

Job Posting: Part-time Pastoral Assistant at Vancouver Eastside Vineyard Church

About Us:

Vancouver Eastside Vineyard Church is a diverse, community-focused church on a journey of wholeness and growing in love. We are a passionate, intergenerational community, committed to following Jesus, serving the marginalized, and making disciples.

Position Overview:

We are seeking a Pastoral Assistant to support both our church's operations and its spiritual life. This role involves supporting the lead pastor, organizing services, communicating with the congregation, and assisting with various administrative tasks. This position will start as part-time with the possibility of becoming full-time. This role may also become one which provides the opportunity for pastoral apprenticeship, as Vancouver Eastside Vineyard will be seeking to transition to a new lead pastor in the next 1-3 years.

Key Administrative Responsibilities may include:

- Organizing weekly services
- Recruiting, training and overseeing volunteers
- Communications
- Recording donations
- Banking
- Accounts payable
- Tax receipts
- Assist with organizing annual church camp.
- Assist board in preparing the annual budget.
- Responding to inquiries and assisting with church events or pastoral requests.
- Building oversight and basic maintenance tasks.

Key Pastoral responsibilities may include:

- Working with church to develop new ministry and church life patterns
- Opportunities to share your gifts in areas such as: worship, teaching, working with youth/children, ministry to the neighbourhood/church community

Qualifications:

- Masters in theology such as an MA, MDiv or working towards, or equivalent experience considered
- Experience with administration
- Strong organizational and people skills
- Basic bookkeeping

- Experience with tools like Mailchimp, MS Office, MS PowerPoint, Dropbox, Squarespace, website management, and social media.
- Passion for serving the church community.
- Ability to manage multiple tasks and work well with a team.

Location: 2475 Franklin St, Vancouver, BC, V5K 1X3

Application Deadline: Open until a suitable candidate is found

To Apply: Submit your resume and a cover letter explaining your interest in the position and how your skills align with the role to **vev@telus.net**. You must be eligible to work in Canada.

Website: www.vancouvereastsidevineyard.ca. See also www.vineyardcanada.ca