



CEDAR CREEK COMMUNITY CHURCH

Know Jesus. Fully Follow Him. Join His Mission.

Phone
(519) 624-8321

Email
elders@thecreek.ca

Website
www.thecreek.ca



Job Description—Pastoral Team Lead

Accountable to: Elders Team
Employment Status: Full Time

Position Description

The role of the Pastor Team Leader is to lead pastoral and ministry staff, ministry directors and point people in ensuring the vision, mission and values of the church are understood and fulfilled. Through leadership, administration, and teaching the Pastoral Team Leader supports and aligns the vocational team, staff and leadership teams with the mission objectives established by the elder team. The Pastoral Team Leader will ensure that the operational processes and policies of the church are clearly documented and effectively carried out to achieve the goals and objectives established by the elder team. This requires a firm understanding of, and agreement with, Cedar Creek's mission, statement of faith, principles of government and strategic objectives.

Areas of Responsibility

Vision, Goal Setting and Planning

- Provide significant input in vision and goal setting for the church.
- Monitor the health and needs of the congregation.
- Ensure staffing, facilities and programs are effectively aligned to best meet Cedar Creek's goals.
- Oversee and be a resource in the preparation of the annual ministry plans by the Pastoral Staff and Ministry Directors.
- Be the primary voice to the congregation and community for the vision and direction of the church. This will be accomplished through participation in the preaching and in other leadership communication settings.

Vocational Team Leadership

- Empower and equip all vocational team members to use their gifts to their fullest potential to serve in their area of ministry focus.
- Coordinate and lead weekly staff meetings along with one-on-one connections with each staff member.
- Attend and/or oversee the ministry team meetings and other ministry activities to provide encouragement and accountability as needed.
- Oversee the hiring and evaluation of all full-time and part-time team members.
- Provide leadership to the vocational team and ministry team leads in the building and implementation of their annual ministry plans in line with the vision, mission and goals.
- Develop and oversee a pastoral care plan to ensure members and attendees have pastoral support for special events (i.e. weddings, funerals, baptisms) and personal counselling needs.

Congregational Leadership

- Provide oversight, in conjunction with the Teaching Team and Elder Team, developing programs, curriculum and resources to disciple and empower the congregation for ministry.
- Coordinate with the vocational team, elders, ministry leads and congregation to ensure congregational care is provided as needed.
- Ensure strategy and opportunity for the people of Cedar Creek to grow in their discipleship to Jesus.
- Provide direction on the welcoming and integration of newcomers and opportunities for attendees and members to use their gifts for fellowship and service both within and outside the church.
- Provide direction and vision for outreach, to effectively minister to the communities represented by our congregation.

Administration

- Work with the church staff, providing leadership for the daily, weekly and monthly tasks in the life of the church.
- Collaborate with the Finance Team with regards to the financial functions of the church, including cash flow, annual budget preparation, contributions, insurance, banking and financing, payroll, mortgage, budget planning and oversight.
- Provide directions for the church information and communication approaches.
- Collaborate with the Management Team with regards to the development, documentation and adherence to church policies and procedures.
- Other pastoral or administrative duties as assigned by the Elder Team.

Teaching

- Preach, teach the word of God passionately conveying its truth in an uncompromising but loving manner.
- Work in conjunction with the teaching team.
- Preach from the pulpit 25-50% of the Sundays per year.

Qualifications and Experience

A successful candidate will:

- Fulfill the qualifications of an Elder as outlined in 1 Timothy 3 and Titus 1.
- Be in full agreement with the church's Mission, Vision, and Statement of Beliefs (available with application).
- Have demonstrated one or more of the following as primary spiritual gifts – Leadership, Administration, and/or Shepherding.
- Have a minimum of a bachelor's degree, majoring in Bible/Theology.
- Have a minimum of 5 years' experience leading a team, with an ability and passion to understand, motivate and support ministry leaders.
- Be passionate for the local church and leading the people of God.
- Have the ability to recognize people's gifts and talents regarding where they could be best suited for ministry.
- Have strong organizational skills.
- Have strong communication and interpersonal skills.
- Have strong problem-solving skills, with the ability to resolve conflict.
- Be a strong team player.

To apply for this position, please submit the following to elders@thecreek.ca:

- A resume including all ministry experiences
- A one page testimony of faith and personal call to ministry
- Three character references (no family members)