

Elmira Mennonite Church Inc.

Job Description for Associate Pastor (0.75 FTE)

Responsibilities:

Priorities from Clarifying Team report (May 2021)

- Together with Community Outreach Team, to implement vision & changes for these priorities:
 - Becoming a Missional Church
 - Support the Congregation to become more inclusive and accepting.
- 1. Community Outreach** – (Takes the lead)
 - a) Provide vision and direction for outreach in the local community.
 - b) Serve as a pastoral resource to EMC's Community Engagement Team.
 - c) Serve as a pastoral resource to Vacation Bible Camp Committee and serve as Chairperson, as required.
 - 2. Worship and Preaching** - (Takes the lead)
 - a) Serve as Team Lead on the Worship Team.
 - b) Preach approximately twice per month and lead congregational prayer when preaching, or otherwise called upon.
 - c) Co-ordinate the involvement of the Lay Preaching Team and guests.
 - d) Coordinate the worship life of the congregation with the Pastoral Team and the Worship Team, planning themes for worship and seasonal events (e.g., Advent, Christmas, Lent...) with input from Lead Pastor.
 - e) Work to facilitate the active participation of all members of the congregation in worship services and congregational programs.
 - f) Officiate at communion, baptism, and other rites of the church as part of the Pastoral Team.
 - g) Share the worship services at nursing homes as the situation allows.
 - 3. Pastoral Care** – (Participates but not taking the lead)
 - a) Pastoral visitation, crisis ministry, and hospital visitation as coordinated by the Pastoral Team.
 - b) Available for some supportive counselling (most will be referred to an outside agency such as Shalom or Woolwich Counselling Service)
 - c) Officiate at weddings and funerals as called upon, involving the other pastor as appropriate.
 - d) Attend the meetings of the Pastoral Care Team, as time permits.
 - 4. Faith Formation** (Participates, but not taking the lead)
 - a) Assist with faith exploration/membership classes (as part of the Pastoral Team).
 - 5. Administration**
 - a) Attend the meetings of the Executive Team as required.
 - b) Primary pastoral resource to the Gift Discernment Team.
 - c) Direct/respond to mail, contribute announcements to the bulletin.
 - 6. Broader Church**
 - a) Attend the annual church gathering of Mennonite Church Eastern Canada.
 - 7. Continuing Education**
 - a) Participate in continuing education opportunities such as pastor's events as offered by MCEC.
 - 8. Supervision and Accountability**
 - a) Reports to Lead pastor.
 - b) In terms of weekly ministry, the Lead Pastor will meet weekly with the Associate Pastor for consultation and planning.
 - c) Participation in a performance appraisal process as outlined in EMC's policies, procedures, and bylaws.
 - d) Provide a report on ministry goals two times per year to the Executive Team.
 - 9. Other**
 - a) Provide coverage when the Lead Pastor is on vacation.
 - b) Vacation request to be approved by Chair of Executive Team.
 - c) If workload becomes excessive, contact Lead pastor to determine priorities.