



Assistant Pastor of Administration – Full-Time Vacancy Description

The Assistant Pastor of Administration at Richmond Pentecostal Church (RPC) plays a crucial role in managing the administrative aspects of the church. This position oversees custodial and reception staff, contract renewal, vendor and contractor liaison, new project assistance, and general administration. Additionally, the Assistant Pastor of Administration collaborates with the Lead Pastor in leading weekly staff meetings when requested. The successful candidate will be someone who is gifted in administration and who understands the applicability of their skills and abilities to the life of the local church.

Qualifications:

- a. Bible college or seminary education.
- b. Ministerial credentials with the Pentecostal Assemblies of Canada (Ordained minister preferred; consideration given to licensed ministers).
- c. Minimum five years of full-time pastoral experience.
- d. Strong administrative abilities to oversee custodial and reception staff, manage schedules, and handle church administration.
- e. Eligibility to work in Canada.

Responsibilities:

Administration and Oversight

1. Oversee and coordinate custodial and reception staff, managing their schedules in partnership with the Lead Pastor.
2. Manage the administration of the Church, including contract renewal and liaising with vendors and contractors.
3. Bookkeeping and management of church accounts (accounting skills and the ability to work confidently with accounting software a necessary requirement).
4. Assist with new projects, including facilities and building maintenance.
5. Assist with general administration of the church as required.

Executive

1. Partner with the Lead Pastor in coordinating weekly staff meetings.
2. Serve as the Lead Pastor's designate when the Lead Pastor is away for short periods for ministry, conferences, or vacation.

General Expectations:

1. Maintain a personal and growing relationship with God, exhibiting consistency in public and private life that reflects a deep devotion to Christ.
2. Demonstrate evidence of a vocational calling to ministry, consistent with Scriptural mandates for leaders (Ephesians 4).
3. Exhibit a desire to continue learning and growing.
4. Show a commitment to being mentored and mentoring others.
5. Be supportive and loyal to the entire pastoral team, contributing to the health of the church family.
6. Attend weekly staff meetings in person and actively participate.
7. Provide general pastoral assistance to the Lead Pastor with ministry to the entire church, fulfilling the responsibilities outlined in this vacancy description and additional duties when assigned.
8. Handle conflict in a biblical and harmonious manner, promoting unity within the sub-congregation and congregation at large.
9. Maintain regular in-person office hours and communication.

Application Process:

Interested applicants should submit the following:

- a. A cover letter
- b. A resume (including three references)
- c. A single-page statement of your philosophy of pastoral ministry

Applications can be emailed directly to RPC's Lead Pastor Aaron A.M. Ross at aaron@rpcchurch.ca.