

COLDSTREAM CHRISTIAN CHURCH
9904 Kalamalka Road, BC
V1B 1L7

SENIOR PASTOR JOB DESCRIPTION

September 2025

Job Title: CCC Senior Pastor

Reports to: The Elders and the Board of Directors

Core Responsibilities of the Senior Pastor at CCC

1. Shepherding

- To provide “Shepherds” care (I Peter 5:1-4, Acts 20:28, John 10) and spiritual oversight of the CCC community through ministries such as teaching, pastoral care, and equipping. (I Thessalonians 5:12-13, I Timothy 5:17, 3:5)
- Provide and oversee pastoral care and/or equip and empower the pastoral care team.
- Pastoral counselling, prayer, discipleship, mentoring as well as equipping others with gifting in these areas of ministry.

2. Sunday Morning Service Leadership

- Discern and monitor the focus for Sunday morning services and gatherings within the parameters established by the Elders.
- Focus on ensuring that our community worship is Christ-centred and Spirit-led and expresses both biblical and pastoral integrity.
- Work with the Elders and/or “Teaching Team” to develop sermon topics/ series throughout the year.
- Schedule others who will speak on Sundays.
- Be the key point person and overseer for CCC’s Sunday worship.
- Oversee the ministry and training for those who lead communion.
- Fulfill a primary teaching role for Sunday worship and equip others with teaching gifts to share in this ministry.

- Work with worship leaders and others in planning services and to encourage the development and expression of worship and other gifts in the community for

Sunday worship.

- Connect/communicate with the technical team for the Sunday a.m. service.

3. Pastoral Leadership

- Strategic thinking about current and future CCC ministries around areas such as new opportunities, evangelism and other ministries and proposing strategies to the Elders for improvement and growth.
- Monitor and suggest improvements related to spiritual, relational, organizational, and operational health.
- Monitoring, reporting on and recommending actions to the Elders to address church growth, resource constraints or other obstacles.
- Consistently keep the Elders informed on ministry activities, progress, needs, and concerns.
- Discern with the Elders and the community, God's direction & leading for CCC.
- Conflict resolution as needed.
- Represent CCC in the broader Vernon/Coldstream Church community and in the broader Christian world.

4. Leadership Development (Equipping)

- Equipping, supporting and encouraging our volunteers.
- Equipping and oversight of key ministries and leaders as delegated by the Elders.
- Plan for and submit to the Elders a personal plan for spiritual and professional development.

5. Administration

- To direct staff and administer the church through levels of leadership that God has established in CCC: Elders, Board of Directors, ministry group leaders, committees & individual specialists.

- Day to day supervision of other salaried ministry personnel and performing annual reviews.
- Approve, facilitate or create one time ministry opportunities and events (ie workshops, forums, training, etc.) within parameters established by the Elders.
- Manage spending within the budget and within cash-flow considerations in concert with the Treasurer.
- Give basic oversight and provide content for the CCC website & emails.
- Respond to email communications within a reasonable time, acknowledging timely details.

Core Responsibilities of the Leadership Team

(Elders + Board of Directors + Senior Pastor)

- Mission and vision creation and stewarding in consultation with the congregation.
- Partner together to work on the expression of this mission. The pastor will be encouraged to take initiative in presenting to the Elders ideas, strategies, ministries and proposals to fulfill our mission.
- The pastor should be bringing ideas to the table, helping fill gaps, and considering ministry leader succession along with the Elders.
- Review and approve new church affirmed ministry opportunities.
- Affirm key ministry leaders for CCC ministries.
- Monitor the health and vibrancy of the church.
- Elders and pastor seek to recognize, affirm and develop spiritual gifting in the community.

THE PASTOR SHALL NOT HAVE AUTHORITY TO:

- Hire, employ, terminate, or formally discipline employees - this must be done by or in conjunction with the Elders.
- Violate safety and privacy laws, church risk management policies, the Employment Standards Act of British Columbia or Canada Revenue Regulations for Registered Charities.
- Prohibit congregation member communications or relationships with the Elders in any way.
- Exceed approved expenditures in the budget except in cases of prior approval by the Elders.

- Sign contracts on behalf of the church without the prior approval of the Elders.
- Terminate ministry leaders without Elders approval/participation.

**COMMUNICATIONS REGARDING THIS MINISTRY OPPORTUNITY
SHOULD BE DIRECTED TO:**

Alastair Rees-Thomas

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Mobile Phone: 640-786-5377

On behalf of the Elders and Board of Directors