

Pastoral Assistant Job Description

Job Brief

NewLife Church is seeking a part time Pastoral Assistant to join our team. This is a Summer job, with the potential to be extended for up to a full year. This is a new position at our church, and as such, leadership will be looking to evaluate the efficacy of this role and how well it meets the needs of our church.

The Pastoral Assistant will be responsible for assisting with the regular operations of our church, particularly with regards to providing pastoral care, as well as facilitating communication within our congregation and the community. The expectation is that this person will be a member and part of our church family and community. Being part of our community will be key to performing the responsibilities of the role.

While this is a pastoral role, it does come with a minor administrative element, and as such, we are looking for someone who can engage with the needs of people empathetically, while upholding structure and processes key to the smooth running of a church.

Regular Responsibilities

- Help newcomers to Canada at NewLife with job networking, and other advice
 - Help connect people within the church
 - Have a general understanding of job application systems
- Coordinate Pastoral team and work with them to
 - make sure people who have not come for a while are contacted
 - stay in touch with special needs (like a new baby)
 - pastoral visits / coffee
- Help develop homegroup/small-group leaders
- Meet with new people
 - who have attended at least twice (i.e. not 1-off visitors)
 - so that they know we are interested in them as a person, who they are and what their journey has been
- Mobilising volunteers:
 - Meet people to discuss developing their gifts (followup to them filling out a sheet on their gifts)
 - Identify folks who aren't serving and assist with identifying their gifts.
 - Connect folks to teams
- Reply pastorally (with support from Leadership) to email from those who want help/care/prayer
 - Prayer requests (with support of the Prayer team)
 - Receive prayer requests by email/whatsapp/in-person
 - Pass them on as needed
 - Check in with requester as appropriate
 - Help/care:
 - Communicate with Pastoral team about how this can be accomplished

Occasional Responsibilities

- Oversee the organising of community-strengthening events, e.g. days out or special after-church events
- From time to time prepare and deliver a Sunday sermon (at least 6 times in the period of a year)
- Work with Lead Pastor in planning church testimonies and Word Team (a sharing of God's word modelled on the early church)

Qualifications

- Proven experience as a Pastoral Assistant or similar pastoral role.
- A desire to see God's people grow in maturity.
- A willingness and capacity to meet the needs of the members of our church and lead others by example and with guidance.
- Training/Study in the Biblical Studies/Seminary/Equivalent or a desire to do so alongside this role. We are not in a position to support funding for any studies at this time.
- Strong organisational skills with the ability to multitask.
- Good communication skills, both verbal and written.
- Capable in the use of office software.
- Respect for confidentiality and discretion.
- Understanding of the structure and operations of the Church.
- Agree with our [Statement of faith](#) and [values](#)

Additional Information

- **Job Title:** Pastoral Assistant
- **Work Environment:** Primarily Work from home, with some in-person hours, particularly on Sundays.
- **Reporting Structure:** Reports to the Pastor, Andrew Fountain.
- **Salary:** \$24/hour at 16h-20/week (exact number of hours open to negotiation), subject to annual review. As our church is growing, we anticipate this role to grow significantly also.
- **Location:** [Toronto, Ontario], primarily remote, we ask that anyone applying for this role regularly attends all applicable Newlife Services and Events. See more details below in "About NewLife Church".
- **Employment Type:** Part-time
- **Equal Opportunity Statement:** We value diversity at our Church. We do not discriminate on the basis of race, color, national origin, gender, age, marital status, veteran status, or disability status. It is a requirement of this job that the employee be a believer in Christ in order to fully engage in the work we are doing and agree with our statement of faith.
- **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience by filling out [this form](#) by April 30th. Any questions regarding the position or your application can be directed to Dan Smith at dan@nlife.ca. We hope to have hiring finalised for this position by May 15th.

About NewLife Church

We are a growing multicultural church in the heart of downtown Toronto officially founded in 2009. Our desire is for a combination of clear biblical teaching and the supernatural power of the Holy Spirit to impact the city of Toronto and beyond as we walk as ambassadors of God's love.

We meet every Sunday morning at 11am with our time of fellowship concluding by 2:30pm at [St. Joseph's College](#) at 74 Wellesley St West (just west of Bay) and also have homegroup meetings on Tuesday and Wednesday evenings, a monthly prayer meeting and both men's and women's monthly meetings.