

North York (Chinese) Baptist Church
Job Description 20230904 revised 20231030

1. Position Title: Pastoral Assistant (ESC) – 2-year Contract

2. Purpose of Position

The importance of godly and able pastoral leadership is of vital importance to the continuity and ongoing faith development of the congregation. Two main needs prompt the opening of this position:

- a. The ESC has long had two pastoral staff, the Assistant Pastor (ESC)/ESC lead pastor, and the Pastoral Assistant (Youth)/youth pastor. While caring mainly for the youth, the youth pastor (who has recently transferred to the new Family Ministries position) also carried out responsibilities to the ESC and church at large. A Pastoral Assistant (ESC), without Youth Ministry as part of the portfolio, is needed to fill the vacated role in a growing congregation.
- b. As a shepherd under Christ, a pastor nurtures, cares for, and protects the congregation. Under normal circumstances, the Assistant Pastor (ESC) is the lead pastor of the English Speaking Congregation who, also under normal circumstances, will eventually reach the end of tenure. The position of Pastoral Assistant (ESC) also fulfills the ongoing mission of establishing the ministry of the ESC with the view to prepare the one in this position to move into the role of lead ESC pastor at the appropriate time.

3. Description

a. A Pastoral Role

The Pastoral Assistant (ESC) will be involved in all aspects of pastoral duty alongside but under the supervision and overall responsibility of the Assistant Pastor (ESC), to whom the position reports. As it is hoped that the Pastoral Assistant (ESC) will eventually assume the role of Assistant Pastor (ESC), active participation is expected in:

- i. The ongoing evaluation and development of the biblical vision of ministry, and
- ii. Shepherding care of co-workers, leaders, and members according to the biblical vision.

b. Major Areas of Responsibility and Summary of Expectations

Position reports to: Assistant Pastor (ESC). Frequency and duration of ministry responsibilities will be discussed with and assigned by the supervisor according to the need of the congregation, the individual's spiritual gifts, and the apportioning of duties. Representative responsibilities include, but are not limited to:

Primary responsibilities:

- Preaching and exegetical tasks (reading our culture and bringing biblical understanding and commentary to bear on our community)
- Mentoring/Discipling members
- Leading/Participating in various ongoing ministries (e.g., prayer meeting, men's fellowship, small group, special occasion services, and other programs implemented by our church's Ministry Groups)
- Leading/Assisting the Pastoral Team.

Recurring responsibilities:

- Teaching Sunday School
- Visitation
- Newcomer and new believer welcome and follow-up
- Counseling
- Evangelism
- Births, Marriage, and Funeral ministries
- Special Projects.

Note: At this time, the ESC is moving towards a plurality of pastors/elders. No one pastor can fulfill every pastoral responsibility. The ESC Pastoral Assistant, as a vocational pastor, will be part of a team that includes non-vocational pastors/elders. While the vocational pastor will personally fulfill some key ministry responsibilities (pastoral duties), many of the responsibilities will be fulfilled by others on the team of ESC pastors/elders with support from the Assistant Pastor (ESC) and ESC Pastoral Assistant.

4. Requirements

- a. Graduation from an evangelical school for theological education in pastoral training, or its equivalent (to be determined by search committee/Pastoral Team).
- b. In agreement with North York (Chinese) Baptist Church's Statement of Faith, and will abide by its bylaws and policies.
- c. Has a personal and growing relationship with Jesus Christ. As this position seeks a pastor (elder/overseer), the candidate must reflect pastoral vision (1 Peter 5:1-5) and pastoral qualifications (1 Timothy 3:1-7; Titus 1:5-9).
- d. Unless the Lord leads elsewhere, a commitment to serve in this position long-term.
- e. Fluency and proficiency in English.