



# Pentiction Alliance Church

197 Brandon Avenue, Pentiction, BC V2A 9B8

Phone: 250-493-7136

[office@pentictionalliance.org](mailto:office@pentictionalliance.org)

[www.pentictionalliance.org](http://www.pentictionalliance.org)

*A multi-generational, multi-ethnic family  
seeking to make disciples of Jesus Christ*

*loving God, one another, our community, and the world.*

## Job Description - Associate Pastor - Youth & Discipleship

Reports to: Lead Pastor      Time Commitment: Full Time 40 hours per week

Oversees the following areas: Youth (teens) and Young Adults (College & Career) as well as Discipleship. Other ministry areas may fall to this person as needed and the role may change to a degree depending on the gifts and abilities of the person. Leadership Style should be open and growing to add leaders to all areas of service. This role will have a primary focus on discipleship, mentoring and outreach, in Youth ministry. Part of how this will happen is in fellowship gatherings, events, small groups, etc... The structure, material and methods will be decided by the Associate & their team with guidance and accountability from the Lead Pastor.

**Who is the Associate Pastor?** They display a deep and growing Faith in Jesus as their Lord, grounded in God's Word and guided by the Holy Spirit. The Associate Pastor should be a leader more than an administrator (though admin is required), gathering and growing their team to serve the Lord and His Church in the areas of ministry they are responsible for. The Associate should have significant experience in leading a discipleship focused youth ministry. They should have experience in evangelism and also in growing leaders to serve alongside them. As a member of the Pastoral team, they are expected to have a solid Biblical and doctrinal foundation. This role will require licensing with the Alliance.

### Other Requirements?

- Biblical, doctrinal competency must be shown in preaching and teaching. (videos or written papers/sermons can provide verification)
- Ability to preach and teach, including providing pulpit supply at least 4 times per year.
- Must agree to abide by PAC bylaws, doctrinal statements and other guiding documents
- Membership at PAC is required for this role.
- Commitment to full time hours of approx 40 per week, 2 weeks of holidays per year as approved by the Lead Pastor. Other leave for study, illness, bereavement or other reasons can be arranged with and approved by the Lead Pastor.
- They will meet regularly with the Lead Pastor or designated Elder for personal accountability. If they are married their spouse will meet as well with the spouse of the Lead Pastor or a spouse of one of the Elders. If they have children they as a couple will meet regularly with the Pastor of Children and Families or a designated person from that ministry to discuss their children and how they are doing as a part of that ministry. The desire is to create regular healthy discussions about life and living out our faith in our relationships. This should strengthen our example to the Body about how we live in community with transparency.



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## Role specifics:

- Oversee other leaders and teams within their ministry area, listed above and other areas that may be added or changed over time.
- This role will function as a part of the Pastoral and staff team, including planning of services and events as required.
  - They will be a part of a weekly staff meeting led by the Lead Pastor.
  - They will be encouraged to lead a meeting of their own department team at least once per month.
  - They will be a part of the larger PAC Ministry Leadership Team that meets quarterly.
  - They will meet with other ministry leaders as needed.
- The Associate Pastor will work with the Pastor of Children and Families to oversee the Plan To Protect program, ensuring that all volunteers working with minors and vulnerable people are fully vetted and are following the PTP. The Associate Pastor will focus on their team members & volunteers and the Pastor for Children and Families will focus on their team members and volunteers.
- The Associate Pastor will oversee the budget areas for their ministries, they will submit reports as requested by the Lead Pastor and will submit a yearly budget request for their ministry areas.
- The Associate Pastor will have a strong focus on discipleship, mentoring and developing leaders and growing our ministry to teens and young adults. Therefore the sourcing and/or creating of curriculum and studies will be of great importance in this role. The rest of the Pastoral team will assist as needed.
- Other duties from time to time that may flow from discussions with the Lead Pastor.
- This is a full-time position and is Pastoral in nature, as such there will often be duties and requirements beyond a 40 hour work week. The Lead Pastor or a designated leader will chat regularly with the Associate about their time to ensure that they are getting an appropriate amount of rest and family time. This may include some weeks of less hours or extra days off. At PAC we strive to have a healthy and balanced ministry life.

Position is considered Full Time Permanent.

Starting wage is \$4000 per month, plus benefits. Salary will be reviewed and adjusted after 3 months, then will be reviewed annually, typically in October to be set for the following calendar year.