OCEANSIDE COMMUNITY CHURCH

fully devoted • fully mature • fully alive

Associate Pastor

Overview

The Preface

Oceanside Community Church is looking for a full-time (part-time considered) Associate Pastor to support our growing church and specifically oversee the areas of visitor experience, discipleship, and pastoral care. Oceanside is a revitalized church in beautiful Parksville, BC that has grown from less than 50 people to a church that nearly 1,000 now call home. Our existing ministry team consists of 8 pastors (3 full-time) and an administrative staff. Watch our story.

Please browse our website and read our **vision, mission, and core values** in order to better understand who we are, who God is calling us to be, and whether you might be a good fit.

The Position

The Associate Pastor will provide pastoral oversight to three main areas: welcome & visitor experience, discipleship & spiritual formation, and pastoral care & support. They also will work closely with and provide regular assistance to the Lead Pastors in various areas.

This is a salaried position with competitive benefits. Salary will consider the candidate's experience, qualifications, education, and other factors, but starting salary will be between $55,000–$70,000 based on those factors (prorated for part-time).

The Person

We are looking for a person deeply devoted to Jesus and His Church, who has a passionate pastoral desire to see the church discipled and transformed through the power of the Spirit.

The Process

If interested in applying, please send (in one document):

1) Cover letter explaining your interest and what specifically attracts you to this position
2) A resumé or CV with at least three relevant references we can contact
3) Links to audio/video messages or other ministry content
4) Send all info in *one attachment* to **joseph@oceansidecc.ca** *and* **hannah@oceansidecc.ca**.

Position is available immediately. Closing date is flexible, but we hope to hire by June 1, 2026.
For more info and employment details, see the full job description, contract, and staff manual, which will be made available to qualified and considered candidates.

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Associate Pastor

Job Description

Position Summary

In addition to the general responsibilities of a staff pastor, the Associate Pastor (AP) will be specifically responsible for the *oversight* of three main areas: **Welcome & Visitor Experience, Discipleship & Spiritual Formation, Care & Support.** Detailed descriptions of each area are below. The position will change as the church grows, its needs change, more staff are hired, and the gifts and passions of the candidate become apparent. However, the candidate should show a biblically-inspired passion for the following job description and demonstrate proper qualifications for it.

The candidate will provide oversight and spiritual leadership to these designated areas and activities of the church. Through creative and prayerful leadership, the candidate will help Oceanside thrive in these areas, ensuring they are in full union with the overall vision, mission, and seven core values of Oceanside as they pertain to welcome, discipleship, and care.

More broadly, the candidate will display a passion for the general pastoral tasks necessary to keeping Oceanside a highly functional and life-giving church. As a part of the pastoral team, she/he is also expected to participate in activities that reflect the calling and vocation of a minister: e.g., preaching and teaching, Sunday morning ministry, community involvement, home and hospital visits, etc.

The AP is directly accountable to the Lead Pastor(s) and via him/her to the Oceanside Church Council. She/he is expected to fully support the leadership and vision of the church and work closely with and consult the Lead Pastor(s) in making decisions and in providing leadership to the areas outlined in this job description. A *team-first attitude* and heart of service is essential to this position.

Position Requirements/Qualifications

1. First and foremost, evidence of a vibrant relationship with Jesus Christ and a deep love for His people, His church, and His world.
2. A minimum undergraduate degree, preferably in the area of pastoral ministry or Bible/Theology or similar field. A graduate degree (or willingness to pursue one) is encouraged but not required.
3. Ministry credentials with the Pentecostal Assemblies of Canada (PAOC) or at least willingness to pursue them. Alignment with the Pentecostal/Charismatic tradition is a must.
4. High-level leadership, communication, organizational, and people skills in order to recruit, equip, connect, and lead multiple teams, ministries, and programs.
5. A passion to connect newcomers to the life of the church and an eventual path of discipleship.
6. A soft and humble heart that values caring for people in crisis and times of need.

Detailed Descriptions of Areas of Responsibility

There is of course overlap between these areas and they work together in a somewhat logical order of pastorally moving people along a journey from newcomer to disciple and then providing ongoing

spiritual care in their journey. Think of it in terms of the three cards in our sanctuary seats of Connect, Next Steps, and Serve. The goal is to move people through each of these phases.

Note that some of these areas already have directors (Men's & Women's Ministry, Alpha), team leads (Food Programs), or even pastoral/ministry leadership (Life Groups), but the AP is responsible for the oversight of these ministries and their leaders, ensuring a unified discipleship vision of *fully devoted* children of God, who are *fully mature* in Jesus Christ, and *fully alive* with the Holy Spirit.

I. Welcome & Visitor Experience

1. Lead and cast vision for welcome ministries & visitor experience within the church, and oversee recruitment, training, and scheduling of welcome teams (greeters, hosts, coffee, etc.) and weekly communication with those teams regarding Sundays (OOS, segments) and other events.
2. Create a warm, welcoming, and safe "place of belonging."
3. Be a highly visible and welcoming presence on Sundays and other corporate body events. Be known as the main pastoral point person regarding coordination on Sundays and big events.
4. Visitor follow-up: weekly contact and connect with visitors through visitor visits, developing a visitor, visitation, and/or newcomer team.
5. Keep up to date visitor list (know who they are!) and follow up on unknowns to make sure people are given every opportunity to engage the life of the church and a path of discipleship. Distribute an up-to-date visitor list monthly to the rest of the staff.
6. Host and lead regular "newcomers" event to meet and care for new people.
7. Coordinate "next steps" programs for connecting newcomers to the life of the church (see discipleship below) and moving them from newcomer to engaged and involved disciple.
8. Ensure people with disabilities are provided with a hospitable and helpful space *and* that they are given opportunities to serve and minister.
9. Oversee regular or annual recurring all-church outreaches and events that particularly focus on new people such fall launch (mini carnival or volunteer fair), holiday outreaches (Carols & Cookies, Halloween, Easter), pool party or church skate, summer outreaches (picnics, "hubs," etc.), and other events that facilitate and fuel connections and inviting new people. Note that many of these events are co-led with other departments.
10. Eventually create a church welcome program and support for newcomers to Canada, including refugees and immigrants, with the potential to sponsor families as a church.

II. Discipleship & Spiritual Formation

1. Work closely with the Lead Pastor(s) on developing preaching series and preaching schedule.
2. Oversee regular opportunities for Q&A and discussion with regard to Sunday messages. Possibilities include after services, the next day, or online gatherings or forums.
3. Oversee the organization, and physical and spiritual preparation, for sacramental-type acts such as baptism, communion, child dedication, etc.. Help with coordination or preparation of materials and gifts and volunteers (when necessary).
4. Oversight of new believer materials and ministries, moving them toward a path of discipleship.
5. Oversee "workflows" that monitor progress of spiritual growth and the "Oceanside Journey" from initial connection through discipleship process and all the way through to membership and ministry leadership. See Oceanside Journey.

6. Oversee all courses and pathways of the Oceanside Journey (our discipleship program), developing courses as well as teachers and leaders and regular opportunities for congregational participation. Examples include baptism, Alpha, Faith 101 & 201, Life Groups, Membership, Money and Technology courses, and more. See Oceanside Journey.
7. Meet regularly with leaders of the various discipleship ministries or ministries associated with the Oceanside Journey (Men's, Women's, Grief Share, Alpha, Life Groups, 55+, Courses on Finance, Technology, and Sexual Integrity, etc.) for support and to ensure they are life-giving ministries that are fully aligned with the vision, mission, and core values of the church. In the event of the absence of leadership in any of these ministries, or another key discipleship ministry of the church (for example, Young Adults), the AP will temporarily take over leadership until new leadership is recruited by the AP (in collaboration with the Lead Pastor).
8. Provide oversight to special services, events, community events, missions trips, and spiritual retreats (or all-church retreats) that encourage a deeper work of the Holy Spirit, including Spirit Baptism. At least one retreat or missions/service trip or large community event a year
9. Oversight of all prayer ministry and teams, including Oceanside Prayer (healing prayer), or some reimagination of that ministry.
10. Connect people through regular sharing of people's testimonies and stories of becoming a disciple of Jesus. This would include baptism testimonies/videos as well as regular "Know Your Church," "God at Work," "Oceanside Ideas," or similar segments in Sunday services.

III. Care & Support

Note: There are layers of meaning in the description of "Care & Support" to encompass the areas of pastoral care for people and supporting them in crises, caring for ministry leaders and volunteers, care for our community through outreach, and overall support for the Lead Pastor(s).

1. Provide regular pastoral care through visits (including hospital and home visitation for the sick), phone calls, check-ins, and following up to all prayer requests (cards, app, email, etc.) for people's needs via phone or video.
2. Related, establish a "Care Network" of people who are gifted and trained to provide prayer, visitation, meals, and support to people in times of need.
3. Meet at least annually with all ministry teams for appreciation, vision, and (re)training.
4. Be the main pastoral contact to care for and engage walk-ins and crisis situations or need-based phone call situations.
5. Main contact for pastoral counselling as well as referrals for further counselling and/or oversight of on-site counselling at the church. Maintain a database of contacts for counselling and crisis services in the Oceanside area.
6. Oversee, organize, and eventually expand our care and social outreach ministries such as our food programs (Good Food, Errington Elementary Breakfast), care home services, meals for those in need (after births, deaths, surgeries, etc.), and annual outreaches and compassion ministries such as Christmas Community Impact Program. Expansion ideas: expand breakfast program to other schools, relaunch reading program, prison ministry, etc.
7. Dealing with people's financial requests and needs as a part of discipleship. Oversee scholarship process for further ministry education and training for people in the congregation.

8. Be the church/pastoral contact for most local community ministries such as homeless outreach and support, Crisis Pregnancy Care Centre, as well as expanding our reach, influence, and cooperation with other local organizations by getting us a "seat at the table" in various ways.
9. Similarly, help Oceanside participate, through education and equipping, in local, national, and international social justice initiatives.
10. Provide assistance to the Lead Pastor(s) as needed, being a trusted support and "right hand person" they can count on in partnership. This includes providing leadership for the church and staff when the Lead Pastor is away, on extended holiday or study break, or Sabbatical. If desired, called, or gifted, work with the Lead on developing a pathway of leadership preparation toward a Lead Pastor position.

IV. Other Notes or Potential Responsibilities

1. Although highly people-oriented through welcome, discipleship, and care ministries, this position (and all pastoral positions) also requires administrative skills and responsibilities. Although our goal is to always have a full-time administrator, all pastoral staff participate in some administration, which of course overlaps with pastoral care.
2. Articulate effectively and implement overall vision, direction, and financial plan (budgets) for areas of ministry.
3. Participate in annual performance assessments with the Lead Pastor(s) and set annual goals and action steps for accomplishing goals.
4. Work closely with Lead in any potential multiplication efforts regarding more services, sites, campuses, etc., with potential to oversee a multiplication effort.

Approximate Percentage of Time Spent

1. Welcome & Visitor Experience – 25%
2. Discipleship & Spiritual Formation – 25%
3. Pastoral Care & Support – 25%
4. Lead Pastor Support (Preaching & Service Planning, Administration) – 25%