



Staff Position Description | March 2024

ASSOCIATE PASTOR

Eastpark Church is committed to fulfilling God's purpose for us here in Vancouver, and we're entering a new season of growth and change, so we're seeking an Associate Pastor who is passionate about Jesus and the local church, and able to help fulfill the mission God's given us.

A - Purpose and Scope of Role

The purpose of the Associate Pastor's role is to provide the leadership and management necessary to fulfill our mission through the regular weekly ministries of the church.

The scope of the Associate Pastor's role is to oversee:

- **Operations** — Facilities / Finance / Administration / Communication
- **Community Outreach** — Local school relationships / Sunday Fun Day
- **International Mission** — International partnerships / Short Term mission trips
- **Integration** — Newcomer and Partnership Events / Weekend Welcoming Team
- **Pastoral Care** — Pastoral Care Team / Life Groups / Stephen's Ministry / Seasoned Citizens' / Women's and Men's Ministry / Take Them a Meal / Prayer Ministry / Weddings and Memorial Services / Baptisms and Child Dedications

B - Goals of Associate Pastor role

The goals of the ministry are determined by the Eastpark Church Mission: *To see people transformed by Jesus Christ, as we proclaim the gospel with our words and our lives.*

The goals of the Associate Pastor are:

- **Ministry** — to ensure the church ministries you are responsible for are well led, coordinated and contributing to the Mission
- **Leadership** — to ensure the ministry area's under your leadership are developed to their full potential
- **Team Work** — to ensure you work in a complementary partnership with the Lead Pastor
- **Personal Development** — to ensure you continue to grow in your relationship with Jesus and in your leadership ability

C - Core Tasks

1. **Partnership with Lead Pastor** — regular and weekly meetings with lead pastor to prayerfully plan and oversee leadership of Eastpark Church
2. **Mobilize Volunteers** — recruit volunteers to ensure good spiritual leadership of church ministries by identifying, empowering, encouraging and caring for ministry leaders

3. **Development of Ministries** — oversee strategic changes within ministries to facilitate and encourage growth.
4. **Finance** — facilitate the preparation of the annual budget in conjunction with the Lead Pastor and Treasurer / manage the finances of the church in conjunction with the Treasurer and Lead Pastor
5. **Leadership Team** — this position includes membership of the Eastpark Church Leadership Team, attending and participating in the monthly meetings (see Organization Chart).
6. **Teaching** — contribute regularly to the Weekend Teaching schedule (approx. monthly)
7. **Other duties** — as assigned by Lead Pastor.

D - Terms of Employment

As per the Eastpark Church employee handbook.

E - General

1. **Hours of Work** – full time position
2. **Compensation** – salary available upon application
3. **Contract Period** – this is a permanent full time position
4. **Report** – to the Lead Pastor

D - East Park Church Staff Philosophy

1. **Purpose and Mission** – Our purpose in everything we do at Eastpark is to glorify God (1 Cor 10:31). The Mission of Eastpark Church is *To see people transformed by Jesus Christ, as we proclaim the gospel with our words and our lives*. Every staff appointment is made for that reason and with that focus.
2. **Principle of Work** – all work is spiritual when done as worship to God. ‘Church work’ is not *more* ‘spiritual’. The primary philosophy of staffing is to mobilize and nurture the gifts and abilities of others (Rom 12:1; 1 Cor 10:31; Eph 4:11-12)
3. **Perspective** – Jesus is the hope of the world so we take the opportunity to serve Christ in the church very seriously. We are committed to doing everything diligently, in a manner and style that is contemporary and relevant, to a standard of excellence that honors God (1 Cor 10:31)
4. **Job Satisfaction** – we are committed to being an excellent employer committed to best practices and to providing a healthy, satisfying and encouraging work environment where each staff member shares responsibility for the morale and relationships in the office (1 Pet 2:12)
5. **Attitude** – God gives us the strength to do whatever he wants done, so we are committed to having a positive ‘can-do’ attitude (Phi 4:13)
6. **Fun** – God loves laughter and celebration. Our goal is for the staff culture to reflect God’s character and personality, so we will be relaxed, have fun, and celebrate the successes he gives us (Ps 126; Lu 15:10,22-25)
7. **Team Work** – the staff work together to promote and reinforce the leadership culture and climate at Eastpark Church. We must be good team players, committed to each other and to working together to achieve the overall vision (Rom 12:4-6a; 1 Cor 3:5-9; 1 Cor 12:4-7; Eph 4:11-13)