

The Blumenort Community Church (BCC) is seeking an administrative pastor to join our ministry team. If you have excellent skills in administration and organizational leadership, and a pastoral care and concern for the church, we invite you to consider joining our church community.

Associate Pastor of Administration

The Associate Pastor of Administration will work closely with and support the Lead Pastor and Leadership Team (LT) chair in the implementation of the mission and values of the church.

As part of the ministry team, the role of the Admin Pastor is to support the ministry of the BCC by assisting the pastors, LT, office staff, and volunteers with the day-to-day administrative responsibilities of the church in areas of operations, finances, human resources, and facilities.

Essential Responsibilities & Duties

A partial list of the responsibilities and duties for this position include:

- Ex-officio member and administrative executor of the Leadership Team
- Oversee Finance Committee
- Oversee Trustee Committee
- Oversee communications and IT Committee
- Oversee and work alongside office staff
- Develop and maintain job descriptions, policies, and procedures for church operations
- As time and gifting allows, other pastoral duties (e.g., visitation, preaching, etc.)

Job Requirements & Qualifications

Below are some of the qualifications we are looking for in this position:

- Godly character and growing relationship with Jesus
- Able to work collaboratively with a team
- Strong leadership and conflict resolution skills
- Proficient in communication and administrative tasks
- Previous administrative and/or ministry experience is preferred
- A Bible college degree is preferred, with a willingness to pursue further education
- Must agree with the BCC Statement of Faith

Application Process

For more information or to apply for the position, please submit your resume and cover letter by email to James Driedger at james@blumenortcc.ca. We are accepting resumes until the position is filled. Ideal candidates will be contacted for an initial interview, followed by a more in-depth assessment.