

SECTION 1.00

Pastor Job Description

Subsection 1.01

Pastor

The Pastor provides overall leadership to the life of the Menno Mennonite Church with emphasis in the areas of worship, pastoral care, administration and teaching. The Pastor supervises the church secretary, custodian, and yard caretaker and is responsible to the Church Board.

Responsibilities:

Worship – plan, involve, and lead the congregation in weekly and special worship services; officiate at baptism, communion, weddings, funerals, child dedications, and other special services; chair the Worship Committee.

Preaching – provide a preaching ministry that meets the needs of the congregation and challenges them to Christian faithfulness as viewed in the Anabaptist/Mennonite tradition; arrange for speakers as needed in consultation with the Church Board.

Pastoral Care – care for the spiritual and personal needs of the congregation through visitation, counseling, and responding to crisis; visit local active members at least once per year (minimum) giving priority to persons in hospitals, nursing homes, or homebound.

Administration – coordinate the total church program in consultation with the Church Board and as member-consultant to all church committees; oversee church correspondence and record keeping (annual statistics, calendar of events, and so forth).

Teaching – facilitate Christian education and nurture within the congregation by teaching a catechism class as needed and by teaching a Sunday School class at least one quarter per year; provide opportunity for additional learning experiences (Sunday evening or weekday); being a resource to the Sunday School Departments.

Wider Church Involvement – participate in local Ministerial Association, Washington Mennonite Fellowship (Pastor's Cluster, Camp Camrec), Mennonite Country Auction, Pacific Northwest Mennonite Conference Pastor/Spouse events of PNMC and MCUSA Biennial Conventions; communicate wider church news to the congregation; encourage congregational participation in the wider church.

Professional Development – continue to work at ministry skills by participating in continuing education opportunities such as attending seminars, short-term seminary courses, reading professional journals, books, consulting with colleagues, and so forth.

Spiritual Development – in order to maintain a healthy spiritual life the pastor is encouraged to maintain an active life of prayer and spiritual discipline; and, encouraged to meet with a spiritual director as needed.

Accountability – pastoral full time duties should take 45-50 hours per week. A written monthly activity report will be given to the Church Board and a written annual report given to the congregation. An annual review will be conducted by the Church Board. Every three (3) years, in consultation with the conference minister, the work of the pastor will be evaluated in the context of the life and mission of the congregation. The three year evaluation will include responses from the members of the congregation.

Church Yard Care – as parsonage resident the pastor is responsible for the flowerbeds around the parsonage and may have a garden in the parsonage yard area.

Option: As resident on the church grounds the pastor may wish to negotiate some watering and mowing responsibility with the Church Board. The time spent on these tasks are outside the regular full time duty hours and separate compensation is given by the church for these duties.

Schedule – the pastor should be free of congregational responsibilities for one and one-half days each week. All other paid time off is granted in accordance with MCUSA Suggested Guidelines as outlined in the congregation's Covenant of Understanding with the pastor. A copy of the current Covenant of Understanding shall be kept on file with the District Pastor, Church Board Secretary, and the Pastor.

Pastor/Congregational Relationships:

Pastor:

The Pastor shall be open to the counsel and concerns of the congregation;

The Pastor shall work to develop and release the spiritual gifts of the congregation rather than doing their work for them;

The Pastor shall pray for the congregation and the activity of the Holy Spirit through the ministries of the members.

Congregation:

The Congregation shall accept the pastor as a member in the process of growth in the grace and knowledge of Christ;

The Congregation shall vie the pastor as one who works to train the members to be the church exercising their ministry gifts for the benefit of each other and others;

The Congregation shall pray for the pastor, church committees, and the Church Board so that they may experience the wisdom and power of the Holy Spirit.

See also Amended By-Laws Article VI – Qualifications and Duties of Officers, Section 1
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