

PASTORAL JOB DESCRIPTION

Lead Pastor

Community Mennonite Church of Lancaster

Draft : November 29, 2007

Suggested revisions fall 2008, first draft 11.17.08

The Lead Pastor's mission is to:

The mission of the Lead Pastor is to provide spiritual resources to all aspects of congregational life with the assistance of other staff and elders. The priority for pastors is to tend the spiritual life of the congregation through relationships, nurture, caregiving, preaching, teaching 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. Organizational tasks are assigned by the Lead Pastor or the Council to the Program Commission, other staff or other committees as appropriate.

Qualifications

- Holds Master of Divinity or comparable degree.
- 5 years of related work experience preferred
- Demonstrates belief and commitment to the Anabaptist faith perspective.
- Demonstrates preaching and teaching abilities that inspire and engage.
- Demonstrates ability to communicate effectively with a wide variety of persons.
- Demonstrates ability to lead and support working relationships within the congregation.
- Demonstrates leadership and administrative abilities.
- Demonstrates active pursuit and achievement of personal spiritual health.
- Demonstrates physical and emotional stamina to carry out responsibilities.
- Demonstrates commitment to maintaining balance and wholeness in personal and professional life.

Accountability

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

- The Lead Pastor will adhere to the theological principles of the Confession of Faith in a Mennonite Perspective
- The Lead Pastor will adhere to the moral and ethical principles laid out in A Mennonite Polity for Ministerial Leadership.
- SRC will meet periodically with the Lead Pastor to review workload, refine job descriptions and address overall needs.
- SRC will conduct a formal review process approximately every three years, or as church needs change and review seems appropriate
- The Lead Pastor will maintain ongoing relationship with conference minister per mutual agreement
- The Lead Pastor may name an advocate who can represent personal concerns to SRC as needed.

Major Areas of Responsibility

Leadership and Administration

The Lead Pastor has broad responsibility for spiritual and visionary leadership within the church. The Lead Pastor is expected to coordinate the activities of other pastoral and administrative staff, the pastoral team, and other groups or individuals and is accountable to SRC and the congregation for the fulfillment of these expectations. Specific areas of leadership responsibility include:

- Participate in, and provide leadership to, big-picture analysis and long-term planning with other church leadership
- Provide pastoral liaison by meeting regularly with Congregational Council as an ex officio member.
- Actively participate in directing concerns and issues to appropriate committees to work for solutions and serve as a resources to these committees as needed
- Supervise other program staff, and help set direction and priorities
- Supervise and provide direction for administrative staff to ensure the smooth operation of the church office.
- Facilitate regular staff meetings with all staff
- Work with all staff to provide relevant professional development opportunities
- Provide leadership and management on staffing and personnel issues; work with SRC as appropriate on personnel issues
- Communicate pertinent information for news releases.

Preaching and Teaching

Pastoral ministry is carried out for all when the congregation is gathered. While the Worship Committee has a major responsibility for planning Sunday morning and other special worship events, the lead Pastor, by profession and assignment, will bring leadership and other resources to worship planning. Other responsibilities include:

- Provide pastoral leadership in preaching, teaching and equipping ministries to the congregation
- Have a significant public presence during Sunday morning worship services and other major church functions (preaching, leading worship or other visible participation)
- Participate in worship planning to provide for the spiritual needs for all ages
- Study and communicate Biblical and theological awareness and understanding.
- Study and maintain awareness of personal, congregational, community, national and global issues.
- Along with Pastoral Team and worship committee, plan CMCL special services and rituals (e.g. baptisms, child dedications, covenanting and church year celebrations.)
- Coordinate with other pastoral staff to provide regular *Faith Exploration* classes, and work with pastoral Team to prepare persons for baptism and membership

Pastoral Care and Counseling

The responsibility of the Lead Pastor is to facilitate pastoral service so that the entire congregation is served. The expectation is that pastoral staff, pastoral team and others will be actively involved alongside the Lead Pastor in meeting congregational needs. The Lead Pastor has a major coordinating role and is accountable to Pastoral Team for the following:

- Coordinate with other pastoral staff and Pastoral Team to provide general pastoral care, visitation, crisis response and other pastoral counsel (see CMCL's Guidelines for Pastoral Counseling.)
- Conduct premarital counseling and weddings for members and regular attenders as requested.
- Coordinate with other pastoral staff and with Pastoral Team to make meaningful connections with all members and regular attenders (for example, Sunday morning greeting at door, visits to house churches, luncheons, coffees or home visits)
- Coordinate with other Pastoral Team to debrief those who decide to leave the congregation.

Coordination and Collaboration

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, e.g. writing for Parakeet Parrot.
- meet regularly with other church staff for planning and coordination
- meet regularly with the Pastoral Team for planning and coordination of pastoral care
- meet regularly with the Congregational Council for planning, visioning, establishing, and implementing congregational goals

External Liaison and relationships

- Initiate and maintain relationship with the Mennonite church and the conference with which CMCL is affiliated. (MCUSA & ACC)
- Participate selectively in wider Mennonite Church processes and activities.
- Attend local ecumenical ministerium and council of churches events regularly and accept some work where possible in ecumenical involvements.
- Attend Mennonite church conferences and assemblies regularly.

Professional Development

- Attends conferences, seminars, etc., to encourage and support personal and professional development.
- Participates 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: November 17, 2008, Staff Relations