



# Associate Pastor

**Reports to:** Lead Pastor

**Direct reports:** Children's Ministry Volunteers, Discipleship & Care Ministry Volunteers

## Purpose

At Country Hills Church our corporate mission is to be *People Helping People Follow Jesus*. The Associate Pastor plays a critical role in implementing this mission in 2 key areas: Discipleship & Care Ministry and Children's Ministry. As such, the Associate Pastor will implement this mission by intentionally engaging and discipling adults and the next generations of believers, both within CHC and our greater community. The Associate Pastor is a dynamic and relational leader who has the capacity to envision, communicate, and direct the execution of a central vision and strategy for the welcoming, discipling, and care of adults and the ministry that meets the needs of children, and their families. The Associate Pastor is a spiritual overseer who builds relationships, mentors, and provides spiritual counsel, to help people follow Jesus.

## Responsibilities

- Assist the Lead Pastor in developing a discipleship model for the church that guides CHC towards effectiveness in its mission and meets the spiritual needs of the church body.
- Assist in the leadership and pastoral care of the Country Hills Church family under the direction of the Lead Pastor.
- Assist the Lead Pastor in developing and continually evaluating systems and strategies to meet ministry needs, identifying gaps and building teams and frameworks to equip and empower others to fill those gaps.
- Serve as a leader by example in personal discipleship, spending time in study and prayer.
- Engage in continuous learning and training opportunities to stay relevant in pastoral ministry, discipleship practices and strategies, congregational care, Children's Ministry, and team leadership best practices.
- Attend and participate in staff meetings, church wide events/programs, church services, leadership training, and other meetings/events as required. Occasional teaching/leading at other services/events will also be required.
- Develop and maintain a budget, planning for and tracking expenses for Children's Ministry and Discipleship & Care Ministries.
- Other duties related to the reasonable oversight and growth of the church, Children's Ministry, and Discipleship & Care Ministries at CHC may be required from time to time.

## Children's Ministry

- Lead CHC's efforts to minister to children (birth to Grade 6) and families by developing a vision and a cohesive ministry plan for Children's Ministry in keeping with the wider church mission & vision. This vision and ministry plan should be centred in relational discipleship, be clearly communicated and evident in every expression of the ministry, and work together with our Youth and Young Adult vision and ministry plan to form a comprehensive and holistic Family Ministry vision and ministry plan.
- Plan programs and events that support the vision and ministry plan of Children's Ministry, developing a yearly calendar, and proactively planning these efforts with a high degree of organization (including the people, places, programs, and promotion needed to make the program or event a success).
- Oversee Children's Ministry programs and events including, but not limited to; Sunday Morning Kids Ministry, Preteen monthly events, Vacation Bible Camp, Church Together services, and outreach events.
- Select curriculum that is consistent with the doctrinal beliefs of CHC, is relatable for children of various age groups, and helps to develop strong foundations of biblical faith.

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Kitchener, ON N2E  
1M1

519-578-7275

office@countryhills  
church.ca



- Recruit, develop, and deploy new volunteers, including parents of children participating in Children's Ministry, empowering them to take an active role in the planning and leading of ministry events and efforts.
- Lead volunteer teams in the attitude of a servant leader, which is best done in-person and by example, ensuring you are accessible and that volunteers are properly resourced and supported (this includes all aspects of scheduling and communication that are needed to empower teams to serve).
- Intentionally build relationships with parents and families at CHC to better understand the needs of children and how CHC's Children's Ministry efforts can help meet those needs.
- Develop an effective online and social media presence to connect with CHC families and the surrounding community, not just to communicate about ministry, but to do ministry online.
- Ensure Protection Plan policies and procedures are adhered to during all CHC events, meetings, and in every interaction with a child or vulnerable person, both onsite and offsite, and take an active role in training volunteers in CHC's Protection Plan policies and procedures.

### Discipleship & Care Ministry

- Assist the Lead Pastor in developing and implementing a relevant and effective model of ministry to welcome, disciple, and care for people in keeping with CHC's mission and vision.
- Oversee the Discipleship and Care Ministries of CHC including, but not limited to; Welcoming and Hospitality Ministry, Men's and Women's Ministry, Fifty-Five+ Ministry, Small Group Ministry, Benevolent, Visitation, and Crisis Care Ministry.
- Recruit, develop, and deploy new volunteers for Discipleship & Care ministries, empowering them to take an active role in the planning and leading of ministry events and efforts.
- Oversee the tracking of people with the assistance of the Office Administrator to ensure accurate records are kept and used to develop strategies to help people take next steps in their walk with Jesus and in our church family.

### Requirements

- A bachelor's degree in theology, religious studies, divinity, or a related field.
- Holds the Ordained Minister Credential (OM) with Evangelical Missionary Church of Canada, or actively pursuing OM credentialing.
- 3-5 years' experience in pastoral ministry and in leading children's ministry in a medium to large theologically compatible church or not-for-profit setting.
- Understanding of and willingness to serve within the doctrinal commitments of Country Hills Church, which includes CHC's statement of faith and lifestyle covenant.
- Possess a deep understanding of scripture and biblical theology, with the ability to provide teaching in a manner that is accessible for adults, children, and families.
- Strength in planning, organization, setting priorities, managing time, and meeting deadlines.
- Pastoral mindset and willingness to build relationships, mentor, provide spiritual counsel, and encouragement.
- Able to work collaboratively in a team setting, resolving conflict, and maintaining a respectful attitude while interacting with others.
- Possess an attitude that is flexible, willing to learn new things, and eager to continually improve.
- Previous demonstrated experience in directing and leading teams with excellence, leading by example in the attitude of servant leadership.
- Previous demonstrated experience in creative problem-solving, developing solutions for changing needs.
- Proficient in software systems such as Planning Center Online, ProPresenter, Microsoft 365, Canva, and Mailchimp, as well as effective usage of social media platforms.

In performing their role, the Associate Pastor will be placed in a position of trust over vulnerable individuals. As such, a clear Vulnerable Sector Check, as well as completion of Plan to Protect

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training (provided by employer), are requirements of employment. In the course of their duties the Associate Pastor will have access to and responsibility for financial resources of the organization; as a result, a clear Criminal Record Check is a requirement of employment. Additionally, in the course of their job duties, the Associate Pastor will be required to transport others in a personal, or CHC owned, vehicle. As a result, a clear driver's abstract, valid driver's license and proof of insurance are also requirements of employment.

## Location

The Associate Pastor is expected to attend and participate in staff meetings, church wide events/programs, church services, leadership training, and other meetings/events as required. This is an important opportunity for communication and connection within the CHC church body. Most of the the Associate Pastor's responsibilities are carried out on-site, at Country Hills Church, and often includes evening/weekend hours. Remote work options are available, but all work from home events must be approved by the Lead Pastor in advance.

## Working Conditions

In the course of their duties, the Associate Pastor may experience stressful situations, fast-paced work, competing demands, and long hours sitting at a desk.

## Additional Employment Options

This full-time position is a combination of 2 part-time positions. You can find out more information about and apply for our part-time Director of Children's Ministry or part-time Director of Discipleship and Care at [countryhillschurch.ca/about/join-our-team](http://countryhillschurch.ca/about/join-our-team)

All interested candidates should forward a cover letter and resume to the Lead Pastor Jeremy Shuart. [jshuart@countryhillschurch.ca](mailto:jshuart@countryhillschurch.ca)

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