

Name:  
Role: Senior Associate Pastor  
Reports to: Dave Schmidt Title: Lead Pastor

**GENERAL PURPOSE AND DESCRIPTION**

The **Senior Associate Pastor (SAP)** will develop and oversee a robust “group life” team that provides leadership to the church’s discipleship ministries. The SAP will also play a key role on the lead team, adding strategic insight and development to equip and support our staff and lay leadership. Depending on gifting and interest, the SAP may also have a significant teaching and preaching role and will assist in planning for our worship services.

**GENERAL OUTCOMES**

1. A robust and growing group life team will carry out innovative and vibrant discipleship ministries across various ages and stages of life.
2. The church will embrace a clear and accessible strategy to equip people in taking their next step of discipleship, regardless of where they are in their journey with Jesus.
3. The church will boast of a healthy network of groups that learn, pray, celebrate, and care together.
4. There will be a steady and significant increase in those who declare themselves to be followers of Jesus, with a majority of these being young families.
5. The Sunday service teaching ministry will be enhanced through partnering with, and assisting, the Lead Pastor in developing a teaching program through which both believer and unbeliever can experience God’s word of truth and love in ways that call for, and inspire, life transformation in Jesus.

**DUTIES AND RESPONSIBILITIES****Strategic Leadership**

1. Serve as an active member of the Lead Team.
2. Manage the annual Ministry Action Plan process.
3. Develop strategies to integrate Ellerslie’s group life ministries, facilitating their work across the various ministry silos.
4. Working with the Lead Team, ensure a regular cycle of performance feedback is completed on all direct reports, with clear direction given to areas of excellence, concern, and professional development.

**Adult Group Life & Discipleship**

5. Lead a process of establishing a group life model, centered around neighbourhoods, networks, and needs, with groups of all sizes becoming key entry points into life in Jesus through Ellerslie’s ministries.
6. Partner with the Group Life Team to discover, deploy, and develop new leaders to launch new groups.
7. Develop a clear “discipleship journey (not pathway),” including teaching modules, that helps people identify and inspires them to engage in their “next step of obedience” to Jesus. This will include, but not be limited to, classes and time-limited discipleship groups, and will integrate with other aspects of group life.
8. Assist in developing and promoting first impression ministries designed to bring people into biblical community.

**Preaching, Teaching, & Worship Service**

9. Collaborate with the Lead Pastor to envision and develop a preaching schedule and a teaching program.
10. Develop classes and other learning opportunities for adults.
11. Maintain a regular worship service attendance pattern and platform presence.
12. Participate in regular worship planning meetings.

**Oversight of Group Life Ministries (Adult/Young Adult/Youth)**

- 13. Ensure all direct reports are continually aware of the Ellerslie vision and what outcomes are expected from them.
- 14. Review regularly the ministry activities and imperatives of direct reports.
- 15. Working with the team, develop a coherent strategy for recruiting and equipping volunteer leaders.
- 16. Represent the concerns of the Group Life Ministries leadership to the rest of the church as a whole.

**QUALIFICATIONS**

- 1. Bachelor’s degree with some Bible/theological studies. Master’s degree preferred.
- 2. A high degree of effectiveness in working and communicating in a multi-staff setting
- 3. Must be eligible to obtain Baptist General Conference ministry credentials
- 4. Experience in leading and managing a multi-group adult ministry (small and mid-sized groups)
- 5. Experience creating, training, coaching, casting vision for group ministry
- 6. An enthusiastic, self-motivated, big-picture leader who builds relationships easily
- 7. Maintain a positive attitude and servant’s heart regarding your job and the people you serve.
- 8. A commitment to knowing Christ better through a regular time of personal discipleship.
- 9. A commitment to all members of the Church Staff, Ministry Leaders, the Board, and the corporate vision and values.
- 10. Submit to the ERBC Child Protection & Safety Policy and Plan, which includes a Criminal Records Check including Vulnerable Sector Check.
- 11. Meet the qualifications of membership at Ellerslie Road Baptist Church, which includes agreement with the Statement of Faith and strategic priorities and directions.
- 12. Attendance at ERBC is expected except in extenuating circumstances to be discussed with your supervisor.

**RELATIONSHIPS**

- 1. Reports to the Lead Pastor
- 2. Is a member of the Lead Team
- 3. Is a member of the Program Lead Team
- 4. Supervises the Adult Group Life Associate, Youth Ministry Staff, and First Impressions Coordinator

**OTHER**

	REVIEWED BY _____	DATE _____	SIGNATURE _____
	APPROVED BY _____	DATE _____	SIGNATURE _____

## CLERGY ALLOWANCE – CRA REQUIREMENTS

### **PRIMARY DUTIES:**

### **KEY RESPONSIBILITIES:**

- 60% working with the Group Life ministry and other ministry supervision;
- 20% preaching and teaching ministry;
- 10% providing pastoral care to the congregation;
- 10% administrative duties