Position: Associate Pastor (Full-Time Salaried position)

Location: Duncan Pentecostal Church

Overview:

Duncan Pentecostal Church is seeking a committed and relational Associate Pastor to assist the Lead Pastor in fostering unity and strengthen spiritual growth within our congregation. The ideal candidate will be passionate about ministry, pastoral care, discipleship, teaching and supporting the church's vision and mission. In addition to these pastoral duties, this role will require a strong background in administration to help manage the day-to-day operations of the church, support church programs, and assist staff and volunteers in the coordination of various church activities. This role is ideal for someone who values team synergy, is excited to grow into a role of support for the Lead Pastor and to pursue Duncan Pentecostal Church's mission.

Key Responsibilities:

Team Collaboration & Unified Ministry Direction

- Work closely with the Lead Pastor to carry out the church's vision, mission, and strategic ministry direction.
- Provide leadership within the staff team, to ministry leaders and to volunteers by offering insight, coordination, and relational support as needed.
- Contribute meaningfully to a culture of spiritual unity, humility and Biblical teaching.

Administrative Leadership

- Help lead the daily administration of the church, including scheduling, correspondence, and office management.
- Help lead weekly staff meetings, participating actively in discussion, planning, prayer, and collaborative problem-solving.
- Coordinate logistics for church events, services, and programs to ensure smooth operations.
- Utilize church management software and tools for communication, scheduling, presenting, and communication as appropriate.

Ministry Leadership, Discipleship & Teaching

- Partner with the Lead Pastor to plan and deliver Sunday services, by preaching monthly or as requested, preparing sermons that reflect and support the church's core value of verse-by-verse teaching.
- Help develop discipleship pathways and encourage spiritual formation within the congregation.
- Lead or co-lead Bible studies, small groups, and spiritual development events as needed to help expand discipleship and outreach opportunities.

Skill & Character Expectations

- **Commitment to Scripture:** A love for God's Word and dedication to the church's verse-by-verse teaching approach.
- **Technical Aptitude:** Able to navigate and implement technology solutions with accuracy and efficiency; and approaches technical challenges with creativity, persistence, and sound judgment.
- **Attention to Detail:** High level of attention to detail, especially when it comes to executing event planning, managing church ministry flow, and when completing tasks.
- **Leadership:** Capable of guiding ministry teams toward unity and mission alignment, with humility and servant-heartedness; valuing unity, shared leadership, and mutual support.
- **Communication & Teaching:** Ability to teach effectively, preach clearly, and communicate in a relational way with groups and individuals.
- **Adaptability:** Willingness to serve where needed, support the Lead Pastor, and respond to the evolving needs of the church.
- **Pastoral Heart:** Deep compassion for people with a desire to shepherd, disciple, and walk with individuals through life's seasons.

Scriptural Prerequisites

Candidates must meet the qualifications prescribed in:

- Titus 1:7–9
- 1 Peter 5:2
- Matthew 28:19–20

Credentials

- Credentialed and ordained with the Pentecostal Assemblies of Canada (PAOC), Assemblies of God (AOG), or willing and able to pursue credentialing.

Commitments

- Fully embrace and subscribe to the Statement of Faith of the PAOC.
- Be, or become, a regular attendee and member of Duncan Pentecostal Church.
- Report directly to the Lead Pastor while remaining accountable to the Church Board.
- Serve with humility, flexibility, and a team-first mindset.
- Uphold the church's vision, values, and biblical, verse by verse approach, to teaching and ministry.

How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their qualifications, ministry experience, and calling to serve in this supportive pastoral role to office@duncanchurch.com.