Pastor of Care & Spiritual Formation

INTERNAL POSITION DESCRIPTION | EVANGELICAL FREE CHURCH OF LETHBRIDGE

EMPLOYMENT	Full-time | 1.0 FTE
TEAM	Deepen
REPORTS TO	Deepen Team Leader
CLASSIFICATION	Pastoral Ministry
KEY RELATIONSHIPS	Pastoral team and ministry leaders across Discover, Deepen, Deploy and Support

Position purpose

Provide relational and pastoral leadership so people at E-Free experience meaningful Christ-centred community, compassionate care, a sense of belonging and ongoing spiritual growth. This pastor connects people, equips volunteers and helps the congregation grow as disciples of Jesus through relationships, Scripture, prayer and practical ministry.

Core accountabilities

Relational engagement and Christ-centred community

Desired outcome: People build meaningful Christ-centred relationships and experience a sense of belonging.

- Proactively engage people across the congregation, especially those at risk of disconnection.
- Equip and support volunteer leaders to develop mid-sized gatherings, men's and women's ministries, and other Christ-centred settings where relationships and belonging can grow.
- Help people connect with ministries, groups and meaningful next steps across E-Free.
- Support marriage and family strengthening initiatives, including premarital preparation and related events, as assigned in coordination with pastoral leadership.

Pastoral care and volunteer development

Desired outcome: People receive timely, compassionate and biblically grounded care, primarily through equipped volunteers supported by pastors.

- Coordinate the congregation-wide approach to pastoral care in collaboration with the wider pastoral team, while ensuring care remains a shared pastoral responsibility.
- Recruit, train, equip and support volunteer care leaders to serve as a primary point of relational care, with appropriate pastoral oversight and escalation.
- Develop care ministries and support pathways, potentially including grief support and divorce recovery programs.
- Provide direct pastoral care where complexity or circumstances require it; maintain confidentiality, safeguarding practices and appropriate professional referrals.
- Coordinate benevolence-related pastoral assessment and referrals with designated leadership; financial approvals and disbursements remain governed by church policy.

Spiritual formation and discipleship

Desired outcome: People grow in following Jesus in their everyday lives through Scripture, prayer, relationships and practical discipleship.

- Develop opportunities that help people practice faith within church gatherings, households, workplaces and the wider community.
- Equip volunteers and ministry leaders to encourage Scripture engagement, prayer and spiritual growth.

Teaching and collaboration

Desired outcome: Relevant biblical teaching and cross-team collaboration strengthen congregational spiritual health.

- Teach Scripture and other ministry-relevant topics, including Bible-study practices, discipleship and evangelism, and participate in occasional Sunday preaching.
- Partner broadly with the Lead Pastor, pastoral colleagues and teams across E-Free to advance shared ministry priorities.

Regular responsibilities

Congregational presence and relationships

- Be visibly available at Sunday gatherings and other key congregational activities; initiate contact with newcomers and people who seem disconnected.
- Follow up with individuals and families seeking community, care or a next step; connect them with appropriate groups and leaders.
- Support volunteer leaders in planning and facilitating mid-sized gatherings and other relational environments; provide direct leadership where needed.

Care intake, response and coordination

- Receive and appropriately triage pastoral care requests; coordinate timely contact by pastors or trained volunteers.
- Participate in pastoral visits, prayer, hospital or home follow-up and support through significant life events as appropriate.
- Maintain confidential care notes and agreed follow-up processes consistent with church privacy and safeguarding requirements.
- Recruit, train and check in with volunteer care leaders; maintain clear referral and escalation pathways for complex needs.
- Help organize practical care ministries, grief support, divorce recovery and marriage or family initiatives where assigned.
- Coordinate benevolence-related pastoral assessment and referrals without independently authorizing financial assistance.

Discipleship, prayer and teaching

- Equip ministry leaders with Scripture, prayer and discipleship resources suited to their settings.
- Plan or facilitate prayer opportunities, short courses, discussions and other practical spiritual-formation experiences.
- Prepare and teach biblical content in assigned groups or ministry settings, and preach occasionally as scheduled.
- Participate in pastoral, Deepen Team and cross-team planning, including follow-through on agreed actions.

Decision rights and boundaries

This pastor leads assigned care, discipleship and community ministries within approved priorities, policies and budgets. Care is coordinated through this role but is delivered collaboratively by volunteers and the pastoral team. Benevolence financial authorization remains with designated approval authorities; marriage and family responsibilities are coordinated with pastoral leadership. Significant personnel, budget, policy and strategic changes require approval through established church processes.

Candidate requirements

Essential

- Exceptional relational leadership, approachability and emotional intelligence.
- Spiritual maturity, growing relationship with Jesus, biblical judgment and appropriate pastoral boundaries.
- Ability to equip and empower volunteers, collaborate and navigate difficult conversations.
- Experience in pastoral care, discipleship, community building or related ministry.
- Sound biblical understanding and ability to teach in accessible, practical ways.
- A personal love for Jesus Christ and a commitment to following Him, with willingness to affirm and support E-Free Lethbridge's Statement of Faith, Mission, Vision and Values.

Considered assets

- Theological education, pastoral employment or recognized ministry credentials.
- Experience facilitating groups, care ministries, marriage enrichment or premarital preparation.
- Experience in teaching, preaching and volunteer development.

Indicators of success

- People experience meaningful Christ-centred community and a greater sense of belonging.
- Pastoral care needs are addressed appropriately.
- People have accessible opportunities for discipleship, prayer, spiritual health and healing.
- Volunteer leaders are recruited, equipped, supported and empowered.
- Cross-team collaboration strengthens shared ministry priorities.

Working expectations

Regular Sunday participation, evening and occasional weekend ministry activities, staff meetings and compliance with E-Free safeguarding standards are expected. Priorities are set and reviewed with the Deepen Team Leader.