

Elmira Mennonite Church Inc.

Job Description for Intentional Interim Pastor (0.75+ FTE preferred)

The role of the Intentional Interim Pastor will be to help lead the congregation in discernment exercises to assist us in clarifying our vision and mission. The details of the job description can be discerned with the Executive Team.

Responsibilities:

Priorities from Clarifying Team report (May 2021)

- Together with Faith Formation and Pastoral Care Teams, to implement vision and changes for these priorities:
 - Faith Formation and
 - Children & Young Families
- Support the Congregation to become more inclusive and accepting.

1. Faith Formation - (Takes the lead)

- a) Serve as Team Lead on the Faith Formation Team.
- b) Be a resource to small groups within the congregation and provide leadership where required.
- c) Teach Faith Formation classes on occasion.
- d) As part of the Pastoral Team, initiate classes for youth and adults which explore faith issues/baptism/membership.

2. Pastoral Care- (Takes the lead)

- a) Attend the meetings of the Pastoral Care Team, serving as the pastoral resource.
- b) Be available for counselling on request (normally long-term counselling will be referred to an outside agency such as Shalom or Woolwich Counselling Service)
- c) Coordinate pastoral care to the congregation as the primary pastoral resource with a particular focus on young families, MYF and JY families.
- d) Coordinate the visitation of those in hospital, seniors in nursing and retirement facilities (Chartwell, Barnswallow Place, Parkwood etc.), and others with special needs.
- e) Coordinate the Lay Visitation Team.
- f) Officiate at weddings and funerals as called upon, involving the other pastor as appropriate.

3. Worship and Preaching - (Participates, but not taking the lead)

- a) Preach approximately 20 times a year.
- b) Lead worship as scheduled.
- c) Officiate at communion, baptism, parent-child dedications, and other rites of the church as part of the Pastoral Team.
- d) Attend Worship Team meetings, as requested.

4. Administration

- a) Attend the meetings of the Executive Team.
- b) Attend joint Team Lead and Executive Team meetings.
- c) Respond to mail and contribute announcements to the bulletin that fall under the areas of responsibility.
- d) Work with ad hoc committees as requested (e.g., Safe Church).

5. Broader Church

- a) As time permits, attend the monthly meetings of the Woolwich-Grey Mennonite Ministerial Cluster.
- b) As time permits, attend the annual church gathering of Mennonite Church Eastern Canada.
- c) As time permits, attend the Elmira District Ministerial Association meetings.

6. Continuing Education

- a) As time permits, participate in continuing education opportunities such as pastors' events as offered by MCEC.

7. Supervision and Accountability

- a) Reports to Executive Team
- b) In terms of weekly ministry, the Associate Pastor will meet weekly with the Intentional Interim Pastor for consultation and planning. The Intentional Interim Pastor will initiate, coordinate, and chair these pastoral team meetings.
- c) Provide a report on ministry goals two times per year to Executive Team.

8. Other

- a) Provide coverage when the Associate Pastor is on vacation.
- b) Vacation request to be approved by Chair of Executive Team
- c) If workload becomes excessive, contact Chair of Executive Team to determine priorities.