

Executive Minister

Full-time, Permanent

Location: 50 Kent Ave, Kitchener, ON

In-person with occasional remote

About Mennonite Church Eastern Canada (MCEC)

Mennonite Church Eastern Canada is one of the five Regional Churches that together form Mennonite Church Canada. MCEC is a diverse community transformed by the love of God, inspired by the hope we find in Jesus, and called to action by the power of the Holy Spirit. We believe that God is calling MCEC to be an Anabaptist Mennonite church; a covenanted partner in Mennonite Church Canada and Mennonite World Conference. This is a continuation of an historic tradition that emphasizes that Jesus is the centre of our faith, community is the centre of our life, and reconciliation is the centre of our work. As a community of congregations, we seek to join God's mission in the world, encouraging all to respond to God's gift of love revealed in Jesus, as described in scripture.

At MCEC, you will connect with a dynamic, intercultural group of colleagues and church leaders across Ontario, Quebec, and New Brunswick. MCEC's community of 110 congregations and church plants worship in 20 languages, and have diverse worship practices and theological perspectives within the broader Anabaptist-Mennonite tradition. MCEC staff team members come from different walks of life and bring diverse perspectives yet are united in their passion for the Church to thrive, following Jesus together.

Role

MCEC seeks an Executive Minister who brings executive level organizational skills to the role and a call to serve the Church. As a "leader of leaders" this person will be a transformational, inclusive, strategic, and collaborative leader, who aligns with Anabaptist-Mennonite theological distinctives.

The Executive Minister will oversee all aspects of the organization and will lead and empower MCEC staff in realizing the five strategic priorities of MCEC: *navigating change, developing leaders, supporting intergenerational discipleship, embracing diversity, and seeking peace and justice.*

The Executive Minister will inspire, encourage, and support MCEC staff and leaders to further the purpose of MCEC which is to *energize congregations in worship, discipleship and mission; encourage leaders of hope, vision and transformation; and embody God's reconciling ministry for all creation.*

Requirements: Personal Attributes

- Experienced by others as a person of integrity and Christian faith, who is called to offer their gifts and skills in service of the Church.
- Approaches the work of leadership from a theological framework and deep faith in God, and embodies and aligns with the theology and practices of the Mennonite church.

- Can serve as a “leader of leaders”; brings excellent team building skills and has the skills to lead a team that oversees a wide breadth of responsibility, empowering them to carry out their respective roles.
- Engages well with people of differing theological persuasion and belief, recognizing all are valued in the church.
- Embraces diversity; demonstrates a commitment to equity, inclusion, and relationships of mutuality and respect across diversity including race, ethnicity, culture, sexuality, gender, age, socioeconomic group, and dis/ability.
- Has the ability to relate to and work with an intercultural church body; is open, reflective, and integrative of diversity.
- Fluency in English, including reading, writing, speaking, and understanding spoken English, required. Working proficiency in French, an asset.
- Possesses excellent communication skills, both in public speaking and written form.
- Is agile, flexible, creative, resilient, and innovative in the face of opportunity, challenge, and change.
- Possesses excellent interpersonal skills; can build strong relationships and connection with others; has the capacity to work collaboratively.
- Has a high degree of self-awareness and emotional intelligence; is cognizant of power dynamics.
- Demonstrates initiative, commitment, and determination; is trustworthy and dependable.

Requirements: Work Experience, Education, and Church Affiliation

- Five to ten years experience in a senior leadership or executive position, preferably in an Anabaptist congregation or faith-based, non-profit organization.
- Master’s Degree in a relevant discipline from a recognized and accredited institution.
- Completion of courses in theology and/or Anabaptist-Mennonite studies at the seminary, university, or college level.
- Membership or participation in a Mennonite Church currently, preferred; membership in an MCEC church once in role, required.
- Strong evidence of a call to serve the Church required. Ordination not required. If not ordained, MCEC Licensing for Specific Ministry may be pursued according to *A Shared Understanding of Ministerial Leadership*.
- Openness to professional development, training, and ongoing learning.

Requirements: Organizational Competencies

- Proven expertise and competence in organizational leadership, management and administration, including strategic planning, change management, and building a positive culture within the workplace.
- Has experience in organizational development, fundraising, and stewardship of donor relationships.
- Can make difficult decisions and transform conflict.

- Can provide oversight to the management of finance, human resources, operations, and communications.
- Has experience with planning, project management, and evaluation.
- Possesses strong strategic planning skills including critical thinking, analysis, creative problem-solving, and goal setting.
- Is knowledgeable of governance responsibilities of an elected council in relation to the responsibilities of staff.

Core Responsibilities

- A. Advance the Vision, Purpose, Values, and Strategic Priorities of MCEC
- B. Provide Strategic Leadership
- C. Provide Support to the Executive Council
- D. Engage Congregations, Mennonite Church Canada, and other Ministry Partners
- E. Provide Staff Leadership and Attend to Organizational Culture
- F. Provide Oversight of MCEC Communications
- G. Provide Oversight of Operations and Finance

A. Advance the Vision, Purpose, Values, and Strategic Priorities of MCEC

- a. Lead MCEC staff and organizational leaders in defining and reviewing the vision, purpose, values, and strategic priorities of MCEC.
- b. Articulate and promote the vision, purpose, values, and strategic priorities of both MCEC and Mennonite Church Canada in clear and compelling ways, increasing understanding among constituent congregations and ministry partners.
- c. Ensure that the vision, purpose, values, and strategic priorities are permeating all aspects of the work of MCEC.

B. Provide Strategic Leadership

- a. Lead the development, implementation, monitoring, and reviews of the strategic plan including goals, objectives, and key activities.
- b. Promote research, innovation, and development that supports MCEC in the implementation of the strategic priorities, responding to trends, issues, opportunities, and challenges.

- c. Strategically relate to congregations and partner ministries, attending events and building relationships which may have high impact for MCEC, and serve as the key spokesperson for the vision, purpose, values, and strategic priorities of MCEC.
- d. Provide general oversight to MCEC peace and justice initiatives, ensuring they are theologically grounded, visionary, cognizant of privilege and underrepresented voices, promote discipleship, and can be meaningfully engaged by pastors, congregations, and the wider church, which may include, but not limited to: Indigenous-settler relationships, climate action, building intercultural competence, undoing racism, and LGBTQ+ justice.
- e. Be informed and responsive as constituents raise questions and concerns about MCEC's vision, purpose, values, and strategic priorities.

C. Engage Congregations, Mennonite Church Canada, and other Ministry Partners

- a. Work collaboratively with Mennonite Church Canada staff and volunteers in fulfillment of MCEC's covenanted partnership supporting nation-wide priorities, global witness, and the regional church, serving as a member of Mennonite Church Canada Executive Minister Group, and as an *ex officio* member of Mennonite Church Canada's Joint Council.
- b. Develop a strategic plan with the MCEC Executive Team to build relationships with MCEC congregations and foster engagement.
- c. Build relationships with a broad range of ministry partners to understand their vision and mission and to be in conversation about the vision, purpose, values, and strategic priorities of MCEC; to promote collaborative working relationships; and to champion an innovative learning culture among constituents and ministry partners.
- d. Facilitate relationships with Mennonite Church Canada and its other Regional Churches, Mennonite Church USA, Canadian Council of Anabaptist leaders, Mennonite World Conference, and the wider ecumenical and interfaith community.

D. Provide Support to the Executive Council

- a. Provide the Executive Council with timely, relevant, and accurate reports and information for all meetings, to support the governance function of the council.
- b. Attend all meetings of the Executive Council and work with the Moderator to set the agendas for these meetings.
- c. Meet regularly with the Moderator of MCEC.

- d. Identify, assess, and inform the Executive Council of internal and external issues that affect MCEC.
- e. Initiate and participate in the planning of the Annual Church Gathering, ensuring it is a meaningful and engaging event for congregational leaders.
- f. Participate and assist in organizing any ad hoc committees of the Executive Council, and if required, attend meetings of councils as an *ex officio* member.
- g. Ensure implementation of policy decisions and directives of MCEC and those held together with Mennonite Church Canada.
- h. Support the orientation and ongoing education of the Executive Council on the work of MCEC.
- i. Support and maintain an emergency succession plan for the Executive Minister.
- j. Establish and foster a positive, collaborative relationship with the Executive Council, supporting a Carver model of governance.

E. Provide Staff Leadership and Attend to Organizational Culture

- a. Provide leadership of the Executive Team as a “leader of leaders,” drawing on the strengths, experience, and expertise of the team, and empowering them in their respective roles to operationalize the vision, purpose, values, and strategic priorities of MCEC.
- b. Recruit, select, supervise, and review the performance of the Executive Team.
- c. Provide general oversight of the goals and objectives, activities and priorities of the Executive Team including the intersection, collaboration, and joint planning of the team
- d. Ensure MCEC staff attend to the development of a diverse, inclusive, and intercultural church in their respective ministry portfolios.
- e. Encourage, engage, and value the involvement and contribution of the staff Executive Team and other staff in planning and forming MCEC’s policies and procedures.
- f. Promote a positive organizational culture, support team building, and foster a culture of care, sensitivity, and respectful interaction among staff.
- g. Provide general oversight of the development and administration of policies and procedures related to the management of human resources including recruitment and selection of staff, training and development, retention and employee satisfaction, job descriptions, performance

management and reviews, compensation and benefits, discipline and release, and adherence to applicable legislation and regulations.

F. Provide Oversight of MCEC communications

- a. Oversee the development of guidelines for MCEC communications, ensuring all elements of messaging, design, and media creation align with the vision, purpose, values, and strategic priorities of MCEC.
- b. Oversee the development of a communications strategy and annual budget for communications that supports the organizational priorities, thinking strategically about how various media methods will serve the MCEC constituency.
- c. Provide general oversight of the intersection of communications among Church Leadership, Mission, Operations and Finance in relation to the strategic plan and other MCEC programs and activities.
- d. Ensure the creation of high-impact strategies for communicating directly with the constituency that promote the vision, purpose, values, and strategic priorities of MCEC, and bring visibility of the Executive Minister to the constituency.
- e. Provide general oversight to all official correspondence, reports, and other written documents released by MCEC to ensure adherence with MCEC guidelines for communication.
- f. Serve as a spokesperson or delegate a spokesperson with the media on behalf of MCEC in the event of a crisis.
- g. Work collaboratively with Mennonite Church Canada on shared communication initiatives.
- h. Ensure MCEC communication initiatives align with the shared communication strategies as agreed to between MC Canada and MCEC.

G. Provide Oversight of Finance and Operations

- a. Ensure an organizational structure that aligns with the vision, purpose, values, and strategic priorities; provides for clarity in roles, responsibilities, and reporting; and maximizes resources.
- b. Direct and oversee the development and approval process of the annual budget for MCEC, ensuring that it is consistent with MCEC's vision, purpose, values, and strategic priorities and the Shared Revenue Agreement of Mennonite Church Canada.
- c. Foster generosity and the financial health of MCEC and oversee all advancement, development, stewardship of donor relationships, and fundraising strategies, activities, and appeals.

- d. Monitor the annual budget of MCEC, including investment funds, revenues, expenses and trends, and support the development of reports for the Executive Council, including material variances and recommendations for corrective action.
- e. Provide general oversight to the preparation of the annual audit, and facilitate reporting to the Executive Council and constituency.
- f. Oversee planning, development, implementation, monitoring, and review of any change management initiatives as they arise.
- g. Identify, evaluate, manage risks, and ensure measures are in place to safeguard the assets of MCEC, including appropriate and adequate insurance coverage.
- h. Serve as a signing authority on behalf of MCEC for agreements, contracts, and cheques.
- i. Lead in developing, implementing, and evaluating the vision and strategy for the Faithful Legacy Fund.
- h. Provide general oversight of the development and administration of policies and procedures related to the management of finance and operations including: bookkeeping and accounting, record-keeping, receipting and other fiduciary requirements, management of contracts with vendors or service providers, maintenance of equipment, management of office space, information technology systems, and adherence to applicable legislation and regulations.

Relationships

Reports to: Executive Council

Direct Reports:

- Church Leadership Minister
- Mission Minister
- Operations and Finance Director
- Director of Communications

Salary Range

The salary range for this position is \$98,000 to \$115,000.