



POSITION DESCRIPTION

FULL-TIME ASSISTANT PASTOR

The Session of Grace Christian Church Buderim seeks the following to augment our pastoral staff team:

TITLE	Assistant Pastor
REPORTS TO	Senior Pastor / Session
ESSENTIAL DUTIES	Preaching and teaching, general spiritual oversight and leadership
OVERSEEING RESPONSIBILITY	Children’s ministry teams (Sunday School, Playgroup, Youth Group, etc.)
REMUNERATION	As per approved Grace Buderim salary schedule for teaching elders (based on PCQ stipend schedule for the current year)
REGULATORY REQUIREMENTS	All relevant safe ministry requirements (working with children training and screening), eligibility for ordination as a Teaching Elder within WPC now or in the near future
INITIAL CONTRACT LENGTH	2 years, with option to renew as a permanent

Requirements

This role requires a gifted and capable preacher and teacher, willing to learn and grow in life and ministry under God, able to lead individuals and teams, and pastorally gifted. Most of all, the role requires a person who models a godly and humble life, is hospitable to others, is eager to put the interests of others above their own for the sake of Christ, seeks to win others for Christ, is committed to learning from God’s Word and is devoted to prayer.

Responsibilities

Key responsibilities will be:

1. Pastoral ministry alongside or under the guidance and direction of the Senior Pastor for the growing church family of Grace Christian Church (approximately 200 people including children)
2. In coordination with the Senior Pastor, regular preaching and teaching duties, including but not limited to: Sunday services, small groups, and training meetings.

3. Leading worship services, and administering the sacraments (following approval by the Presbytery or ordination, whichever occurs first)
4. Weekly meetings with the senior pastor for review, planning, prayer and personal development
5. Leadership and oversight of existing children’s ministry teams, including
 - a. Training, leading and encouraging ministry team coordinators and their teams
 - b. Setting vision and direction for these ministries, especially how they integrate with the wider gospel ministry of the church family and the church vision
 - c. Growing and developing these ministries
 - d. Reviewing teaching materials
 - e. Managing training and compliance for safe ministry practices and policies, in coordination with the Administrator and/or the Risk Management Officer
6. Assisting the Senior Pastor with general pastoral ministry, including but not limited to
 - a. Pastoral visitation including hospital visits
 - b. Pastoral counselling related to weddings, baptisms and funerals
 - c. Occasional services, including weddings, baptisms and funerals
 - d. Usual and special events and meetings – including, but not limited to, AGMs, working bees, Christmas and Easter events, church social events, outreach events
 - e. Other pastoral work usually expected from teaching elders.
7. Attending and participating in denominational events such as quarterly Presbytery meetings and biannual National Assembly
8. Other activities as assigned by the Senior Pastor or the Session from time to time.

Expressions of interest

Expressions of interest should be forwarded to the Clerk of Session, Mr Brad Joyce at session@gracechurchbuderim.com.au. Those expressing interest will be contacted regarding the application and appointment process.

Closure of Applications

Applications for this position will close on _____ .