Portal Church
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