

## Associate Pastor

**Status: Part-Time (22 hours/week)**

### Position Summary

Reporting to the Lead Pastor and in accordance with Eagle Ridge Bible Fellowship (ERBF) statement of faith, governing policies, and in harmony with other church ministries, the role of Associate Pastor is to aid the senior pastor in day-to-day pastoral duties.

### Responsibilities

- Admin & support of ministries currently without a direct link to the elder board
  - connect with ministries and assist as needed, develop policies and structure for ministry.
- Mentoring: new hires, volunteer leaders, etc.
- Assist Lead Pastor:
  - Collaboration on service planning and yearly arc of Sunday ministry
  - Administration and organization as required
  - Support for pastoral care, as needed
  - Teaching and preaching occasionally

### General

- Attends staff meetings and other leadership events.
- Provides monthly reports to the Lead Pastor & attends Board of Elders meetings if needed.
- Maintains personal spiritual growth through daily prayer and devotion.
- Maintains personal ministry growth through reading, attending appropriate conferences or seminars.
- Maintains integrity of family and personal relationships.
- Supports the faith community at Eagle Ridge Bible Fellowship through regular attendance, giving, encouragement, care and prayer.

### Qualifications

- A committed Christian who has or is seeking ERBF membership.
- Strong planning, organizational and administrative skills.
- Ability to oversee, encourage and support ministry leaders.
- Ability and commitment to work collaboratively with staff and volunteers and build supportive relationships with all church ministries.
- Mature, balanced, trustworthy and able to show compassion and empathy when working with others.
- Demonstrated ability to maintain discretion and confidentiality in handling sensitive church related matters.
- Ability and experience in team building and group process.

- Effective communication skills (written, verbal and interpersonal).
- An educational background specific to ministry and a minimum 3 years experience on staff in a church.
- Credentialling with BC Mennonite Brethren. <https://bcmb.org/credentialing/>

### **Compensation and Benefits**

Annual salary of \$45,000-\$60,000 (determined by ministry experience and education)

Group benefits plan <https://ccmbclegacyfund.com/benefits>

Professional Development Budget

3-month sabbatical every 5 years of continuous service

Vacation of 3 weeks / year

To apply, submit a resume and cover letter describing your vision for discipleship and worship ministry to [careers@erbf.com](mailto:careers@erbf.com)