



*Park Meadows*  
MAKING A DIFFERENCE

## Adult Ministries Pastor Job Description

Updated: November 2025

**Status:** Full Time (40 hours)

**Reports to:** Lead Pastor

### Summary

This position works under the leadership of the lead pastor to provide leadership, direction, and oversight for all adult ministry programming focused on adults inside and outside of the church.

### Pastoral Duties

Those recognized as pastors within Park Meadows Baptist Church should be able to verbalize a sense of a God-given calling to a vocation of Christian ministry. They should be able to articulate a theology/philosophy of ministry that shapes their pastoral engagement. They must have gifts that are strategic to the fulfillment of the position description.

The Associate Pastor of Adult Ministries will serve in three critical roles: pastor, developer, and manager.

### **Pastor**

As pastor this position will develop strong relationships with volunteers and congregants with the desire to help them grow in their relationship with Jesus and in their relationship with others. This position will also have the abilities and gifts to communicate God's Word effectively to audiences of all ages. The vision for this role is to mobilize the church and partner with adults to expand and equip adults with the message of God's story.

### **Developer**

As developer, this position will purposefully and strategically train and equip key leaders to prepare them to minister to the (larger) church as a whole. In that process this person will also train and equip staff and key leaders to train and equip others to do the same. The vision of this role is to attract and grow future leaders and invest in them with the purpose of increasing their leadership capacity.

## **Manager**

As manager, this position will provide both short-term and long-term strategic and leadership development to create and maintain a ministry of excellence. They are responsible for planning and maintaining necessary policies and guidelines; creating and administering ministry budget lines; and ensuring effectiveness of ministries under the care of the Associate Pastor of Adult Ministries.

## **Key Responsibilities**

### **Lead Adult Ministries Team – 8 hours/week**

- Coach, develop, and give direction to the Adult Ministries Team development, including current Adult Program Directors (i.e., men's, women's, seniors/visitation, etc.)
- Lead regular and consistent meetings with the Adult Ministries Team to provide and receive input and evaluation on current Adult Ministry programs.
- Develop a pastoral support system for the leaders in these ministries.

### **Initiate and plan an outreach ministry to the surrounding community – 8 hours/week**

- Lead adults by providing relevant resources and opportunities for adults to strengthen their evangelistic relationship with God and serve the larger community in a corporate way.
- Open time to meet with and counsel adults (including any counseling and planning needed to manage crises such as funerals). It is agreed upon that counselling will not make up more than 1 hour/week and referrals to outside agencies will take precedence.
- Lead adults by providing relevant resources and opportunities for adults to strengthen their evangelistic relationship with God and serve the larger community in a corporate way.

### **Initiate and develop a pastoral care team and provide pastoral care to members and non-members of Park Meadows Baptist Church – 5 hours/week**

- To ensure visitation of sick and hospitalized as well as new and current members, in cooperation with the leadership council and/or a designated team.
- To perform official clergy duties such as weddings, baby dedications, and funerals, as well as potentially facilitating new believers/members classes.

### **Initiate and develop a Newcomer's Ministry Team at Park Meadows Baptist Church – 4 hours/week**

- Welcoming and integrating new members by providing a friendly first impression, guiding them through church life, and helping them find their place within the community.
- Key responsibilities include greeting visitors, answering questions, connecting them with programs, and tracking their involvement.

## **Initiate and develop a volunteer recruitment process for Park Meadows Baptist Church – 5 hours/week**

- Create a sustainable system that ensures that people are aware of and moving toward serving in Park Meadows Baptist Church.
- Developing a spiritual gift discovery class that identifies and empowers individuals to get involved in service in their church.
- Maintaining a tracking system to ensure prospective volunteers have found their place in Park Meadows Baptist Church.

## **Contribute to the overall leadership and spiritual direction of Park Meadows Baptist Church – 5 hours/week**

- Be an active member of the Pastoral Leadership Team. This includes monthly preaching opportunities, creating content for online and printed resources, vision planning, reporting to the Board, and contributing to church-wide events and initiatives.

## **Dedicated time to personal development – 3 hours/week**

- Reading, attending conferences, taking courses.

## **Administrative duties – 2 hours/week**

- Record keeping, financial management of assigned budget lines.

For more information or to submit resumé contact Pastor Dwayne Dibben, Lead Pastor at [pastordwayne@parkmeadows.ca](mailto:pastordwayne@parkmeadows.ca) or call 403-327-4422



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