

## **JOB DESCRIPTION (.5 FTE)**

### ***Director of Church Administration***

### ***Community Mennonite Church of Lancaster***

***Revised May 12, 2026***

## **VISION AND MISSION:**

The Director of Church Administration is responsible to work together with the Congregational Council, the Congregational Care Pastor, and the Associate Pastor(s) to engage the congregation in helping to discern and join God's work in the world through the overall ministry of CMCL. The Director of Church Administration provides overall administrative structure and leadership to the congregation as a whole and specifically to the programs of the congregation. This is to be accomplished with the assistance of the pastor(s) and the committees of the congregation. The priority for the Director of Church Administration is to tend the effective and efficient function of the organization while working collaboratively with the pastor(s) and Church Council and providing resources to committees, small groups and individuals. The organizational role of pastors is to offer vision and support and to encourage effective communication throughout the church network, and the Director of Church Administration ensures that these roles and functions are completed effectively. Organizational tasks are assigned by the Director of Church Administration to the Program Commission, pastors, other staff, or other committees as appropriate.

## **QUALIFICATIONS**

- Seminary degree preferred or degree in administration or related field
- 5 years of related work experience preferred
- Belief and commitment to the Anabaptist faith perspective
- 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
- Leadership and administrative abilities
- 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 Director of Church Administration is ultimately accountable to the congregation through the Congregational Council.

- The Director of Church Administration will adhere to the theological principles of the Confession of Faith in a Mennonite Perspective in consultation with Congregational Council and the congregation as needed for clarification

- The Director of Church Administration will adhere to the moral and ethical principles laid out in A Mennonite Polity for Ministerial Leadership
- Staff Relations Committee (SRC) will meet regularly with the Director of Church Administration to review workload, refine job descriptions, and address overall human resource needs
- The Staff Relations Committee will conduct performance evaluations after the first year and every three years thereafter with input from the other pastors and persons with whom this role regularly interacts. Feedback will be provided at least annually by the Staff Relations Committee.
- The Director of Church Administration may name an advocate who can represent personal concerns to SRC as needed

## **MAJOR AREAS OF RESPONSIBILITY**

### ***Leadership and Administration***

The Director of Church Administration has broad responsibility for coordinating the programs and projects of CMCL. The Director of Church Administration is expected to collaborate with pastoral and administrative staff, Program Commission, committees, and other groups or individuals, and is accountable to Congregational Council and the congregation for the fulfillment of these expectations. Specific areas of leadership responsibility include:

- Provide leadership to big-picture analysis and long-term planning with other church leadership
- Work with Congregational Council and the pastors to discern the mission and vision of the congregation and to create long and short-term goals for the ministry of CMCL
- Interpret, articulate, and promote the congregation's overall mission, vision, and goals within areas of assigned responsibility in service to the Council.
- Gather, understand, and interpret the mission, vision, and ministry feedback of the pastors and Program Commission to Congregational Council
- Provide liaison by meeting regularly with Congregational Council as a nonvoting member
- Nurture the corporate life of the church and its response to internal and external communities
- Communicate pertinent information for news releases

### **Program Commission Chair**

- Convene program committee chairs and facilitate a regularly scheduled Program Commission meeting
- Coordinate and nurture the work of program committees, including training committee chairs and members as needed

- Actively participate in directing concerns and issues to appropriate committees to work for solutions and serve as a resource to these committees as needed
- Report on the work of Program Commission and its committees to Congregational Council

### ***Supervision and Management***

- Provide leadership and management on staffing and personnel issues, and work with SRC as appropriate on personnel issues.
- Supervise paid staff, including:
  - Director of Children's Ministries
  - Director of Youth Ministries
  - Administrative staff
  - Sexton
- Meet regularly with individual staff, as appropriate
- Facilitate regular staff meetings
- Work with all staff to provide relevant professional development opportunities

### ***Coordination and Collaboration***

#### **Leadership Selection committee member**

- Participate in Leadership Selection Committee work per description in Structure document.

#### **Internal Resource and Liaison**

- Build, resource, and/or collaborate with groups of staff and/or lay leaders for effective work toward the mission of the church
- Resource, encourage, and facilitate mission, vision, and goals across the congregation
- Meet regularly with the Congregational Council for planning, visioning, establishing, and implementing congregational goals

#### **External Liaison and relationships**

- Participate in wider Mennonite Church processes and activities
- In coordination with the pastors, attend Mennonite church conferences and assemblies regularly

### ***Professional Development***

- Attend conferences, seminars, etc., to encourage and support personal and professional development
- Participate regularly in spiritual direction

### ***Other Duties as Assigned***

Drafted 9.1.2025 by Staff Relations Committee

Approved 11.11.25 by Congregational Council

Revised 5.12.26 by Staff Relations Committee and Congregational Council