

JOB DESCRIPTION (.75 FTE)

Associate Pastor of Youth and Young Adult Ministries

Community Mennonite Church of Lancaster

Revised November 11, 2025

VISION AND MISSION:

The vision of CMCL is to make known to our children and youth in action, not just in word, that they are “known and loved by God.” Our opportunities to communicate this happen in worship, in relationships, in our telling of the Biblical story, in Christian Education programming, and in auxiliary youth programs. The mission of the Associate Pastor of Youth and Young Adult Ministries is to be the staff member who takes the lead in focusing on the needs of the youth (Jr Youth and Sr Youth) and young adults (up to age 30) of CMCL. This role helps the church live out the vision through programming that incorporates faith-based foci, making connections to CMCL’s core values, and developing vision for youth ministries. This is done working alongside the pastor(s) and other congregational leaders.

This role also works collaboratively with the other pastor(s) and Pastoral Team to sustain and strengthen the spiritual life of the congregation as a whole through relationships, nurture, caregiving, preaching, teaching and providing resources to committees, small groups and individuals.

QUALIFICATIONS:

- Vision and passion for youth ministry.
- Committed to Anabaptist expression of the Christian faith and involvement in CMCL’s congregational life.
- Degree in Biblical/Divinity Studies or chaplaincy.
- Comfortable and confident in own faith/spirituality and able to share it effectively with others.
- Training or experience in working with youth.
- Able to empower and equip others and to delegate responsibilities.
- Excellent communication, organizational, time management and administrative skills.
- Flexible schedule to include evening and weekend hours.
- Able to relate well to persons of all ages.

ACCOUNTABILITY:

The Associate Pastor is ultimately accountable to the congregation through the Congregational Council.

- The Associate 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 Associate 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 Associate Pastor to review workload, refine job descriptions, and address overall human resource needs.
- The Associate Pastor may name an advocate who can represent her/his interest to the Staff Relations Committee.
- 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 Staff Relations Committee.

MAJOR AREAS OF RESPONSIBILITY

Offer Pastoral/Spiritual Leadership to the congregation

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 Associate Pastor will work with them to offer a meaningful worship experience for the congregation. The Associate Pastor supports the Congregational Care Pastor in providing pastoral care. Other responsibilities include:

- Share in pastoral care and on-call responsibilities through the lens of his/her work with youth, their families, and young adults. Pastoral care happens within those relationships and through the building of formal and informal connections in their daily work.
- Meet with Pastoral Team and coordinate pastoral care responses.
- Develop ways to make theology and CMCL's core values applicable to the lives of youth and young adults.
- Develop pastoral relationships with youth, their families, and young adults, and provide individual pastoral care in consultation with the other pastor(s) and Pastoral Team. (See CMCL's Guidelines for Pastoral Counseling.)
- Develop connections between Christian Education Programs and Auxiliary Youth Programs by working collaboratively with the leadership of those programs.
- Foster relationship building among youth and young adults,.
- Foster relationships between youth and young adults, and their local and global communities.
- Preach to the CMCL congregation at least once a month.
- 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).
- Attend the Atlantic Coast Conference youth minister's cluster meetings, participate selectively in wider Mennonite Church USA processes and activities, and attend MC USA conferences and assemblies as appropriate in coordination with the other pastors.
- Attend conferences and seminars to support personal and professional development.
- Participate regularly in spiritual direction.
- Participate in wider church functions such as attending weekly staff meetings, Staff Relations Committee, Council and other committees as needed/invited.

Coordinate and Oversee the Vision for Youth Christian Education Programming

- Work with parents and the congregation to annually review the level of program sustainable for the coming year, develop and implement our vision for youth ministry in all aspects of our programs.
- Provide communication links and coordination between different parts of our youth ministry.
- Be available to teachers/leaders 3 out of 4 Sundays mornings and encourage support of teachers/leaders through letters, phone calls and planned appreciation events.
- Participate in and resource Children and Youth Christian Education Committee.

Oversee Auxiliary Youth Programs (Senior Youth and Junior Youth) and Develop Long-Term Vision for Programs

- Provide nurture and coaching to support volunteers to share their faith with youth as they work with them.
- Attend and facilitate auxiliary youth programs regularly.
- Work with and resource volunteers, and offer opportunities for volunteers to develop skills for working with youth.
- Oversee communication with families regarding all auxiliary youth program activities and events.
- Work with all pastors to develop a vision for youth and families that mirrors CMCL's core values.
- Carry out specific roles that include coordinating and attending youth retreats and service learning trips, coordinating senior youth fundraisers, co-leading Faith Formation classes, assisting with mentor programming and CMCL faith rituals for youth.

Coordinate and Resource Youth Volunteers

- Provide nurture and coaching to support volunteers to share their faith with youth as they work with them.
- Provide opportunities to volunteers to develop skills for working with groups of youth.
- Provide volunteers with information about age-appropriate youth faith development.
- Serve as a resource person for all teachers and leaders, individually and in group events.

Incorporate Youth and Young Adults into Congregational Life

- Coordinate efforts of committees to involve youth and young adults in worship and service.
- Coordinate with the Children and Youth Christian Education committee to communicate youth activities to the wider congregation (bulletin announcements, newsletter, email, etc.).
- Be visible in worship leadership periodically – children's story, scripture reading, or leading prayer.
- Meet regularly with other Pastors for planning and coordination.

Other duties as assigned.

Drafted 3.14.16 by Staff Relations Committee
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