

**JOB DESCRIPTION OF THE MANDARIN LEAD PASTOR  
WESTSIDE CALGARY CHINESE ALLIANCE CHURCH (“WCCAC”)**

**PURPOSE OF THIS POSITION**

The Mandarin Lead Pastor position is to administer, develop, and implement ministries and programs designed to enhance the spiritual well-being of the Mandarin Congregation in WCCAC.

**QUALIFICATIONS**

1. A vibrant personal relationship with the Lord Jesus Christ;
2. A call to pastoral ministry from God;
3. High integrity and good spiritual life and discernment;
4. Fluent spoken Mandarin and good written Chinese;
5. Capable of communicating in English;
6. Appreciate the cultural diversity of our congregations;
7. Preferably a Master of Divinity (MDiv) degree obtained from an accredited evangelical seminary;
8. Preferably an ordained minister from an acceptable evangelical denomination;
9. A minimum of five years of pastoral experience, preferably in North America;
10. Strong leadership and communication skills and gifts of preaching and teaching;
11. Has a history of successful ministries;
12. Self-motivated and a desire for further training and personal growth;
13. Capable of prioritizing and managing assignments;
14. Committed to the ministry philosophy and programs of WCCAC; and
15. Be exemplary in conduct.

**STAFF STRUCTURE AND RELATIONSHIPS**

1. Keep regular office hours and ministry hours following the staff policy of WCCAC;
2. The Ex Officio member and spiritual leader of the Mandarin Board of Deacons;
3. Accountable directly to the Senior Pastor and ultimately to the Board of Elders;
4. Guide and support the Mandarin Pastors and lay leaders to set their goals and ministry plans and monitor their progress regularly;
5. Plan with the Mandarin Congregational Elder and Deacons, in consultation with the Senior Pastor, on ministry development and implementation; and
6. Lead the Mandarin Pastors and Deacons with a team spirit.

## **MINISTRY RESPONSIBILITIES**

1. Cast vision for the Mandarin Ministry under the guidance of the Senior Pastor;
2. Oversee all ministries and administrative functions of the Mandarin Congregation;
3. Supervise the Mandarin Pastors;
4. Recruit and train leaders to help in all ministry areas;
5. Work with the Senior Pastor to arrange preaching responsibilities at the pulpit;
6. Promote the church to the community; and develop outreach activities in consultation with the Mandarin Local Evangelism Deacon;
7. Participate in local and overseas missions as agreed by the Senior Pastor and approved by the Board of Elders;
8. Involve in Fellowship, Bible School and/or Discipleship training;
9. Provide pastoral care for the Mandarin Congregation through visitation and counselling;
10. Set agenda for the Mandarin Board of Deacons meetings, in consultation with the Mandarin Congregational Elder;
11. Organize the Mandarin Prayer Meetings;
12. Attend the Board of Deacons and Board of Elders meetings;
13. Submit the Annual Report and ministry reports to the Board of Deacons and Board of Elders;
14. Participate in the budgeting process with the Board of Deacons; and
15. Conduct worship, communion, baptismal, wedding, funeral, and other special services, as necessary.

**All the above job descriptions are subject to modifications from time to time by the Board of Elders when deemed necessary.**

Application with resume, testimonies of conversion and calling to full time ministry is to be sent to:

**The Chair, Pastoral Search Committee**  
 Westside Calgary Chinese Alliance Church  
 6600 Country Hills Blvd., N.W.  
 Calgary, Alberta, T3G 4H4 Canada  
 Inquiries:  
 Phone: (403)239-2990  
 Email : [office@wccac.net](mailto:office@wccac.net)