

## **JOB DESCRIPTION: INTERIM LEAD PASTOR (0.75 FTE)**

July 1, 2021 – February 28, 2022 (possible contract extension)



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### **Background**

The mission of Olivet Baptist Church is to glorify God as a people united in love and committed to continue the ministry of our Lord through the power of the Holy Spirit.

Founded in New Westminster in 1878, we are a multi-cultural, multi-generational church with approximately 120 members providing one church service at 10:30 AM.

Our pastoral team currently consists of one Senior Pastor (retiring end of June), one Associate Pastor and several part-time employees.

### **General Job Description**

The role of the Interim Lead Pastor is to provide team leadership and church oversight. More specific responsibilities are outlined below:

#### **1. Preaching**

- Preach approximately 85% of the time, arrange for speakers for the other Sundays (the Associate Pastor and one or two others from the congregation are available).
- Write study guides to coincide with sermon series as requested by Connect Groups
- Coordinate with the worship leader for service planning (inform of scripture text, focus of the message, communion, and any other special elements)
- Coordinate with the additional speakers to oversee that all service details are covered.

#### **2. Staff oversight**

- Participate in staff meetings. These will be led by our Administrator, they provide an opportunity to check in with one another regarding current projects, building use, programs running, and current health orders/restrictions.
- Work closely with the Associate Pastor and have one-on-one meetings as needed with other staff members.
- Available as the go-to person to problem solve general church issues.

#### **3. Ministry Oversight**

- Support and encourage:
  - Associate Pastor of Discipleship and Community Life - Jocelyn Melder (oversees: Connects Groups, Stephen Ministry and Olivet Youth Ministry)
  - Children's Ministry/Finance - Jane Armstrong (coordinates children's ministry and handles church finances)
  - Prayer Ministry - Don Anderson (compiles and distributes weekly prayer letter)
  - Worship Coordinator – Stephen Boyer (manages current schedule and contacts volunteers for Sunday service)
  - Administrator - Dana Cupples (maintains church calendar and building use, oversees facility maintenance personnel, and performs general office duties)

- Congregational Care:
    - Newcomer follow-up as needed
    - Crisis counseling needs
    - Memorial services and weddings
  - Leadership development and support - facilitating transition and helping leaders and congregation identify desired church direction as they search for a new pastor.
4. Pastoral Liaison to Council
- Connect with moderator, Jason Boyer, regarding any issues/concerns that may arise and suggest any items that should be included in the agenda.
  - Attend monthly council meeting and provide a written pastoral report for council each month that includes ministry updates and issues that require attention.

### **Qualifications**

1. Ordination: CBWC
2. Previous team leadership experience
3. Evidence of devotional life and spiritual maturity

### **Required skills**

1. Effective biblical preacher and teacher
2. Able to lead with integrity, flexibility and commitment
3. Able to lead by example and work effectively as the leader in a team setting
4. Good communication and interpersonal skills

The interim lead pastor is expected to work 2 days per week in the office. However, they may work from home as needed in compliance with public health orders.

This is a temporary position that will last until the end of February 2022. At that time the position will be re-evaluated and may be extended.

**This is an interim position only.** The successful applicant will not be considered for the official Lead Pastor position.

This agreement may be terminated by either party in writing with not less than one month's notice.

Compensation: to be negotiated using the CBWC guidelines.

**If interested in applying for this position please contact Dana at: [office@olivet.bc.ca](mailto:office@olivet.bc.ca)**

**If you have any questions you can call the church office 604-522-0232**