

Sample D Mennonite Church Job Description for Lead Pastor

General Description of Function: To work with the elders to provide a balanced ministry of worship and preaching, teaching and training members for ministry, pastoral care and oversight of mutual care, and necessary administration to provide for these functions.

PRIMARY RESPONSIBILITIES

Worship/Preaching 4 units

1. Direct long-term planning with other pastor(s) and Worship Commission for themes of Sunday worship experiences.
 - a. Provide input, themes, and resources to the Worship Commission for planning.
2. Carry leadership for worship for approximately 36 Sundays.
 - a. Give leadership in planning for worship, providing guidance for worship leader, children's story, music leader.
 - b. Prepare and spend disciplined time in study and preparation for sermons on those Sundays or coordinate outside speakers.
3. Lead in planning and conducting of special services: baptisms, commissionings, dedications, weddings, funerals, etc.

Pastoral Care 2 units

1. Provide pastoral care to the congregation (visitation, counseling and crisis care) in cooperation with associate pastor, elders and other designated members.
2. Plan and coordinate class for persons seeking membership.
3. Direct in the preparation of candidates for baptism along with other pastor(s).
4. Provide premarital counseling.
5. Resource welcoming/host teams and follow-up teams.
6. Participate in Wednesday evening program

Administration 3 Units

1. Office
 - a. Leads the pastoral and office staff team, providing supervision and periodic evaluations; oversee the carrying out of administrative functions.
 - b. Lead weekly staff meetings.
 - c. Communicate bulletin information to administrative assistant(s): including order of service for bulletin when preaching.
2. Congregational
 - a. Assist the congregation in developing and reviewing vision and goals.
 - b. Provide support and counsel and attend meetings of Elders and Council.
 - c. Attend meetings of Worship, and Discernment Commissions.
 - d. Provide support and counsel to Service, Trustees, Education and Stewardship Chairpersons as they carry out their responsibilities, attend meetings as needed.
 - e. Attend congregational meetings.

- f. Prepare pastor's page for church newsletter.
- g. Be attentive to congregational dynamics through listening and information gathering.

Ministry Discernment and Development 1 unit

1. Plan and coordinate a program for calling and equipping members for specific ministry tasks.
 - a. Provide a curriculum that includes practical teaching on lay ministry.
 - b. Provide for gift discernment experiences.
 - c. Assist in matching gifts and call to existing opportunities, or in creating a ministry which will call into action those gifts.

Professional Growth/Study and Continuing Education 2 units

1. Nurture personal spiritual health/growth/well-being including one day per month for spiritual retreat and regular interaction with a spiritual director.
2. Read and study for long-range growth in and preparation for ministry.
3. Attend and participate in broader church activities (monthly meeting of local Ministerial Alliance, monthly meeting of district Pastor Peer Group, attend annual meeting of conference, attend Mennonite Assemblies)

Reporting and Accountability:

The pastor is accountable to the congregation through the elders.

Sample D Mennonite Church

Job Description for Associate Pastor of Youth and Young Adults

General Description of Function: To work with lead pastor and Overseer of Youth Team to provide a ministry of worship and teaching, nurture and pastoral care to the youth and young adults of the congregation and the necessary administration of these functions. For the purposes of this document “youth” is defined as those students in grades 7-12 and “young adults” as persons from post high school through the early 30’s. It is anticipated that approximately 60% of the allotted time will be used for youth ministry and approximately 40% for associate and young adult ministry.

PRIMARY RESPONSIBILITIES

PASTORAL CARE: _____ Units 3.5

1. Build relationships with youth and young adults including attendance at school and community youth functions and college and young adult social activities.
2. Build relationships with parents of youth.
3. Provide communication tools for students and parents.
4. Empower, train, and guide youth sponsors and designated leaders of college and young adult ministries.
5. Assist the lead pastor with general visitation and pastoral care needs as requested and as time is available.

CHRISTIAN EDUCATION & SPIRITUAL NURTURE: _____ Units 3.5

1. Teach MYF and JYF Sunday School class equivalent to one quarter/year each (may include Faith Exploration classes).
2. Coordinate Faith Exploration class.
3. Encourage and coordinate baptisms and preparation of youth with lead pastor.
4. With MYF sponsors, coordinate and plan MYF activities and Wednesday evening program.
5. With JYF sponsors, help plan calendar of Wednesday night program activities
6. Lead two or three JYF Wednesday night program meetings a semester.
7. Coordinate discipleship ministries for college and young adult age participants.

WORSHIP LEADING/PREACHING: _____ Units 1

1. Participate in worship leadership (may include worship leader, congregational prayer, children’s story, etc) approximately once per month, preach 3-4 times per year, and attend both services, giving leadership to youth and young adult participation in worship services.
2. Participate in special services (baptisms, weddings, funerals, etc) as in cooperation or upon the request of the lead pastor.

ADMINISTRATION: _____ Units 2

1. Meet weekly with lead pastor and attend weekly staff meetings.

2. Attend Elder and Council meetings for reporting and representation of youth and young adults in congregational decision-making. Overseer of Youth Team will share in representation in Leadership meetings.
3. Attend Youth Overseer Team meetings.
4. Communicate to congregation about youth and young adults (via congregational newsletter, informal speaking, letters, etc.)
5. Coordinate planning and fund raising activities for MYF service trip or convention.
6. Attend congregational meetings and write yearly youth and young adult pastor report.
7. Coordinate the planning of at least one young adult off site event per year.

COMMUNITY SERVICE/LARGER CHURCH Units 1

1. Attend monthly area and/or conference youth ministers meeting.
2. Promote and support conference and denominational youth and young adult activities and Mennonite Colleges and service opportunities.
3. Work with area pastors in planning community-wide youth activities.

PROFESSIONAL GROWTH AND STUDY Units 2

1. Continuing Education in youth and young adult ministry and/or Biblical studies is encouraged. Funding and time spent in classes is addressed in the Memo of Understanding. Communicate with Elders about classes planned. Elders may also offer suggestions for specific classes or workshops.
2. Reading of youth and young adult ministry resources.
3. Nurture personal spiritual health, growth, and well-being.
4. One spiritual retreat day a month

Reporting and Accountability:

Reports to the lead pastor and is accountable to the congregation through the elders.

Sample D Mennonite Church Job Description for Visitation Pastor

General Description of Function: This position carries the title of Visitation Pastor and is a one-quarter (1/4) time position. The position will be subject to an annual review and renewal recommendation at least ninety (90) days before the end of the covenant term. The Visitation Pastor is supervised by the Lead Pastor and will work with the lead pastor and the Overseer of Ministry Team to provide visitation within the congregation and administrative oversight to the visitation team. This is a one-quarter (1/4) time position involving an average of 10-16 hours per week. It is understood that this position requires flexibility in relation to schedule and hours may vary significantly from week to week.

PRIMARY RESPONSIBILITIES

PASTORAL CARE/VISITATION:

1. Build relationships with regular attendees through being at worship at least twice a month and participation in social activities and Sunday School classes.
2. Visit, or administer visitation, and coordinate communion for members and attendees who are unable to attend weekly worship.
3. Inform the lead pastor of any special visitation or pastoral care needs in the congregation.
4. Officiate at funerals (when requested)
5. Assist in hospital and general visitation in cooperation with the Lead Pastor.

WORSHIP, CHRISTIAN EDUCATION & SPIRITUAL NURTURE:

1. Teach Sunday School classes as requested and as time is available.
2. Participate in worship leadership (may include worship leading, preaching, congregational prayer, children's story, etc) as requested.
3. Participate in special services (baptisms, communion, weddings, funerals, etc) in cooperation or upon the request of the lead pastor.

ADMINISTRATION:

1. Meet monthly with the lead pastor and participate in staff, elder, and leadership meetings as desired or requested.
2. Provide administrative leadership to the Visitation Team and coordinate visitation team meetings.
3. Communicate prayer concerns and visitation needs to the congregation and to Sunday school classes as appropriate.
4. Record all visits in the office visitation database.
5. Attend congregational meetings and write a yearly Pastor of Visitation report.

Reporting and Accountability:

Reports to the lead pastor and is accountable to the congregation through the Overseer of Ministry Team.