

Lead Pastor Job Description – February 2024

Developed by the 2023/2024 Pastoral Search Committee

INTRODUCTORY COMMENTS

We are seeking a passionate and motivated individual who is willing to walk with people of all ages and stages in their faith journeys, strongly rooted in Anabaptist theology, with an openness and willingness to lead and learn alongside us as we explore what it means to be followers of Jesus in today's world.

The following categories were indicated as high priority for the Tavistock Mennonite Church congregation:

- Crisis care & visitation
- Preaching and ministry
- Facilitating milestones, such as dedications/weddings/funerals/baptisms
- Pastoral and spiritual care

RESPONSIBILITIES

Pastoral duties need to be balanced with appropriate self-care, with time set aside for prayer, personal devotions, reading and study.

Tasks will be coordinated with the administrative assistant and other church volunteers. We anticipate hiring for another part-time ministry position. Once this position is filled, a team ministry model should be utilized, according to each person's spiritual gifts and aptitude.

Public Ministry and Teaching

- Provide leadership in planning worship and preaching themes in consultation with the Word and Worship Team.
- Be available to preach 3-4 Sundays per month and be open to incorporating other creative elements of worship. Sermons are to be scripturally-based, supporting Anabaptist theology. Connecting faith and scripture to current issues is encouraged.
- Be available to preside at dedications, weddings, funerals, baptisms and communion.
- Be open to coordinating and/or teaching of membership classes, Sunday school classes, sermon discussion, Bible studies, and be open to participate in these.
- Encouraged to develop a presence in the community beyond the church building
- Equip and support lay leadership, and encourage the entire membership to become more involved and committed by fostering congregational gifts.

Pastoral Care – Visitation and Counselling

- Visitation and counselling of congregational members; especially those members in nursing homes, hospital and in crisis situations. It is expected that the pastor will make appropriate referrals when needed. In consultation with the members of the Care Team, the pastor may help coordinate the visitation for seniors and other congregational members. This may also involve other lay persons, and may require some teaching and/or guidance.
- Relate and be a resource to all age groups

Administration and Broader Church Involvement

- Attend regular Administration & Ministry Board, Word & Worship, and Care Team meetings
- Provide counsel & direction for the Care Team as they provide care for congregants
- Provide counsel and direction for the Word & Worship Ministry Team in ongoing worship planning
- Assist with discernment of congregational issues, concerns and priorities at the Administration & Ministry Board Team meeting, and give a monthly update.
- Maintain contact with other committees to remain informed of their activities, and be a resource when required.
- Develop the weekly order of service and coordinate with those with worship responsibilities that Sunday
- Work closely with the Administrative Assistant in maintaining church records, as well as in assisting in development of the weekly bulletin or other media needs

- Be open to participate in the Tavistock Ministerial, Stratford Cluster Ministerial, MCEC Delegate Sessions and MCEC Annual meetings. Further involvement in conference or broader church organizations requires Administrative and Ministry Board approval.

TERMS OF EMPLOYMENT

3 YEARS - With SIX months' notice expected from either party for termination of contract. With congregational approval, a contract may be renewed past the 3 year mark.

HOURS OF WORK

Fulltime: 10-12 time blocks per week (A time block consists of a morning, afternoon, or evening). Monday is considered as the pastor's day off. Extra time should be logged and time taken off in lieu, but not tied to other holidays.

Rate of Pay: Remuneration will follow Mennonite Church Canada Salary Guidelines.

ACCOUNTABILITY

The Pastor is ultimately accountable to the Administrative and Ministry Board who will coordinate the yearly salary and benefit Memos of Understanding. The Staff Relations Committee's (SRC) role is to foster a healthy relationship between Pastor, Staff and Congregation and they will conduct annual reviews.

Vacation Allowance

- Four weeks per calendar year.
- The Pastor is allowed all Statutory Holidays plus the Civic holiday. When these days fall on a Pastor's day off, they are encouraged to take another day off, preferably within the month, and certainly within 90 days of the actual holiday.
- Requests for vacation time approval are to be made to the AMB Chair and be in consultation with the Administrative Assistant. Crisis care arrangements should be made in advance with area pastors and lay leadership.
- Dates of vacation days and Statutory Holidays are to be communicated to AMB Chair for record keeping.
- Continuing Education is encouraged for personal and professional growth. A continuing education allowance is supplied. Courses that would involve extended time away from church duties require AMB approval.
- Extended Health Care Benefits (Standard Life) are administered through Mennonite Church Canada

Sabbatical Leave Policy: For each year of service to this congregation, one month of sabbatical leave will be given. A pastor is not eligible for leave until four years have been served. A pastor may choose to save sabbatical months, but the length of time of a sabbatical is capped at ten months. When a pastor takes a sabbatical, they are not eligible for another four years.

This job description may be open to minor adjustments based on the gifts, skills and experience of a prospective candidate.