

**POSITION:** Associate Pastor of Intercultural Ministries (APIM)

**REPORTS TO:** Pastor of Intercultural Ministries (PIM)

**PURPOSE:** Intercultural Ministries at Foothills Alliance Church develops pathways to Jesus for immigrants in our neighbourhood. It is our vision to help immigrants settle well in NW Calgary and for those with a spiritual interest and curiosity, to move along a pathway to Jesus. We are looking for a person with the same passion.

### CORE RESPONSIBILITIES AND DUTIES:

#### 1. 35% - Intercultural Ministries Pastoral Ministry

- a. In consultation with the PIM, the APIM will engage weekly in pastoral interaction with English language learners and volunteers.

#### 2. 30% - Intercultural Ministries Programming

- a. In consultation with the PIM, the APIM will participate and lead in various aspects of Foothills Alliance Church Intercultural Ministries programming. This will include stage-1 classes (serving immigrants in NW Calgary), stage-2 classes (for the spiritually curious) and stage-3 classes (for those close to faith or new to faith in Christ).
- b. Current programming priorities include:
  - i. Sunday morning ESL Bridges classes (10:30am–12:30pm) – Stage 2 class for the spiritually curious.
  - ii. Thursday ESL Language Classes (6–7:20pm) – Stage 1 class.
  - iii. Thursday ESL Bible studies (7:30–8:45pm) – Stage 3 class for those close to faith or new to faith in Christ.
  - iv. Wednesday ESL Conversation Classes (11am–12pm) – Stage 1 class.
  - v. ESL parties and events (usually one Sunday afternoon each month September to April, but two to four times each month May to August (usually 12:30–3pm)).

#### 3. 30% - Intercultural Ministries Communication and Administration

- a. In consultation with the PIM, the APIM will engage in various communication and administrative tasks that further Intercultural Ministries at Foothills Alliance Church. These include:
  - i. Intercultural Ministries communications.
  - ii. Crafting weekly emails for IM English language learners and volunteers.
  - iii. Designing IM brochures (3 times per year).
  - iv. Designing IM posters (as needed).
  - v. Revising IM page on the Foothills Alliance Church website (usually 3 times per year).
  - vi. Writing monthly volunteer emails.
  - vii. Replying to student and volunteer emails.
  - viii. Keeping IM volunteer and student email lists up to date.
  - ix. Replying to the ministry email correspondence.
- b. Other Intercultural Ministries administration:
  - i. Printing curriculum for various IM ESL classes each week.
  - ii. Keeping IM teacher tubs up to date.
  - iii. Completing IM reimbursement requests (as needed).
  - iv. Ordering signage to advertise IM classes and events at Foothills.
  - v. Various administrative tasks related to IM at Foothills Alliance.

**4. 5% - Foothills Alliance Church Pastoral and Staff Responsibilities**

- a. Participating in monthly pastoral meetings as appropriate.
- b. Participating in monthly staff meetings as appropriate.
- c. Participating in weekly staff prayer meetings.
- d. Other duties as assigned by the PIM.

**Position Requirements:**

- Successful intercultural ministry.
- Effective teaching of ESL classes to a variety of adult learners.
- Effective teaching of ESL Bible studies.
- Success in leading new immigrants on a pathway to Jesus.
- Learning a second language (asset but not required).
- TESOL/TESL/TEFL certification (asset but not required).

**POSITION STATUS:** Full or part time, depending on availability and experience

Interested candidates should send their cover letter and resume to Rick Love ([rick.love@myfoothills.ca](mailto:rick.love@myfoothills.ca)). This position will be open until a suitable candidate is found.