

Job Description

Carnduff Gospel Fellowship

Position: BI-VOCATIONAL ASSOCIATE PASTOR

The position at Carnduff Gospel Fellowship is 3/4 time. As a church we will work with and help the candidate find other work to supplement their income.

Goal: To provide leadership, teaching and direction of the children, youth and young adults programs in order to fulfill the purpose and vision of Carnduff Gospel Fellowship.

1. Teaching (40-50%)

- A. Prepare weekly lessons for the youth program at the church that are rooted in and consistent with Scripture.
- B. Oversee and give leadership to a weekly after school program for kids.
- C. Oversee and give leadership to a college and careers group.
- D. Train and equip others for helping with the kids and youth programs.

2. Evangelism (5-15%)

- A. Through teaching and modelling, inspire and teach the youth to keep local evangelism and international missions a priority.
- B. Participate with the children's program and youth.

3. Vision Casting (5-10%)

- A. Working alongside the lead pastor and the board of elders to clarify and highlight the vision of the church.

4. Congregational Care (10-20%)

- A. Spend time meeting with male youth and those in the college and careers group.
- B. Encourage female youth leaders to spend time with the females in the group.
- C. Where needed, alongside the lead pastor, visit those in the congregation who are shut-ins, are in the hospital or who would like counsel.

5. Other Responsibilities (5-20%)

- A. Maintain a healthy relationship with God that exemplifies a disciplined plan of personal worship to include prayer and Bible study.
- B. Attend Board and elder meetings.
- C. Love and care for his personal family.
- D. Exhibit a positive Christian lifestyle. Continue to pursue personal spiritual growth through mentorship with the lead pastor.
- E. Encourage and promote baptism throughout the year as opportunity presents itself.
- F. Be actively involved in the life of the church.
- G. Oversee the required *Plan To Protect* training and police checks for those helping with youth and kids' programs.

6. Administration

- A. The associate pastor will maintain a regular office schedule during the week, with the understanding that his role includes evening ministry.
- B. The associate pastor will submit an expense report before or at the monthly board meeting for approval from the board.
- C. List of approved expenses, but total amount subject to the yearly budget:
 - (I) Mileage - paid at \$0.75/km
 - (II) Meals
 - (III) Books, Training, Resources
- D. Laptop and phone will be provided by the church
- E. Salary will be \$42,000 plus benefits provided by the church; the Associate Pastor's work week will be 30 hours
- F. The Associate Pastor will undergo a yearly annual review with the Board of Elders
- G. The Associate Pastor will be given 3 weeks of vacation each calendar year, whereas a week is defined as Monday through the following Sunday

Inquiries or resumes may be sent to Pastor Greg Good greggood71@gmail.com