

# Associate Pastor, Surrey

## PRIMARY OBJECTIVES

The Associate Pastor, Surrey reports to and partners with the Surrey Lead Pastor to ensure those who attend our Village Surrey Location are connecting in community, receiving meaningful pastoral care, and are growing spiritually through serving. An ideal applicant will love Jesus, His people and those yet to know Him, and have a spiritual gift mix/skill set that includes both shepherding, leadership, and administration. As one of our larger Village locations, the successful applicant may be asked to oversee other staff, or an entire ministry within the location, depending on gift mix and maturity. The Associate Pastor, Surrey clearly understands the vision of making a large community, small, intimate, and transformational here at Village Church.

## DEMONSTRATED QUALITIES

- Active, growing, and strong relationship with Jesus, a good reputation with others.
- Ability to cast vision, inspire teams, and effectively communicate verbally as well as in writing to individuals and groups.
- Proven ability to identify, recruit, develop, and oversee leaders.
- Possesses a thorough knowledge of the Bible.
- Experience in serving the local church is an asset, but not limited to vocational ministry.
- Able to organize, administrate, and see a project to completion.
- Strong attention to detail while managing multiple projects; reliable.
- A good communicator who can prioritize tasks in a fast-paced environment.
- Dependable, flexible and servant-hearted enough to do any job with joy and passion.
- Fulfills the character qualification as highlighted in 1 Timothy, Titus, and the Village Church Staff Manual.

## RESPONSIBILITIES

- Work closely with Lead Pastor, Surrey, to implement the mission and vision of Village Church and create Location Specific goals/events to accomplish the mission.
- Coordinate and complete the administration of two or more of the core Village Church ministries offered at the Surrey Location (including but not limited to): Community Groups, Alpha, Freedom Session, Marriage Prep, Care & Counselling, Village Financial, Prayer, and Leadership Development.
- Model and equip Lead Volunteers to function as evangelists.
- Develop and manage all “Village Connect” data (forms, sign ups, groups... etc.) for above listed Village Church Surrey ministries.
- Assist Lead Pastor in initiating, planning and running Village Church Surrey events.
- Work with Village Communications and Marketing Strategy (COMS) to promote/report on Village Church Surrey stories of transformation and initiatives.

## Associate Pastor, Surrey

- Oversee or assist evening/weekend meetings as assigned (i.e. Community Group Leadership Training, Lead Team meetings... etc.).
- Provide updates to Lead Pastor, Director, Community Groups and Discipleship Pastor, and Guest Services Coordinator as assigned. Prepare Basecamp reports for Lead Pastor.
- Consistently invite new people to connect in Authentic Community or ministry groups.
- Thank at least three volunteers on a weekly, ongoing basis.
- Assist Lead Pastor in specific Pastoral Care duties including, but not limited to (Prayer/Hospital visits, Meal train, funerals... etc.).
- Intentionally pursue relationships with unchurched people.
- Develop and oversee assigned Staff at the Surrey Location both mid-week and Sunday.
- Ensure an ongoing level of quality control over the operations of Village Church on Sundays, and for other Village Church Surrey events.

### **KEY RESULTS**

- Higher percentage of people engaged in Village Church Community Groups and Alpha communities.
- Higher percentage of people volunteering and serving in meaningful ministry opportunities.
- Increased responsiveness in all administration surrounding Intentional Community (Community Groups, Alpha, Freedom Session, Marriage Prep...).
- Stronger relationships and partnerships with key leaders as identified in the Village Church Surrey community.
- Higher level of follow through on all volunteer commitment, Community Group registration and administration, and care/support for Village Church Surrey congregants.
- Increased reporting of Village Church's effectiveness in seeing lives transformed by Jesus.
- Increased capacity for Surrey Lead Pastor to be involved in all areas of Village Church Surrey.

### **WORK WEEK & BENEFITS**

- 40 hrs/week, Sunday to Thursday
- Comprehensive Benefits Package
- Matching RRSPs