

Associate Pastor Job Description – Part Time (20-24 hours/week)

Elmira Mennonite Church Inc. (EMC)

March, 2026

Purpose

1. To work toward the spiritual health and growth of the congregation with particular focus on children, youth and young adults.
2. To resource programs for children, youth and young adults facilitating their active participation in worship and other ministries of EMC.
3. To share in the leadership and spiritual nurture of the EMC congregation.

Qualifications

1. A personal commitment to God, the Christian faith, and an ability to articulate that faith from an Anabaptist/Mennonite perspective. The successful candidate will be expected to use the *Confession of Faith in a Mennonite Perspective* as a guideline for faith, practice and ministry.
2. An understanding of and commitment to ethical conduct as outlined in *A Mennonite Polity for Ministerial Leadership* (1996), and the *Guiding Ministerial Leadership in Mennonite Church Canada* (GMLC) 2024.
3. Empathy and sensitivity relating to all ages and, in particular, the needs of children, youth and young adults.
4. The skills and capacity to build relationships with congregants; to discuss issues of their Christian faith and life, and to assist congregants (especially children, youth, young adults and their leaders) in their Christian faith walk.
5. Committed to the spiritual, physical and emotional well-being of self and others.
6. An understanding of, and commitment to, EMC's mission and congregational priorities.
7. Ability to work collaboratively within a ministry team. The candidate will be creative and demonstrate strong organizational and communication skills.
8. Theological education and training; ordained or eligible for credentialing in Mennonite Church Eastern Canada
9. Previous ministry experience is an asset.

Responsibilities

Children, Youth and Young Adults

1. Develop relationships with children, youth and young adults, including those not currently directly involved with EMC programs, to offer spiritual, pastoral care.
2. Resource and support EMC ministries to children, youth and young adults. Support leaders and encourage and enable leadership development.
3. Develop a realistic plan to attend/participate in various children, youth & young adult events (e.g., social events, Bible Studies, retreats or conferences, worship services, service opportunities) as appropriate.
4. Pastoral resource to the Vacation Bible Camp Committee.

Faith Formation

1. Serve as the Pastoral lead for the Faith Formation Team
2. Resource the spiritual growth and development for children, youth, young adults and small groups/family groups.
3. Facilitate and support EMC small group ministry
4. Teach and lead Faith Formation classes on occasion
5. As part of the Pastoral Team, assist with classes which explore faith issues/baptism/membership.

Pastoral Care

1. As part of the Pastoral Care Team and as appropriate to job responsibilities, provide pastoral care/visitation (esp. youth and young adults), referring to outside professionals as appropriate.
2. Provide crisis care and hospital visitation in coordination with the Supervising Pastor and Pastoral Care Team
3. Attend some meetings of the Pastoral Care Team (as requested).

Worship and Preaching

1. Occasional congregational worship leading, congregational sharing and prayer. Preach once a month.

2. Assist in planning and participation of special services (e.g. Good Friday, Easter Sunday, Christmas Eve, communion, baptism, membership transfer and child dedication) with Worship Resource Team and Pastoral Care Team.
3. Work with the supervising pastor to facilitate the active and intergenerational participation of members of the congregation in worship services and congregational programs and ministries.

Community Outreach

1. Serve as part of the Community Engagement Team.

Administration

1. Attend meetings of the EMC Ministry Team.
2. Report to/attend meetings of the EMC Executive Team, as requested.
3. Work with ad hoc committees as requested.

Broader Church

1. Attend the annual spring gathering of Mennonite Church Eastern Canada.
2. Work cooperatively with local churches & youth leaders to develop inter-church youth ministry events.

Continuing Education

1. In conjunction with the supervising Pastor and Executive Team, make an annual plan to pursue Continuing Education opportunities and/or Pastors' events relating to areas of qualifications and job responsibilities.

Supervision and Accountability

1. The Associate Pastor will report to the supervising Pastor for coordination and supervision. In terms of employment and compensation, the Associate Pastor will report through existing EMC accountability structures.
2. EMC has structured processes for pastoral review.

Time Commitment and Contract

1. Part-time (0.5 to 0.6 full time equivalent).
2. EMC recognizes the need for flexibility in terms of time and scheduling for the Associate Pastor (e.g., see Children, Youth and Young Adults point 3 above).
3. An initial contract of two to three years (with the possibility of renewal after a formal pastoral review).

Compensation and Benefits

1. Salary and benefits will be keeping the Mennonite Church Canada (MC Canada) Pastoral Salary Guidelines (which are commensurate with relevant education and previous experience).
2. Expense reimbursement in keeping with MC Canada Guidelines.