

## **PASTORAL JOB DESCRIPTION**

### *Interim Administrative Pastor*

*.75 to 1 FTE*

*Community Mennonite Church of Lancaster*

*May 2024*

### **The Interim Administrative Pastor's mission:**

The Interim Administrative Pastor will be appointed for an initial 6-month term, with the option of extension as needed at the request of the congregation. The pastor is responsible to work together with the Congregational Council, the Congregational Care Pastor, and the Associate Pastors to engage the congregation in helping to discern and join God's work in the world through the overall ministry of CMCL. The pastor 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 other pastors and the committees of the congregation. The priority for the Interim Administrative Pastor is to tend the effective and efficient function of the organization while working collaboratively with the other pastors and Pastoral Team to sustain and strengthen 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, and it is the responsibility of the Interim Administrative Pastor to ensure that these roles and functions are completed effectively. Organizational tasks are assigned by the Interim Administrative Pastor to the Program Commission, other pastors, other staff, or other committees as appropriate.

### **Qualifications**

- Holds Master of Divinity or comparable degree
- 5 years of related work experience preferred
- 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
- 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 Interim Administrative Pastor is ultimately accountable to the Congregational Council.*

- The Pastor 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 Pastor will adhere to the moral and ethical principles laid out in A Mennonite Polity for Ministerial Leadership
- Staff Relations Committee (SRC) will meet periodically with the Pastor to review workload, refine job descriptions, and address overall human resource needs
- The Pastor will maintain ongoing relationship with the Conference Minister per mutual agreement
- The Pastor may name an advocate who can represent personal concerns to SRC as needed

### **Major Areas of Responsibility**

#### **Leadership and Administration**

The Interim Administrative Pastor has broad responsibility for coordinating the overall ministry of CMCL. The Interim Administrative Pastor is expected to coordinate the activities of other 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 pastoral staff 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 Program Commission to Congregational Council
- Provide pastoral 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 all paid staff, including:
  - Congregational Care Pastor
  - Associate Pastor of Youth Ministries
  - Director of Children's Ministries
  - Office Coordinator
  - Sexton
- Meet regularly with individual staff, as appropriate
- Facilitate regular staff meetings
- Work with all staff to provide relevant professional development opportunities

### **Preaching and Teaching**

Pastoral ministry is carried out for all when the congregation is gathered. While the Worship Committee and the Congregational Care Pastor have a major responsibility for planning Sunday morning and other special worship events, the Administrative Pastor will work with them to offer a meaningful worship experience for the congregation. Other responsibilities include:

- In collaboration with the Congregational Care Pastor, 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 (e.g., preaching, leading worship, or other visible participation)
- Preaching expectation: 12 Sundays per year, but no more than 2 Sundays in any month
- Study and communicate Biblical and theological awareness and understanding
- Study and maintain awareness of personal, congregational, community, national and global issues
- In collaboration with the Congregational Care Pastor and along with Pastoral Team and worship committee, plan CMCL special services and rituals (e.g., baptisms, child dedications, covenanting and church year celebrations)
- In collaboration with the Congregational Care Pastor and other pastoral staff 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 Interim Administrative Pastor is to ensure that pastoral care and service to the entire congregation is carried out effectively and efficiently. The expectation is that all pastoral staff, Pastoral Team and others will be actively involved in meeting congregational needs. The Interim Administrative Pastor supports the Congregational Care Pastor in fulfilling a coordinating role for pastoral care and is responsible for the following:

- Collaborate with the Congregational Care Pastor, 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)

- Collaborate with the Congregational Care Pastor, other pastoral staff, and with Pastoral Team to make meaningful connections with all members and regular attenders (e.g., Sunday morning greeting at door, visits to small groups, luncheons, coffees, or home visits)
- Conduct premarital counseling and weddings for members and regular attenders as requested
- Coordinate with other Pastoral Team members 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
- Meet regularly with the Congregational Council for planning, visioning, establishing, and implementing congregational goals

### **External Liaison and relationships**

- Initiate and maintain relationship with Mennonite Church USA and the Atlantic Coast Conference with which CMCL is affiliated
- Participate in wider Mennonite Church processes and activities
- Selectively attend local ecumenical ministerium, Council of Churches, and other community groups/events, and accept occasional work assignments when these are consistent with the goals of CMCL
- In coordination with the other 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