

# Co-Pastor Job Description

Updated: January 20, 2023

**Status:** Full Time

**Serves with:** Team Lead Pastor

**Reports to:** WBC Board

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## **Our Church**

Whitecourt Baptist Church is an evangelical church within the Alberta Baptist Association and the North American Conference ([www.nab.ca](http://www.nab.ca)) located approximately 200 km NW of Edmonton. Whitecourt is a town of nearly 10,000 and diversified with the primary industries of forestry, oil, and gas. Our church was founded in the early 1980's, is filled with stories of God's provision, beloved pastors and friendships both long-lasting and new, and we are currently approximately 150 members and adherents. WBC is filled with people of all ages and stages of life and spiritual maturity—our areas of ministry focus include Worship, Family, Mission/Outreach, Church Life, Care, and Prayer, while many of our programs and small groups are geared specifically to children, youth, adults, and families.

## **Principal Functions**

We are seeking a Co-Pastor to serve God's vision and mission for Whitecourt Baptist Church alongside our current staff team (Team Lead Pastor + Administrator/Media Coordinator), and to exercise faithful servant leadership in the areas of Family, Worship, and Community Connections (as outlined below).

The successful candidate should be able to verbalize a sense of a God-given calling to a vocation of Christian ministry, articulate a theology/philosophy of ministry that shapes their pastoral engagement, and have gifts that are strategic to the fulfillment of the position description.

The staff of WBC together seek to develop strong relationships with volunteers and congregants with the desire to help them grow in their relationship with Jesus and one another.

## **Key Responsibilities**

(Responsibilities can and will be tailored to match the strengths of the individual)

### **A. Family Ministries (Leadership)**

(We anticipate that 30% of the Co-Pastor's ministry time will be committed to the following tasks)

- i. Develop, coach, and give direction to the Family Ministries volunteers.
- ii. Devise programs for new and existing families to become integrated in the church.
- iii. Develop and oversee a family ministries program that serves the people inside and outside of Whitecourt Baptist Church. This may include (but not limited to) Sunday School, Youth Group, Summer camps (i.e. VBS).
- iv. Responsible for organizing, implementing, and evaluating Family Ministry programs and volunteers.

**B. Worship Ministry** (involvement ranging upon abilities and need)

(We anticipate that 30% of the Co-Pastor's ministry time will be committed to the following tasks)

- i. Organizing and coordinating the worship teams to lead Sunday morning worship services.
  - a. Coaching, developing, and giving direction to Worship Teams and individuals.
  - b. Being personally involved in worship ministries.
  - c. Ensuring the preparation of visual presentations for use in worship.
  - d. Recruit and develop new worship team members.
  - e. Oversee music and worship technology.

**C. General Pastoral**

(We anticipate that 20% of the Co-Pastor's ministry time will be committed to the following tasks)

- i. Contribute to the overall leadership and spiritual direction of Whitecourt Baptist Church
  - a. Work closely with the Team Lead Pastor and volunteer leadership in formulating and communicating vision, mission, and values.
  - b. Preaching 12-15 times a year.
  - c. Share in the fulfillment of pastoral counseling, weddings, funerals, hospital/home visitation to the sick and homebound.
  - d. Prepare for and participate in staff and board meetings.

**D. Community Connections**

(We anticipate that 10% of the Co-Pastor's ministry time will be committed to the following tasks)

- i. Develop, coach, and give direction to the Outreach volunteer team.
- ii. Devise programs and pathways for people to be introduced to Jesus and invite new(er) believers to become meaningfully integrated into the church and "next steps" of faith.
- iii. Strategies may include (but not limited to) community service initiatives, evangelistic events, new believer focus, and/or relational discipleship (such as mentoring).

**E. Administrative Duties**

(We anticipate that 5% of the Co-Pastor's ministry time will be committed to the following tasks)

- i. Internal and external communications (emails, social media, etc.)
- ii. Electronic/Paper Organizing (of ministries)
- iii. Preparing and Reporting (i.e. for staff and board meetings, expense reports, etc.)

**F. Personal and Spiritual Development**

(We anticipate that 5% of the Co-Pastor's ministry time will be committed to the following tasks)

- i. Conferences, retreats, seminars
- ii. Reading, studying, and prayer

### **Preferred Qualifications and Attributes**

- Minimum undergraduate degree in a biblical/ministry field.
- Proven effectiveness in pastoral leadership, coordinating and building of teams, collaborating, discipling, motivating, strategizing, and administration.
- Proven effectiveness in family and worship ministries as well as preaching and public communication.
- Innovative (able to identify needs and initiate new projects and directions).
- Flexible to adapt to best practises relative to context.
- Time-management ability to oversee multiple ministry areas concurrently.
- Tech skills to work efficiently with the tools we have (PC, digital sound board, OBS streaming platform), and adapt to better-suited technologies in the future.
- Empowers others to serve and lead.
- Agreement with Whitecourt Baptist Church directional statements and Constitution.

### **Desired Character and Personality Traits**

- Strive to “live a life worthy of the calling they have received” (Eph. 4:1).
- A loving heart and genuine encourager.
- A humble servant attitude (approachable, teachable and trustworthy).
- Able to offer and receive (truth-based) constructive criticism.
- Confidence in self and others (able to be a self-starter and empower others).
- Prioritizes healthy relationships with family, including spouse if married.
- Faithful and hard-working towards excellence.
- A shepherding approach to ministry.
- A team player committed to the larger Church family and maintaining unity.

### **Required Spiritual Qualifications**

- Demonstrate an unquestioned and vital commitment to Jesus Christ as Savior and Lord.
- Be thoroughly evangelical in faith, doctrine and practice as understood by the North American Baptist Conference (<https://www.nab.ca/about/our-beliefs>)
- Have the personal character, lifestyle, family life, emotional and physical state of health which is in accordance with 1 Timothy 3 (adhering to WBC lifestyle agreement).

### **Terms:**

- Called, hired, and empowered for ministry by the Congregation upon recommendation from the Church Board.
- Salary as determined by the Church Board, approved by the Congregation, and expressed in the letter of call.
- Benefits package as outlined in the policy statements.
- This is a permanent full-time position (as per the terms of the Memorandum of Understanding).

### **Accountability**

- Accountable to the Church Board.
- Accountable to the Congregation through the Church Board.