

Position Title: Lead Pastor

Employee: Name inserted here

Reports to: Chair of Congregational Leadership Board

Date: July 26, 2006

Position Priorities:

- Preach the Good News of Jesus Christ.
 - Promote Anabaptist theology
 - Preach approximately 75% of the time
 - Plan overall worship themes and observance of ordinances
 - Demonstrate a commitment to personal spiritual disciplines and growth
- Build and nurture the Church
 - Focus and center God's vision for Sample B
 - Promote the vision of ministry by every member – an “equipping” church
 - Attend meetings of and assist the CLB and Foundation Groups
- Lead the Staff and Pastoral Team
 - Supervise the pastors and business manager
 - Create a cohesive, collaborative team
 - Identify, affirm and release the gifts of each team member
- Connect with the broader Christian community
 - Mennonite Church USA
 - X Mennonite Conference
 - The local community

Core Competencies/Gifts:

- Positive approach to congregational interactions, communications, and decision-making
- Meaningful and healthy interpersonal relationships, boundaries and self care
- Ability to remain focused on the vision

Pre Requisites:

Masters degree in Divinity or related field (M.Div. preferred)

Leadership Experience

**SAMPLE B
MENNONITE CHURCH**

**POSITION DESCRIPTION
FULL TIME**

Position Title: Associate Pastor: Pastoral Care/Spiritual Formation

Employee: Name inserted here

Reports to: Lead Pastor

Date: January 2011

Position Priorities:

- Pastoral Care
 - Supervise the lay pastoral care visitors
 - Actively participate in pastoral care visitation and counseling
 - Participate in funerals, pre-marital counseling, weddings, as requested
 - Relate to Sunday School class shepherds and deacons
- Preach the Good News of Jesus Christ.
 - Promote Anabaptist theology
 - Preach approximately 25% of the time
- Equip Ministry Leaders
 - Identify, affirm, and release the gifts of each person involved in a ministry
 - Promote the vision of ministry by every member – an “equipping” church
 - Chair the Spiritual Formation Foundation Group
 - Attend Gift Discernment Foundation Group
 - Attend CLB quarterly
- Adult Spiritual Formation
 - Resources the Adult Spiritual Formation Planning Team
- Connect with the broader Christian community
 - Mennonite Church USA
 - X Mennonite Conference
 - The local community

Core Competencies/Gifts:

- Positive approach to congregational interactions, communications, and decision-making
- Meaningful and healthy interpersonal relationships, boundaries and self care
- Ability to remain focused on the vision

Pre Requisites:

Masters degree in Divinity or related field (M.Div. preferred)

Position Title: Associate Pastor with Focus on Youth and Young Adults

Employee: Name inserted here

Reports to: Lead Pastor

Date: April 1, 2008

Scope of Position:

- 80% of time focused on ministry to Jr. MYF, MYF, and Young Adults
- 20% time focused on other pastoral team duties as determined by Lead Pastor

Essential Duties & Responsibilities:

Youth and Young Adults Focus:

- Work with the sponsors from all three groups – be the “go to person”
- Create connections between Jr. MYF, MYF, and Young Adults
- Participate in Sunday School teaching rotation
- Be involved with youth baptism classes
- Recognize and help develop gifts of youth
- Build relationships with the youth and young adults
- Relate to young adults away from home, such as college students and persons in service assignments
- Be available for Bible Studies, retreats, conventions, service trips, and social activities
- Supervise the mentoring program
- Encourage a sense of belonging so that young persons feel at home in our congregation
- Seek creative ways to involve youth in the worship services and other church functions
- Develop adult volunteers to help sponsors and perhaps become sponsors

Other Pastoral Duties:

- Work effectively with other pastors and church staff
- Seek to coordinate the youth ministry with the other ministries of the church
- Be periodically involved with worship services
- Demonstrate a commitment to personal spiritual disciplines and professional growth

Core Competencies/Gifts/Understandings:

- High level of relational skills, especially with youth
- Energetic and visionary
- Team player with other pastors and church staff

- Understanding and commitment to the equipping ministry model
- Commitment to Anabaptist beliefs and to connections with the broader Mennonite church

SAMPLE B MENNONITE CHURCH

Position Title: Pastor of Music and Worship

Employee: Name inserted here

Report to: Lead Pastor

Date: February 2011

Position Priorities

- Provide oversight and direction to congregations' music program
 - ◆ Encourage, help train resource and schedule individuals to serve as music leaders
 - ◆ Encourage and model music leading with congregational participatory priorities
 - ◆ Attend and shape music and worship related meetings
- Provide music leadership
 - ◆ Lead congregational music frequently (at least twice a month)
 - ◆ Direct Junior Choir
 - ◆ Direct Adult Choir
- Support congregational vision
 - ◆ Partner with staff and lay leaders
 - ◆ Participate and lead non-music related aspects of congregational life
 - ◆ Be attentive to the spiritual formation of all ages
 - ◆ Attend required staff, Elder and Leadership Board meetings
- Connect with the broader Christian Community
 - ◆ Mennonite Church USA
 - ◆ X Mennonite Conference
 - ◆ Local community
 - ◆ Wider ecumenical church practices

Core Competencies/Gifts:

- ◆ People skills, self-awareness, understanding of servant/leader perspective
- ◆ Appreciation for congregation's values and practices in an Anabaptist Context
- ◆ Awareness of the pastoral qualities associated with music leadership