

PASTORAL JOB DESCRIPTION

Associate Pastor, Community Mennonite Church of Lancaster

May 15, 2013

The Associate Pastor's mission:

We are not Christians in isolation but grow by sharing and being with others on the faith journey. Our covenant calls us to mutual support, nurture and accountability along with cultivating our Christian faith in all areas of life through the inward journey as well as use of our gifts in ministry. As CMCL grows larger we are challenged to find ways to "grow smaller" so that our faith can continue to grow in the context of Christian community life. The associate pastor's mission is to initiate, coordinate and encourage various components of community life and faith formation.

Qualifications

- Holds Master of Divinity or comparable degree.
- Belief and commitment to the Anabaptist faith perspective.
- Preaching and teaching abilities that inspire and engage.
- Ability to communicate effectively with a wide variety of persons.
- Ability to lead and support working relationships within the congregation and to work supportively within a team.
- Active pursuit and achievement of personal spiritual health.
- Physical and emotional stamina to carry out responsibilities.
- Commitment to maintaining balance and wholeness in personal and professional life.

Accountability

The Associate Pastor is accountable to the congregation through the Lead Pastor and Staff Relations Committee (SRC). The Associate Pastor:

- Is guided by the theological principles of the *Confession of Faith in a Mennonite Perspective*.
- Adheres to moral and ethical principles in *A Mennonite Polity for Ministerial Leadership*.
- Meets regularly with the Lead Pastor for supervision.
- Meets periodically with SRC, in conjunction with the Lead Pastor, to review workload, refine job descriptions and address overall needs.
- Maintains ongoing relationship with conference minister per mutual agreement
- Names an advocate who can represent personal concerns to SRC as needed.
- SRC will conduct a formal review process approximately every two years or as church needs change and review seems appropriate

Major Areas of Responsibility

Leadership and Administration

The Associate Pastor will share responsibility for spiritual and visionary leadership within the church. Specific areas of leadership responsibility are to initiate, coordinate and encourage various components of community life and faith formation.

- Work with small group committee to integrate people into existing and new small groups.
- Encourage growth in faith and discipleship within small groups and committees.
- Encourage and nurture connections between individuals and within groups by helping plan one-time activities and fostering long-term relationships.
- Meet with adult Christian Ed committee in planning classes and approaches that build community and nourish faith.
- Be a resource and encouragement to leaders of Mennonite Men and Mennonite Women.

- Work in coordination with Lead Pastor and C&Y Director to provide oversight for and resources to Venture Club, Jr. Youth and Sr. Youth groups. Encourage and lead in aspects of faith formation with youth.
- Actively participate in directing concerns and issues to appropriate committees. Actively collaborate with other staff to accomplish areas of overlapping or parallel responsibilities.

Preaching and Teaching

Pastoral ministry is carried out for all when the congregation is gathered. The Associate Pastor has a visible presence in worship and in Christian Education settings.

- Preaching 1-2 times each month; leading worship once a month.
- Study and communicate Biblical and theological awareness and understanding along with personal, congregational, community, national and global issues.
- Work along with Pastoral Team in planning CMCL special services and rituals (e.g. baptisms, child dedications, covenanting and church year celebrations.)
- Provide regular *Faith Exploration* classes with Lead Pastor, and work with Lead Pastor and Pastoral Team to prepare persons for baptism and membership

Pastoral Care and Counseling

The Associate Pastor shares in pastoral care responsibilities through the lens of his/her work of strengthening community life and working with faith formation. Pastoral care happens within those relationships and through the building of formal and informal connections in their daily work.

- Meet regularly with Pastoral Team to coordinate pastoral care responses.
- Discern with Lead Pastor possible involvement with CMCL weddings and funerals.

Coordination and Collaboration

Internal Resource and liaison

- Participate in the development of mission, vision and goals within the congregation.
- Meet regularly with Program Commission. Attend Council meetings in consultation with council chair.

External Liaison and relationships

- Attend the Atlantic Coast Conference district ministers' monthly meeting.
- Participate selectively in wider Mennonite Church processes and activities.
- Attend Mennonite church conferences and assemblies alternating with Lead Pastor.

Neighborhood Engagement

The Associate Pastor carries particular responsibility for understanding the economic, political and social landscape of the congregation's geographic locale in Lancaster City. Specific duties will maintain and develop opportunities for the congregation to be meaningfully involved in the betterment and celebration of life in this neighborhood.

- Serve as primary liaison on behalf of congregation to various organizations and institutions, especially in the immediate neighborhood of the congregation.
- Support and, as appropriate, coordinate joint ministry opportunities with other congregations and organizations in Lancaster.
- Actively pursue connections with young adults in Lancaster, including through Franklin and Marshall College and Millersville University as appropriate.
- Creatively listen for and encourage new opportunities to serve and minister to Lancaster City by actively engaging others within and beyond the congregation. Especially nurture opportunities for effective collaboration with existing and emerging partner organizations.

Professional Development

- Attend conferences and seminars to support personal and professional development.

- Participate regularly in spiritual direction

Specific levels of service will be determined with SRC at the time of engagement, and in consideration of the full range of pastoral gifts available across the entire pastoral staff.

Version History

Draft 1: September 5, 2005; Staff Relations

Draft 2: December 8, 2005; Carolyn Weaver and Pam Dintaman on behalf of council

Revised: May 15, 2013; Staff Relations