

# Danforth Mennonite Church Job Descriptions

**Position:** Pastor

**Term:** 5 Years

**Purpose:** To provide leadership for the ministries of Danforth Mennonite Church within the following framework:

The covenant of Danforth Mennonite Church is a statement of the congregation's commitment to the Lord, to each other, and to the larger Christian community as well as a statement of the congregation's commitment to its pastoral leader.

Just as there are various kinds of spiritual gifts, there are different types of pastoral leadership. The pastor of Danforth Mennonite Church will share ministry leadership with the congregation. The pastor will collaborate with the congregation's committees to set goals and carry out the mission of the congregation to nurture the congregation.

Ministry is the responsibility and activity of the whole congregation. Varieties of gifts are given by the Spirit for the common good of the church. Among these gifts is that of ministerial leadership (1 Corinthians 12).

**Time Commitment:**

0.80 Full-time equivalent

The expectation is that the Pastor works approximately 8 units per week (1 unit = 1 morning, afternoon, or evening); equivalent to 4 days per week.

**Accountability:**

The Pastor is accountable to the Congregation, which works through the Church Council. The Pastor also works collaboratively with other Church Committees. The Pastor will provide regular reports to Church Council and a periodic (eg annual or semi-annual meeting) written report to the Congregation.

## Qualifications:

- Biblical and academic training, for example a Master of Divinity or Theology
- Good teaching/preaching skills.
- Strong people skills - the ability to listen deeply, have people feel heard, and the ability to discern appropriate responses.
- Compassionate understanding of people and their life transitions.
- Rich understanding of urban congregations, and the complex, dynamic urban environment in which they are situated.
- Collaborative spirit in working with others.
- Demonstrated empathy and compassion, particularly with care-giving and member visitation.
- An understanding of congregational life, communications, and be able and willing to address issues.
- Counseling experience would be an asset, with strong relational qualities.
- Maintain confidentiality and communicate with discretion.
- Self-starter with strong planning, coordinating, and organizational skills
- Able to assess gifts/skills of members to encourage them in their work in the church and community

## Values and Commitments:

- Have a demonstrated faith in Christ the Lord and Saviour.
- Adhere to Pastoral ethics as discussed in *A Mennonite Polity for Ministerial Leadership* (Everett J. Thomas, Editor, 1966 pp106-127) and the follow-up working document/revisions *A Shared Understanding of Church Leadership..Polity Manual for Mennonite Church Canada and Mennonite Church USA* (MennoMedia, Kitchener, ON and Harrisonburg, VA 2014).
- Be guided by the principles of the *Confession of Faith in a Mennonite Perspective* (Herald Press/Faith & Life Press, 1995).
- Be in agreement with Danforth Mennonite Church Congregational Covenant.
- Be committed to seeing the congregation as an integral member of Mennonite Church Eastern Canada and Mennonite Church Canada, supporting the concept of the broader Christian fellowship.
- Be open to dialogue with other traditions, work with them as appropriate in a common task of building God's kingdom, and do so with a clear sense of denominational identity.
- Be committed to living by and communicating the Word of God in a challenging, current and relevant manner.

- Be open to working in a multi-ethnic setting in a congregation that respects diversity of class, age, gender, sexual orientation, ethnic background and physical ability, affirming diversity and encouraging each voice to be heard.
- Be a servant leader in the congregation in accord with the theological understandings of the Believers' Church. The Pastor will view and practice leadership in the context of a group of persons sharing leadership in the congregation, in a pattern of teamwork and accountability.
- Be a facilitator, striving to equip or empower the congregation for ministry. The Pastor will act as a model of ministry from whom others may learn.

### **Key Responsibilities:**

#### **1. Pastoral Care & Leadership**

- Provide leadership and coordination of pastoral care for church members.
- Along with other spiritual leaders provide leadership and direction on creating a church structure that encourages support and caring for all within the congregation including the pastor.
- Work with the other spiritual leaders to provide ongoing and crisis care to congregational members. The Pastor will do hospital visitations, help families deal with crisis problems, provide supportive counselling, and assist people with grief. The Pastor, together with the other spiritual leaders, will seek and nurture a relationship with every person in the congregation.
- Officiate at special worship services such as weddings, funerals, baptisms and membership transfers. The Pastor will provide leadership to other people/groups within the congregation to help plan and carry out these rituals.
- Be inviting to new attendees; will assist in integrating prospective members into support groups and facilitating relationship building within the congregation.
- As time allows, be available to those who do not attend Danforth Mennonite Church, but who come to the church building, or call the church office, for crisis care. This will be managed so that pastoral care needs within the congregation do not go neglected.

- Enable and encourage the spiritual growth, direction and leadership of others within the congregation. This may include supporting and nurturing existing Committees (e.g. Messy Church and Children's Education, Adult Education, Outreach Committee, Worship Committee, or others), supporting other current initiatives (Sowing for Peace), supporting new activities or initiatives, or through individual relationships that nurture spiritual growth.
- Requests that fall outside the congregational pastoral work should be reviewed jointly by the pastor and Church Council. This includes requests to serve on local or national boards and requests from non-members for services such as funerals and weddings.

## **2. Preaching & Worship Leading**

- Support the Worship Committee to plan, organize and lead Sunday services. The Pastor will preach approximately three Sundays each month.
- Sermons, reflections and meditations should be biblically based and should connect spiritual teachings to everyday life meeting the needs of the congregation in their current context.
- Worship services will reflect the congregation's diversity of theological understandings, as well as the variety of tastes for style of worship.

## **3. Spiritual Teaching & Direction**

- Provide leadership to the teaching in the Church (Bible studies, membership classes, premarital classes, seminars, etc.).
- Work with leaders and teachers in the congregation to inspire youth and children, counselling them in their spiritual journeys.
- Enable and encourage the spiritual growth, direction, and leadership of others within the congregation.

## **4. Community Building**

- Represent the congregation at local ministerial meetings.
- Represent the congregation and the Mennonite faith to the community at large, particularly with other congregation, ministries, and community services in the Danforth neighbourhood.
- Be supportive of the congregation's existing relationships with community organizations, for example, St. Clair O'Connor.

## **5. Administration**

- Work with the Church Council to coordinate the total program of Danforth Mennonite Church.
- Participate as an ex-officio member of any committee of the church when requested.
- Work with the Administration Assistant to maintain church records, e.g. membership, weddings, funerals.
- May delegate responsibilities to other staff or congregational members.

## **6. Self-Caring**

- Maintain a regular practice of personal prayer and study. Place a priority on spiritual renewal.
- Continue professional development by participating in courses/ workshops/seminars. Costs of training fees will be covered as approved by Church Council

### **Performance Evaluation:**

Be available and committed to regular feedback, discussion and dialogue with spiritual leadership and Church Council, to maintain focus, prioritize activities, and to assess the evolving needs of the congregation.

Complete an informal annual review with the congregational leadership, and, every five years, complete a formal performance review that includes feedback from congregational members.

Requests for modifications to the job description can be initiated by either the Pastor or the Church Council (on behalf of the congregation). All changes to the Pastor's job description will be approved by the Congregation at a congregational meeting.

### **Pastor's Spouse/Partner**

The congregation recognizes that it sometimes places burdens or expectations on the loved ones of a pastor. The congregation recognizes that in calling a pastor, it is calling only the pastor. The congregation recognizes that the appropriate boundaries between the pastor's home life and the needs of the congregation need to be established and maintained.

Revised: May 17, 2023

Approved by Search Committee: May 17, 2023

Approved by Council: May 18, 2023