



## **JOB DESCRIPTION ASSISTANT PASTOR**

To pastor our emerging vibrant English-speaking congregation, we are looking for a full-time **Assistant Pastor**.

### **POSITION DESCRIPTION**

- To develop and support small group ministry. Lead small groups. Design group curriculum. Help leaders to use the curriculum.
- To be part of the teaching teams to preach in adult worship services and youth worship services
- To assist and serve in worship service operations
- Expected annual salary range: \$58,000 - 62,000

### **QUALIFICATIONS**

- With a Master in Christian Studies degree, or equivalent
- Experience in the development of college student and/or young adult small group ministries in a Canadian context
- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate the character of Christ-likeness; desire continuous spiritual growth
- A strong team worker with good people skills
- Willing to submit to the Lead Pastoral Team
- Willing to follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Self-motivated, effective time management, strong administrative abilities, competent conflict resolution skills
- Fluent in written and spoken English

- Proficiency in the use of MS Office software, Google applications, and cloud services required
- Required to work on Saturday (and weekday evenings as needed)
- Work at the office. Able to commute.

### ***TEMPERAMENT/PERSONAL CHARACTERISTICS***

- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate the character of Christ-likeness; desire continuous spiritual growth.
- Willing to submit to and follow the ministry philosophy of the Lead Pastoral Team.
- A lifetime learner in leadership, ministry, and discipleship. Receptive to feedback.
- Self-motivated, effective time management, attention to detail and emotionally mature.
- Dependable, diligent and highly attentive to details.
- Demonstrate the ability to adapt to changes and able to work under stress.
- A good communicator, a strong team worker with good people skills and competent conflict resolution skills.

All interested candidates are asked to submit a resume and cover letter indicating how they meet the qualifications of the position to:

KEC Executive Team  
Email: [recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title in the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.