

**MANDARIN ASSISTANT PASTOR
WESTSIDE CALGARY CHINESE ALLIANCE CHURCH (“WCCAC”)**

PURPOSE OF THIS POSITION

The Mandarin Assistant Pastor is to assist the Mandarin Lead Pastor (or the Senior Pastor in the absence of the Mandarin Lead Pastor) to administer, develop, and implement the adult ministries and programs designed to enhance the spiritual well-being of the Mandarin Congregation in WCCAC.

QUALIFICATIONS

1. A vibrant personal relationship with the Lord Jesus Christ;
2. A call to pastoral ministry from God;
3. High integrity and spiritual discernment;
4. Good command of Mandarin verbal and written;
5. Preferably capable of communicating in English;
6. Appreciate the cultural diversity of our congregations;
7. Obtained a degree from an accredited evangelical seminary;
8. Has at least 5 years of North American pastoral experience;
9. Strong communicative and administrative skills and gifts of preaching, teaching, and planning;
10. Has the ability and experiences in leading and coordinating fellowship group ministry;
11. Self-motivated and a desire for further training and personal growth;
12. Capable of prioritizing and managing assignments;
13. Committed to the ministry philosophy and programs of WCCAC; and
14. Be exemplary in conduct.

STAFF STRUCTURE AND RELATIONSHIPS

1. Keep regular office hours and ministry hours in accordance with the staff policy of WCCAC;
2. Accountable directly to the Mandarin Lead Pastor, the Senior Pastor and ultimately to the Board of Elders;
3. Plan with the departmental deacons, in consultation with the Mandarin Lead Pastor, on development and implementation of plans, policies and programs relevant to the Mandarin ministry; and
4. Cooperate fully with the staff and church leaders in a good team spirit.

MINISTRY RESPONSIBILITIES

1. Oversee and coordinate the activities of the Mandarin congregation under the direction of the Mandarin Lead Pastor;
2. Participate in recruiting and training lay leaders to help in all ministry areas;
3. Preach in worship services as assigned by the Mandarin Lead Pastor;
4. Participate in promoting the church to the community and developing outreach activities in conjunction with the Mandarin Local Evangelism Deacon;
5. Participate in domestic and overseas missions as agreed by the Senior Pastor and approved by the Board of Elders;
6. Be involved in Fellowship, Sunday School and/or Discipleship training;
7. Provide pastoral care for the Mandarin Congregation through visitation and counseling;
8. Attend the Mandarin Board of Deacon meetings, Prayer Meetings and all other ministerial meetings and activities as needed;
9. In the absence of the Mandarin Lead Pastor, set agenda for the Mandarin Board of Deacons meetings in consultation with the Mandarin Congregational Elder;
10. Assist the Mandarin Lead Pastor in the preparation of the Annual Report;
11. Submit the monthly ministry reports to the Board of Elders and Mandarin Board of Deacons;
12. Conduct worship, communion, baptismal, wedding, funeral, and other special services, as necessary;
13. Any other responsibilities as may be assigned by the Board of Elders or the Senior Pastor.

All the above job descriptions are subject to modifications from time to time by the Board of Elders when deemed necessary.

To apply send a cover letter and resume to office@wccac.net.