

SCHEDULE "A"

ERIE VIEW UNITED MENNONITE CHURCH

Pastoral Job Description

Organization Relationships – The Pastor is responsible to the Council (business aspects) and to the Worship Committee (spiritual aspects) and shall meet regularly for planning, discussion, reporting, consultation, support and negotiation of salary and benefits.

This is a half-time position that has expectations in three key areas. Where a candidate might need to commute to fill this role we could see that person meeting these expectations through 2 days on site (one of which being Sunday) per week while fulfilling the rest of the commitment through a home office.

I. Worship and Teaching Expectations:

The Pastor plays a key role in leading and planning of encouraging and enriching corporate times of worship and learning. This expectation will be met with activities like...

1. Being the worship leader on the majority of Sundays
2. Sharing sound, Biblically based messages following the Church calendar.
 - a. Use of the Common Revised Lectionary and other denominationally based materials is encouraged.
 - b. Taking a turn in sharing with Children through age appropriate engagement on Sundays.
3. Inviting and encouraging the gifts of the congregation to be shared in the ministry of the church at worship. Specifically the pastor may...
 - a. Teach people to use their gifts
 - b. Invite participation in scripture readings or dramatic readings
 - c. Support individuals as they test their gifts and call to ministry.
4. Lead a bi-weekly Bible Study and Prayer meeting
5. Provide leadership for youth and young adult engagement experiences.
6. Baptismal/membership classes as needed
7. Leading communion services aware that there is a strong preference for these on the First Advent, pre-Lent, Good Friday, Pentecost, World Communion and baptismal Sundays.

It is expected that at least 2/3's of the Pastor's time will be allocated to this area of work.

II. Leadership and Administrative Expectations:

The Pastor carries the majority of the administrative detail for the church office while also being a trusted resource and leader to the various functions of congregational life. This expectation will be met with activities like...

1. Being a non-voting member of the Church Council and Worship Committee.
 - a. The pastor is asked to maintain a written account of pastoral activities and duties performed. Be willing to share a summary with the Council as requested.
 - b. Report to the Church Council and to the congregation at their regularly scheduled meetings.

- c. Work with the Worship Committee Chairperson to set up agenda for meetings.
2. Being available for consultation to other committees like Sunday School/Christian Education.
3. Set up, organize and type bulletin.

III. Pastoral Care Expectations

The Pastor is a valued presence and desired partner for the journey of life of our members. Expectations of members will be met with activities like...

1. Crisis visitation for those in hospital or those experiencing serious illness, loss or challenge.
2. As a small congregation finding it possible to meet with each of the members or associates annually is appreciated.
3. Attending to the significant life transitions of our family of faith is important. The pastor is the key leader for funerals (based on family requests) and weddings. Being aware of and finding ways for the congregation to also note other moments of change and transition is valued.
4. The pastor will attend to pastoral counseling needs referring as appropriate for situations as they arise.

IV. Conference Involvement & Community Outreach (as time permits)

As a congregation, we are a part of wider community of congregations in MCEC and Port Rowan. The pastor assists the congregation in its active participation with activities like...

1. Being a member of our Mennonite cluster and attend meetings.
2. Being a member of the Port Rowan and area ministerial attending those meetings.