

## **JOB DESCRIPTION**

### **ASSISTANT PASTOR (CHILDREN AND YOUTH MINISTRY)**

To raise the next generation of Christ-followers, we are looking for a full-time Assistant Pastor. This position will work with the Associate Pastor in the Children and Youth Ministry in the development of the Karpos Children Ministry and the Youth Ministry at Koinonia Evangelical Church.

## **POSITION DESCRIPTION**

The primary responsibility of the Assistant Pastor is to collaborate with the children and youth ministry staff team and to oversee the development of the children and youth ministry.

Expected annual salary range: \$58,000 - 62,000

## **PRIMARY DUTIES AND RESPONSIBILITIES**

- Teach at the children and youth worship programs
  - Plan and prepare curriculum and resources
  - Prepare and provide training to servants to teach the curriculum
- Plan and coordinate children and youth ministry programs and events
  - Meet regularly with the staff team and ministry team leaders to provide direction and support for ministry development
  - Provide briefing, debriefing, and follow-up on action items related to the children and youth programs
  - Collaborate with other ministry team leaders and servants
  - Assist with administrative tasks
  - Oversee logistics planning and execution
- Assist in the development and execution of the children and youth ministry system and policies
  - Servant management including recruitment, scheduling, training, evaluation, and culture setting
  - Equipment and supplies purchase and maintenance
  - Programs admission, promotion and graduation
  - Annual budget and expense management

## **QUALIFICATIONS**

- With a Master's Degree in Christian Studies, or equivalent experience.
- 1-2 years of experience in children or youth ministries in a Canadian Christian context is an asset.
- Required to work on Saturday and certain weekday evenings
- Required to work at the church office.
- Have a valid driver's license and access to a vehicle for work purposes.
- Fluency in written and spoken English. The ability to speak in Cantonese is an asset.
- Proficiency in the use of MS Office software, Google applications, and data-based application are required.
- Experience in design/media software is an asset (e.g. Canva, Adobe Creative Suite, Final Cut Pro).
- A criminal record check is required.
- Current First Aid certification is an asset.

## ***TEMPERAMENT/PERSONAL CHARACTERISTICS***

- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate the character of Christ-likeness; desire continuous spiritual growth.
- Willing to submit to and follow the ministry philosophy of the Lead Pastoral Team.
- A lifetime learner in leadership, ministry, and discipleship. Receptive to feedback.
- Self-motivated, effective time management, attention to detail and emotionally mature.
- Dependable, diligent and highly attentive to details.
- Demonstrate the ability to adapt to changes and able to work under stress.
- A good communicator, a strong team worker with good people skills and competent conflict resolution skills.



All interested candidates are asked to submit a resume and cover letter indicating how they meet the qualifications of the position to:

KEC Executive Team  
Email: [recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title in the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.