

# ASSOCIATE PASTOR

Coolbellup Community Church



**This is an exciting opportunity to join our new vibrant church as an Associate Pastor. We are looking for someone to support the Senior Pastor in a diverse capacity including, general pastoral work, investing in our budding Next Generation ministry and meeting the administrative needs of the Church.**

**(Hours and salary will be discussed at an interview)**

## Criteria:

- Formal training and education at a bible college or seminary
- Practical experience and strong administrative/operational skills
- Some ministry experience in Youth or Children's and Families ministry (preferred)

## Character Competencies:

- Exemplifies a personal faith in Jesus Christ
- Pursues a life of integrity
- Communicates openly and effectively
- Possesses a pastoral and servant heart
- Accepts accountability
- Welcomes personal and professional development
- Works well in a team environment
- Ability to work unsupervised

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(continued)

## Role/Tasks:

Your role will include attendance to the following:

- Support the Senior Pastor with general pastoral tasks including, occasional preaching and pastoral care, and leading specific ministries.
- Attend to the administration of the Church financial, banking and accounting practices and liaise with support services.
- Assist with the organisation and administration of all gatherings including, services, weekly ministries, special events, Member's and Council meetings.
- Assist with the operational aspects of the church
- Assist with general office duties including, answering calls, monitoring church emails, stock taking, etc.
- Support the Senior Pastor in developing and maintaining the policies, procedures, and systems of the Church, including Safe Church Policy.
- Help manage the IT and building facilities of the Church.
- Assist the Senior Pastor in the area of communications including, the internal church management system, social media and website.

**If you are interested in applying for this position,  
please send a Cover Letter and a copy of your CV to:  
[pauline.hough@coobychurch.com.au](mailto:pauline.hough@coobychurch.com.au)**

**Applications close on Friday, 21 January 2022.**