



## **Kingsway Foursquare Church**

### **JOB DESCRIPTION: ADMINISTRATIVE PASTOR**

#### **PURPOSE OF POSITION**

Reporting to the Lead Pastor, the Administrative Pastor assists the Lead Pastor and the ministry team in caring for and guiding the Church.

Duties include general pastoral ministry, occasional preaching, leading and teaching bible or Christian growth studies, direct management of janitorial staff, management of buildings and grounds, supporting and resourcing Church services and events, working with external contractors and service providers, and attending Church Council and CPCS board meetings as required.

#### **MAIN RESPONSIBILITIES**

##### **A. FACILITIES AND MINISTRY OPERATIONS**

- Report to and take direction from the Lead Pastor to understand current needs in the congregation and discuss any building or operational issues.
- Review all contracts that the Church is involved in, keeping in mind renewal dates and current needs to evaluate and renegotiate terms.
- Coordinate and work with external contractors and service providers as needed for the maintenance and repair of church buildings and grounds.
- Review and ensure compliance with WorkSafeBC regulations including WHMIS and occupational first-aid requirements.
- Be in regular contact with volunteers, lay leaders and staff to ensure that ministry and program needs are being met and goals are being maintained.
- Volunteer support and administration, including assisting renewals of commitment or redirection to other areas of service, and ensuring that volunteer applications and criminal records checks are current.

- Attend and participate in Sunday, major mid-week and special meetings of the Church as a resource to volunteers, staff, and the Lead Pastor to support smooth execution of events, particularly as it pertains to equipment and the building.
- Provide Sunday preaching support and lead bible or Christian growth studies.
- Coordinate and provide support as needed for major church events. (i.e. Picnics, Camps, Seasonal celebrations and other all-church gatherings)

## **B. PEOPLE MANAGEMENT & ADMINISTRATION**

- Directly manage full-time and part-time janitorial staff, providing clear and regular direction and resolving issues with additional guidance as needed from the Lead Pastor.
- Attend the weekly Church staff meeting.
- Attend Church Council meetings to report on all areas of operations and to be available to answer questions and offer information necessary for Council decisions.
- Work with ministry staff to prepare the annual budget for presentation to the Church Council.
- To serve on such committees as are deemed necessary in consultation with the Lead Pastor to fulfill the responsibilities of this position.
- Attend Foursquare related events such as unit meetings, seminars, conferences and annual conventions when possible.

## **C. OTHER**

- Perform other duties as assigned by the Lead Pastor, with flexibility to assume reasonable modification of duties as required by church structure and operations.

## **QUALIFICATIONS**

- Proven spiritual character, including a demonstrated care for people and their needs.
- Combined 2 – 5 years of pastoral training and experience. Previous experience managing staff and experience within the Foursquare network is an asset.
- Pastoral licencing and ordination with Foursquare Canada is an asset.
- Strong relational skills with proven ability to effectively work and interact with church staff, volunteers and congregants in a multi-ethnic, multi-generational environment.

- Proven ability to plan, organize, and lead studies, services and church events. Strong time management and organization skills to support activities which might be occurring simultaneously.
- A clear understanding of and commitment to the ministry concepts and Christ honouring goals of the Kingsway Foursquare Church.

## **WORK HOURS AND COMPENSATION**

This is a permanent, full-time position, scheduled for 35 hours per week.

Annual salary range of \$60,000 – 67,000, commensurate with experience.

Annual vacation entitlement and eligibility for group health benefits and pension as per Kingsway Foursquare Church Policies and Guidelines.

---

## **TO APPLY**

If interested, please submit a cover letter and resume to [pastor@kingswayfoursquare.com](mailto:pastor@kingswayfoursquare.com) with “Administrative Pastor Opportunity” as the subject line.

Thank you for your interest. Please know that only shortlisted candidates will be contacted.

Successful completion of references and a criminal record check will be required at a later stage in the application process.