

**JOB DESCRIPTION OF CANTONESE ASSISTANT PASTOR**  
**WESTSIDE CALGARY CHINESE ALLIANCE CHURCH: SENIORS MINISTRY**

**PURPOSE OF THIS POSITION**

He/She is to assist the Senior Pastor and/or the Cantonese Lead Pastor to administer, develop, and implement ministries and programs designed to enhance the spiritual well-being of the seniors of the Cantonese 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. Fluent spoken Cantonese; good written Chinese and English
5. Preferably capable of communicating in English and Mandarin
6. Appreciate the cultural diversity of our congregation
7. Hold a Master's level degree from an accredited evangelical seminary
8. Relevant experience in people ministry, preferable in North America
9. Good leadership and communication skills and gifts of teaching, caring, and administration
10. Self motivated and a desire for further training and personal growth
11. Capable of prioritizing and managing assignments
12. Committed to the ministry philosophy and programs of WCCAC
13. 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 Cantonese Lead Pastor, the Senior Pastor, and ultimately to the Board of Elders
3. Plan with the departmental deacons, in consultation with the Cantonese Lead Pastor, on development and implementation of plans, policies and programs relevant to the Cantonese Seniors Ministry
4. Cooperate fully with Staff and church leaders in a good team spirit

## **MINISTRY RESPONSIBILITIES**

1. Assist the Cantonese Lead Pastor in overseeing the Seniors Ministry;
2. Give leadership to the planning, administration and co-ordination of programs, events, and trainings under the Seniors Ministry;
3. Recruit and develop ministry leaders;
4. Provide pastoral care through visitation and counseling;
5. Preach in worship services as assigned by the Cantonese Lead Pastor or the Senior Pastor;
6. Participate in promoting the church to the community and developing outreach activities in conjunction with the Cantonese Local Evangelism Deacon;
7. Participate in domestic and overseas missions as agreed by the Senior Pastor and approved by the Board of Elders;
8. Involve in Fellowship, Bible School and/or Discipleship training;
9. Attend the Cantonese Board of Deacons meetings, Prayer Meetings and all other ministerial meetings and activities as needed;
10. Assist the Cantonese Lead Pastor in the preparation of the Annual Report;
11. Submit the monthly ministry reports to the Cantonese Board of Deacons and Board of Elders; and
12. Conduct worship, communion, baptismal, wedding, funeral, and other special services, as necessary.

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

Application with resume, testimonies of conversion and calling to full time ministry is to be sent to:

**The Chair, Pastoral Search Committee**  
Westside Calgary Chinese Alliance Church  
6600 Country Hills Blvd., N.W.  
Calgary, Alberta, T3G 4H4 Canada  
Inquiries:  
Phone: (403)239-2990  
Email : [office@wccac.net](mailto:office@wccac.net)