

NORTH SIDE CHINESE ALLIANCE CHURCH

Role Statement

Associate Pastor (English Ministry)

Assistant Pastor (English Ministry)



Date: 8 July 2004

The English Ministry Committee is responsible for the preparation of this role statement. This version of the role statement has been approved by the Deacon Board.

Scope of Responsibility

The Associate/Assistant Pastor (English Ministry) (the **Pastor**) is primarily responsible for the care, nurture and oversight of the English Ministry. The Pastor has freedom to act to fulfil the primary responsibility, subject to church-wide guidelines set by the Senior Pastor and/or Deacon Board.

The Pastor is an official worker for the purposes of the *Manual of the Christian and Missionary Alliance* (the **Manual**)¹. The Pastor will need to be licensed in accordance with the *Manual* before commencing in that role.

The role is child-related employment for the purposes of the *Child Protection (Prohibited Employment) Act 1998*. Prohibited persons under the Act (including those convicted of a serious sex offence or a registrable offence) cannot apply, undertake or remain in this role. Candidates will be subject to employment screening, including criminal history, Apprehended Violence Orders, prior employment and relevant employment proceedings checks.

People Interactions

Senior Pastor	<p>The Senior Pastor has overall responsibility of the local church, which includes the English Ministry.</p> <p>The Senior Pastor will also act as an accountability mechanism for the pastor.</p>
Deacon Board	<p>The Deacon Board is constitutionally the governance authority of North Side Chinese Alliance Church. It is the overall decision-making body of the local church, and as such, has high-level oversight of the English Ministry.</p>
English Ministry Committee (EMC)	<p>The English Ministry Committee is a group of mature, experienced Christian leaders, appointed by the church-wide leadership, that:</p> <ol style="list-style-type: none">(1) seeks to understand and relate to the whole of the English Congregation(2) relates to the Chinese Congregation and the church-wide leadership(3) makes decisions regarding the strategic planning and the day-to-day administration to serve the English Congregation in humility, to give direction and purpose to the English Ministry(4) performs a spiritual role with respect to the English Congregation under the authority of the Pastor and the church-wide leadership. <p>The Pastor is the <i>ex officio</i> Chair of the EMC, and works closely with the EMC to achieve the above aims.</p>
Ministry group leaders within the English Ministry	<p>Involvement with leaders of ministry groups (e.g. fellowship groups, worship team) within the English Ministry</p>
Members of the English Congregation	<p>Scope of responsibility</p>

¹ A copy of the *Manual* can be obtained from www.cmalliance.org

Members of the Chinese Congregation	Generally parents of younger members of English Congregation, has liaison role.
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Additional Qualities

In addition to biblical authorities and church-wide guidelines², EMD 12 *Key Qualities for Leaders in the English Ministry*³ sets out general qualities expected of the Pastor. Specifically, the Pastor will need to possess these qualities:

- People-, rather than event-oriented⁴
- Particular passion for youth ministry
- Computer skills to efficiently operate in a “virtual office” environment with members of the EMC
- Organisational and time management skills

Key Responsibilities and Major Activities

[Note: Some of the following major activities can be/are delegated to ministry group leaders.]

Area	Major Activities
Proclamation and Evangelism	<ul style="list-style-type: none"> • Ensure that the Word of God is appropriately proclaimed • Specific activity example: preaching in Sunday Service • Work with EMC and ministry group leaders to achieve this
Nurture, Edification, Care	<ul style="list-style-type: none"> • Ensure that potential and current members of the English Congregation is encouraged to grow, to bring about maturity in Christ • In particular, provide support and care for members in EMC and ministry group leaders • Engage with EMC and ministry group leaders to achieve this • Specific activity example: Attend all meetings of and spend quality time with EDJ (year 7–9 group) • Specific activity example: Conduct regular visitations to new comers and existing members • Specific activity example: Be the advisor of fellowship groups upon request
Leadership Training	<ul style="list-style-type: none"> • Seek out, recruit, train and maintain current and potential future leaders in the English Ministry • Think strategically about training of future leaders. Identify particular gifts of existing and potential leaders and provide opportunities to use them (potentially subject to church-wide guidelines set by the Senior Pastor and/or Deacon Board)
Prayer	<ul style="list-style-type: none"> • Pray regularly for the members of the church
Personal Growth	<ul style="list-style-type: none"> • Take responsibility for personal growth and accountability. • Establish appropriate relationships with other ministry leaders (within or outside of the local church) to achieve this
Strategic	<ul style="list-style-type: none"> • Think and plan about the future of the English Ministry, within church-wide guidelines • Work with the EMC and other groups in thinking strategically about the Ministry • Specific activity example: Attend all English Ministry-wide activities or meetings
Liaison	<ul style="list-style-type: none"> • Liaise with Senior Pastor, Deacon Board, and members of the Chinese Congregation to help a fruitful relationship with the rest of the church • Promote the relationship between the Chinese and English

² Including, but not limited to, the *Uniform Policy on Licensing*, section E3 of the *Manual*.

³ **EMDs** are a series of discussion papers and pronouncements of the English Ministry Committee.

They will be available shortly from english.nscac.org.au.

⁴ See EMD 10 *Manifesto of the English Ministry* for further details.

Area	Major Activities
	Congregations <ul style="list-style-type: none">• Specific activity example: liaise with other members of the church in the organisation of church-wide activities
Administrative	<ul style="list-style-type: none">• Day-to-day administration of the English Ministry, assisted by the Administrative Assistant