**JOB DESCRIPTION**

**Position:** Assistant Pastor

**Status**:Part time (20 hrs/wk) Prepared by: Zachary Sloboda



**Mission**: Cornerstone Assembly exists to Make Disciples of Jesus Christ who Love God and Others.

**Vision:** We want to help people Know God, Find Freedom, Discover Purpose, and Make a Difference where God has placed them.

**Reports to:** Zachary Sloboda, Lead Pastor

**Role:** The Assistant Pastor provides leadership for Sunday worship and assists the lead pastor with ministry and administrative responsibilities. This role is based on an average of 20 hours per week for a minimum of 1 year. They will work under the oversight of the Lead Pastor to ensure the mission and vision of the church is being accomplished.

**Note:** Additional hours, ministry responsibilities, and compensation may be considered for the right candidate.

**Personal Requirements:**

* Sustains an active relationship with Jesus, prayer life, and study of God’s Word.
* Demonstrates spiritual maturity, humility, and wisdom
* Fully aligned with the mission and ministry strategy of the Lead Pastor
* Competent musical ability for leading worship services
* Competent technical ability for developing audio-visual service elements
* Faithful tither to Cornerstone Assembly
* Refrains from the use of alcohol
* Maintain theological position in agreement with the Pentecostal Assemblies of Canada

**Ministry Responsibilities:**

* Direct and lead Sunday morning worship
* Work with the tech team to develop technical production during the service, including sound, video, and live-stream elements
* Assist in leading and developing discipleship ministries including kids, youth, and groups
* Recruit, train, and develop individuals to lead effective ministry
* General administration responsibilities as needed in conjunction with the lead pastor
* Ensure all individuals and families are integrated into the church family
* Foster a spirit of teamwork, cooperation, and unity across all relationships and ministries within Cornerstone as well as with other local churches and organizations
* Personally invite unchurched people to Cornerstone
* Take a full Sabbath rest each week
* Minister to your family

**Average Weekly Breakdown (in support with Lead Pastor):**

* Administrate 1x/week Worship Setlists (1hr/wk)
* Direct 1x/week Worship team practice (2 hrs/wk)
* Lead 1x/week Sunday morning worship (3hrs/wk)
* Direct 1x/week Tech Team (1hr/wk)
* Assist 1x/week Youth Ministry Team (3 hr/wk)
* Assist 1x/week Children’s Ministry team (3 hr/wk)
* Assist 1x/week Small Groups Ministry Team (3 hr/wk)
* Invite 1x/week 1 person to Cornerstone
* Attend 1x/week Staff meeting with Lead Pastor (1 hr/wk)
* Direct 1x/month Worship team meeting (1 hr/wk)
* Meet 4x/month Individual volunteer leaders (1/wk)
* Meet 1x/month Community leaders
* Participate 2x/year Outreach Bridge Event
* Preach Occasionally Sunday morning

**Role Expectations:**

* Consistently complete duties and responsibilities in a timely way
* Meets or exceeds goals established with the Lead Pastor
* Maintain a positive relational stance on all fronts
* Remain within budgets
* Contribute to a positive and effective staff team dynamic
* Effectively problem solve within the scope of this role
* Ongoing improvements and innovations within the scope of this role

**Cornerstone Assembly Profile:**

Cornerstone Assembly is a PAOC church located in Bible Hill (Truro), Nova Scotia. Truro is a large conglomerate town central to the Maritimes and one hour from the city of Halifax, Nova Scotia’s capital.

The church was planted in 1991 with 20 people gathering for home meetings, and has since grown to become an active, multi-generational community with weekly Sunday attendance ranging from 80-100.

Cornerstone went through district-led revitalization in 2016 and has become an outreach oriented church with regular community events every year.

Cornerstone has an active, volunteer-led, midweek youth ministry with 15-20 students and Sunday morning kids ministry with 10-15 children. Throughout the week, seniors meet for prayer, families gather together for small groups, and people share life together through homes and family events around Truro.

**Contact Information**

For more information, please contact:

**Zachary Sloboda**

*Lead Pastor*

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**Website**

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