

## **Job Description**

### **Associate Pastor: Ministries and Operations**

#### **Introduction to Shore Community Church**

Shore Community Church is an independent evangelical church in Albany, Auckland (New Zealand). We are a faith community learning to live out Jesus' vision of the kingdom of God authentically in a postmodern, post-Christian context. This involves centring ourselves on the Bible as God's redemptive story, which we seek to participate in together. SCC's threefold purpose is: loving God, loving each other and loving the world. These simple values shape us as a worshipping community that is committed to growing in spiritual maturity, caring for one another authentically, and participating in God's mission of bringing his hope and renewal to our local community and broader world. The church comprises of an eclectic array of people from a range of denominational and cultural backgrounds.

#### **Overview of Role**

Shore Community Church is seeking an Associate Pastor to support the ministry and mission of the church. This role bridges ministry and operational areas. Operationally, it focuses on ensuring that the church is well managed organizationally and administratively, with policies, systems and structures in place to support healthy staff and ministry. Pastorally, the role involves developing and equipping volunteers, ministry teams and leaders, and enhancing community within the church.

#### **Ideal Candidate**

The ideal candidate for this position will be a committed Christ-follower who is passionate about helping the church thrive. They will have strengths in administration and finance, with proven organisational skills. They will also have a pastoral heart, with a warm disposition toward people. They will be a self-starter and self-manager, able to deal proactively with issues and solve problems as they arise. They will be comfortable in an overseeing role, but content to lead from the 'second chair,' aligning themselves with the direction and vision of the Senior Pastor and elders.

#### **Key Competencies and Experience**

- A mature Christian who has a growing relationship with Christ.
- Administratively gifted with proven organizational skills.
- Experience in financial management.
- Leadership ability, including competence in equipping volunteers, developing leaders, building and mobilizing teams.
- A relational person with a pastoral heart, relating to people in a caring and compassionate manner and able to effectively handle conflict.
- An outcome-oriented approach, committed to delivering on set goals and executing plans within agreed timeframes.

- Sound judgment and discernment; able to be trusted with ministry and pastoral decisions.
- Preferably a bachelor's degree, either in a field of Christian/ministry studies or organisational management.

### **Core Responsibilities**

- **Compliance:** ensure that all areas of the church operate within statutory requirements for health and safety and other aspects of NZ law.
- **Finance:** Set the annual church budget with input from the Senior Pastor. In conjunction with the Treasurer and Accounts Manager, oversee financial reporting, annual audits, expense supervision, authorisation, cashflow management, payroll and risk management.
- **Information Technology:** Ensure the IT needs of the church and staff team are suitably provided, maintained and managed.
- **Facilities:** In conjunction with the Office Administrator, oversee the operation and usage of the church office facility and manage the church's operational relationship with Albany Junior High School, where it meets.
- **Human resources:** Manage the administration staff of Shore Community Church (currently three part-time staff: Office Administrator, Accounts Manager and Logistics Coordinator). Oversee on-boarding of new staff, contracts, annual leave, and other HR requirements.
- **Life Groups:** Oversee Life Groups ministry at Shore, including training and support for leaders, developing new groups and providing strategic direction for this ministry.
- **Other ministries:** Oversee the leaders of volunteer-based ministries (e.g. men's/women's ministry, prayer, discipleship), providing direction, support and accountability for these leaders.
- **Services:** Undertake up-front roles in Sunday services as required, including prayer, preaching and welcoming/notices.
- **Other:** Participate in pastoral care, undertake special projects, and develop new ministries and initiatives as requested by the Senior Pastor.

### **Job Specifications**

- Hours per week: 40
- Reports to: Senior Pastor
- Direct Reports: Office Administrator, Accounts Manager, Logistics Coordinator (all part time).

To apply for this position, please send your CV, with a covering letter and references, to Reuben Munn:  
[reuben@shore.org.nz](mailto:reuben@shore.org.nz)