



Lead Pastor - Job Description

Sample C Mennonite Church

Approved by Church Council, 10/15/2008, Administrative Commission

Position Title:

- Lead Pastor

Statement of Position:

- Being Lead Pastor means being a part of a team where many responsibilities are shared and where each pastor is assigned specific responsibilities. The Lead Pastor supervises Pastoral Team members and the Office Coordinator. The Lead Pastor serves as Administrative Officer of the mission and operation of the church. Congregational reviews will occur every 4 years.

Term of Employment:

- The Lead Pastor is called to a 4-year term. (The first mini-review will occur within the first year prior to the end of the December 31, 2009. At this same time, an all-pastoral staff review will take place. Thereafter, the first full performance review will occur prior to December 31, 2012.)

Position Reports To:

1. The congregation calls the Lead Pastor to serve the congregation.
2. The Lead Pastor reports directly to Church Council. Church Council Chair (or designated member of council) will function as the supervisor and will act as the official spokesperson regarding contractual and financial agreements.
3. The Council Chair (or Council designated person) will meet regularly with the Lead Pastor (suggested once every two weeks, particularly in the first year of the term of employment).
4. The Lead Pastor will meet regularly with the Pastor-Congregation Relations Committee (PCRC) who attends to the relationship between the Lead Pastor and the congregation. (See PCRC job description)
5. Church Council mandates an ad-hoc committee appointed by Council to review the Lead Pastor's performance. Their findings and recommendations are to be presented to Church Council for approval and then inform the congregation. One member of PCRC and the Lead Pastor's supervisor will serve as members of this committee.

Qualifications:

- The Lead Pastor must have a personal relationship with Jesus Christ, demonstrate a commitment to grow in that relationship and have a high regard for and knowledge of Scripture. Personal Traits:
 - a) A strong sense of pastoral identity and call to pastoral ministry.
 - b) Ability to maintain integrity and maintain confidentiality is essential.
 - c) Strong visitation, communication, preaching and teaching skills.
 - d) Perceptive sensitivity to the needs of individuals of all ages as well as the congregation-at-large.
 - e) Excellent competence in self-motivation, time management, organizational/managerial skills and interpersonal skills.
 - f) The ability to coordinate and give administrative leadership to the congregation's overall organizational programs and support staff.
 - g) Education: MDiv plus five (5) or more years of experience as lead pastor or equivalent.

Duties: (These duties for the Lead Pastor will be posted and communicated to the congregation.)

- The Lead Pastor will provide leadership in the following areas of ministry.
 - A. The Lead Pastor will attend Church Council and provide reports as directed by the Church Council Chair.
 - B. **Commission Responsibilities:** The Lead Pastor will be a participating member Administration, Outreach and Worship Commissions that serves the life, ministry and vision of the congregations. Pastoral team will divide their time among the Commissions as follows: (Commission tasks available through church office)

a. ADMINISTRATION COMMISSION	Lead Pastor
b. COMMUNITY LIFE COMMISSION	Pastor of Community Life
c. OUTREACH COMMISSION	Lead Pastor

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|-----------------------|-----------------|
| d. WORSHIP COMMISSION | Lead Pastor |
| e. YOUTH COMMISSION | Pastor of Youth |

(On a yearly basis, the Lead Pastor will supervise the Pastoral Team to prioritize areas of strengths and interests and work toward an agreement of special areas of interests and skills they will cover as a part of their workload. As supervisor, the Lead Pastor is to negotiate individual assignments accordingly. These agreements are to be presented to Church Council for approval every June if changes are being proposed.)

B. Ministry Responsibilities: The Lead Pastor will provide leadership in the following areas.

1. **WORSHIP & PREACHING:** In this area of pastoral leadership, he/she will:
 - a. Preach approximately 2/3rds of the Sundays per quarter (7 to 8 Sundays out of 12 or 13 Sundays).
 - b. Work with pastoral team to discern spiritual needs within the congregation that can be addressed through worship series and themes.
 - c. Give guidance in the planning and leading of special events in the life of the congregation: baby dedication, turning 16, back to school, etc.
 - d. Supervise the efforts of worship-related task groups: music (including special music) ushers, greeters, worship arts, sound technicians, bulletin printing, etc.
2. **PASTORAL CARE:** In this area of pastoral leadership, he/she will:
 - a. Provide crisis ministry (hospital and home visitation, funeral planning, other intervention).
 - b. Provide spiritual, emotional, relational, and physical support to those in need.
 - c. Work with the other pastors in conducting premarital counseling and perform weddings as requested.
 - d. Meet regularly with pastoral team and church elders to discuss pastoral and spiritual concerns of the congregation.
 - e. Give pastoral support, guidance, and training to lay leadership in the congregation equipping them to fulfill the ministry to which they are sent as servants.
 - f. Provide written reports as required by Church Council for council meetings and/or for the congregation.
 - g. Delegate areas of pastoral care to associates when the situation requires additional personnel.
3. **CONGREGATIONAL MEMBERSHIP:** In this area of pastoral leadership, he/she will:
 - a. Provide leadership and follow-up to annual Commitment Sundays.
 - b. Process requests of congregational membership, in consultation with the pastoral staff and elders.
 - c. Oversee baptismal preparation classes and perform baptisms as requested.
 - d. Ensure that adequate efforts are made to integrate new members and attendees into church life.
4. **COMMUNITY, CONFERENCE AND DENOMINATION:** In this area of pastoral leadership, he/she will:
 - a. Meet regularly with district overseer, maintaining a relationship of accountability to the wider church body.
 - b. Attend denominational assemblies when possible.
 - c. Serve as a resource person to the local community and churches upon invitation with PCRC giving primary council and directives regarding the amount of time and energy to be committed to other-than-congregational activities.
5. **OTHER.** By the nature of church work and unexpected events, the above job description and addendum/covenants may not cover everything in order to get the job done. This document is in the making and may be revisited by Church Council on a yearly basis. The purpose is not to restrict, but to add clarification to the requirements and expectations of our paid staff.



Pastor of Youth Ministry Job Description

Sample C Mennonite Church

Approved by Church Council, 10/15/2008, Administrative Commission

Position Title:

- Pastor of Youth Ministry

Statement of Position:

- Pastor with an emphasis on Youth Ministry is a half-time position. Being Pastor of Youth Ministries means being supervised by the Lead Pastor as part of a team where many responsibilities are shared and where each pastor is assigned specific tasks. The Pastor with an emphasis on Youth Ministry will concentrate on Christian growth and service for youth that are MYF age and serve as a consultant for Jr. MYF and other youth groupings. Congregational review will occur every 4 years.

Term of Employment:

- The Pastor of Youth Ministries is called to a 4-year term.

Position Reports To:

6. The congregation calls the Pastor of Youth Ministries to serve the congregation as shepherd/pastor.
7. The Pastor of Youth Ministries reports directly to the Lead Pastor. Church Council Chair (or Vice Chair, or administration Commission Chair) will function as a mediator if supervisory responsibilities can not be carried out by the Lead Pastor.
8. The Pastor of Youth Ministries will meet regularly with the Pastor-Congregation Relations Committee (PCRC) who attends to the relationship between the pastors and the congregation. (See PCRC job description)
9. Church Council mandates an ad-hoc committee appointed by Council to review the Pastor of Youth Ministries' performance. Their findings and recommendations are to be presented to Church Council. One member of PCRC, Lead Pastor, and supervisor will serve as members of this committee.

Qualifications:

- The Pastor of Youth Ministries must have a personal relationship with Jesus Christ, demonstrate a commitment to grow in that relationship and have a high regard for and knowledge of Scripture. Personal Traits: (*measurable and achievable*)
 - h) A strong sense of pastoral identity and call to pastoral ministry
 - i) Ability to maintain integrity and maintain confidentiality is essential.
 - j) Good communication and teaching skills. Preaching skills are suggested, but not mandatory.
 - k) Perceptive sensitivity to the needs of individuals of all ages as well as the congregation-at-large.
 - l) Competent in self-motivation, time management, organizational/managerial skills and interpersonal skills.
 - m) Education: College Degree with an emphasis on Spiritual Formation, Bible and/or religion preferred. An MDiv is will be an advantage. Three (3) years of related experience is recommended.

Duties: (These duties for the Pastor Youth Ministries will be posted and communicated to the congregation.)

- The Pastor of Youth Ministries will provide leadership in the following areas of ministry.
 - **Commission Responsibilities:** Associate pastor will be a participating member of the YOUTH COMMISSION
(*On a yearly basis, the Lead Pastor will supervise the Pastoral Team to prioritize areas of strengths and interests and work toward an agreement of special areas of interests and skills they will cover as a part of their workload. As supervisor, the Lead Pastor is to negotiate individual assignments accordingly. These agreements are to be presented to Church Council for approval every June if changes are being proposed.*)

- **Ministry Responsibilities:** The Pastor of Youth Ministries shall receive directives from the Lead Pastor. He/She can provide leadership in the following areas.
 1. **WORSHIP & PREACHING:** In this area of pastoral leadership, he/she will:
 - e. Preach as assigned by the Lead pastor.
 - f. Work with pastoral team discerning spiritual needs within the congregation on a variety of worship themes and series giving and receiving direction from the worship committee.
 - g. As requested by Lead Pastor, assist with the planning and leading of special events in the life of the congregation: baby dedication, turning 16, back to school, etc.
 - h. As requested by Lead Pastor, assist with the efforts of worship-related task groups: music (including special music) ushers, greeters, worship arts, sound technicians, bulletin printing, etc.
 2. **PASTORAL CARE WITH MYF:** In this area of pastoral leadership, he/she will:
 - h. Provide crisis ministry when youth and parents of youth need pastoral support.
 - i. Meet periodically with Lead Pastor and other pastoral staff to discuss pastoral and spiritual concerns of youth in the congregation.
 - j. Give pastoral support, guidance, training and building interpersonal relationships with students and enable them to build strong friendships with each other.
 - k. Build service opportunities into the MYF activities on a regular basis.
 - l. Plan fundraisers to help with MYF activities.
 - m. Meet regularly with sponsors to plan activities and to resource/equip/encourage sponsors to build good relationships with youth.
 - n. Build good relationships with parents of MYF youth
 - o. Gather all health release forms from all MYF each year.
 - p. Provide written reports as required by Church Council for council meetings and/or for the congregation.
 3. **CONGREGATIONAL MEMBERSHIP:** In this area of pastoral leadership, he/she will:
 - e. Assist Lead Pastor with the follow-up to annual Commitment Sundays.
 - f. Assist with the planning of baptismal preparation classes and perform baptisms as requested by the Lead Pastor.
 - g. Assist Lead Pastor with the efforts to integrate new members and attendees into church life.
 4. **COMMUNITY, CONFERENCE AND DENOMINATION:** In this area of pastoral leadership, he/she will:
 - d. Attend Conference Assemblies when possible.
 - e. Plan for MYF to attend MCUSA every two years when convenient and affordable.
 - f. Be available to serve as a resource person to the local community and churches upon invitation by the Lead Pastor giving primary council and directives regarding the amount of time and energy to be committed to other-than-congregational activities.
 5. **CHURCH COUNCIL:** The Pastor of Youth Ministries will attend Church Council and provide youth ministry reports as directed by the Church Council Chair.
 6. **OTHER:** By the nature of church work and unexpected events, the above job description and addendums may not cover everything in order to get the job done. This document is in the making and may be revisited by Church Council on a yearly basis. The purpose is not to restrict, but to add clarification to the requirements and expectations of our paid staff.



Pastor of Community Life Ministry Job Description

Sample C Mennonite Church

Approved by Church Council, 10/15/2008, Administrative Commission

Position Title:

- Pastor of Community Life

Statement of Position:

- The Pastor of Community Life is a half-time position. Being Pastor of Community Life means being supervised by the Lead Pastor as part of a team where many responsibilities are shared and where each pastor is assigned specific tasks. The position of Pastor of Community Life will place an emphasis on community life and concentrate on Christian growth and service for the congregation's members. Family and adult groupings will be the focus of congregational community life activities and events. Congregational review will occur every 4 years.

Term of Employment:

The Pastor of Community Life is called to a 4-year term.

Position Reports To:

10. The congregation calls the Pastor of Community Life to serve the congregation.
11. Pastor of Community Life reports directly to the Lead Pastor. Church Council Chair (or designated member of council) will function as a mediator if the Lead Pastor can not carry out supervisory responsibilities.
12. The Pastor of Community Life will meet regularly with the Pastor-Congregation Relations Committee (PCRC) who attends to the relationship between the pastors and the congregation. (See PCRC job description)
13. Church Council mandates an ad-hoc committee appointed by Council to review the Pastor of Community Life's performance. Their findings and recommendations are to be presented to Church Council. One member of PCRC, Lead Pastor, and supervisor will serve as members of this committee.

Qualifications:

- The Pastor of Community Life must have a personal relationship with Jesus Christ, demonstrate a commitment to grow in that relationship and have a high regard for and knowledge of Scripture. Personal Traits: (*measurable and achievable*)
 - n) A strong sense of pastoral identity and call to pastoral ministry.
 - o) Ability to maintain integrity and maintain confidentiality is essential.
 - p) Good communication and teaching skills. Preaching skills are suggested, but not mandatory.
 - q) Perceptive sensitivity to the needs of individuals of all ages as well as the congregation-at-large.
 - r) Competent in self-motivation, time management, organizational/managerial skills and interpersonal skills.
 - s) Education: College Degree with an emphasis on Spiritual Formation, Bible and/or religion preferred. An MDiv is strongly suggested. Three (3) years experience is recommended.

Duties: (These duties for the Pastor of Community Life will be posted and communicated to the congregation.)

- Pastor of Community Life will provide leadership in the following areas of ministry.
 - **Commission Responsibilities:** The Pastor of Community Life will be a participating member of the COMMUNITY LIFE COMMISSION

(On a yearly basis, the Lead Pastor will supervise the Pastoral Team to prioritize areas of strengths and interests and work toward an agreement of special areas of interests and skills they will cover as a part of their workload. As supervisor, the Lead Pastor is to negotiate individual assignments accordingly. These agreements are to be presented to Church Council for approval every June if changes are being proposed.)

- **Ministry Responsibilities:** The Pastor of Community Life shall receive directives from the Lead Pastor. He/She can provide leadership in the following areas.
 1. **WORSHIP & PREACHING:** In this area of pastoral leadership, he/she will:
 - i. Preach as assigned by the Lead Pastor.
 - j. As requested by Lead Pastor, assist with the planning and leading of special events in the life of the congregation: baby dedication, turning 16, back to school, etc.
 - k. As requested by Lead Pastor, assist with the efforts of worship-related task groups: music (including special music) ushers, greeters, worship arts, sound technicians, bulletin printing, etc.
 2. **PASTORAL CARE WITH COMMUNITY LIFE:** In this area of pastoral leadership as delegated by Lead Pastor, he/she will:
 - q. Assist with providing crisis ministry when adults and/or families need pastoral support.
 - r. Assist with providing spiritual, social, emotional, relational, and physical support to members in need.
 - s. Meet periodically with Lead Pastor and other pastoral staff to discuss pastoral and spiritual concerns of youth in the congregation.
 - t. Assist with giving pastoral support, guidance, training and building interpersonal relationships with members and enable them to build strong friendships with each other.
 - u. Build meaningful and supportive incentives for small groups on a regular basis.
 - v. Provide consultative leadership for retreat and hospitality committees.
 - w. Provide written reports as required by Church Council for council meetings and/or for the congregation.
 3. **CONGREGATIONAL MEMBERSHIP:** In this area of pastoral leadership, he/she will:
 - h. Assist Lead Pastor with the follow-up to annual Commitment Sundays.
 - i. Assist with the planning of baptismal preparation classes and perform baptisms as requested by the Lead Pastor.
 - j. Assist Lead Pastor with the efforts to integrate new members and attendees into church life.
 4. **COMMUNITY, CONFERENCE AND DENOMINATION:** In this area of pastoral leadership, he/she will:
 - g. Attend Conference Assemblies when possible.
 - h. Be available to serve as a resource person to the local community and churches upon invitation by the Lead Pastor giving primary council and directives regarding the amount of time and energy to be committed to other-than-congregational activities.
 7. **CHURCH COUNCIL:** The Pastor of Community Life will attend Church Council and provide community life reports as directed by the Church Council Chair.
 8. **OTHER:** By the nature of church work and unexpected events, the above job description and addendums may not cover everything in order to get the job done. This document is in the making and may be revisited by Church Council on a yearly basis. The purpose is not to restrict, but to add clarification to the requirements and expectations of our paid staff.

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