

**FLORADALE MENNONITE CHURCH INC.**  
**Interim Pastor Job Description**  
**2025**

**Preamble:**

Anita Schroeder Kipfer and the new pastor will both be full-time pastors working together as a pastoral team.

**1. Qualifications:**

- a. Theologically and biblically educated in Anabaptist/Mennonite faith and practice.
- b. Committed to the spiritual, physical, and emotional well-being of self and others.
- c. Has a capacity for empathy and sensitivity, with an ability to minister to persons of all ages.
- d. Committed to practicing spiritual disciplines and to continuing education.
- e. Has a knowledge of and respect for relational boundaries.

**2. Ethical Standards:**

- a. Sign and adhere to the MCEC Covenant Regarding Ethics in Ministry and to the ethical standards discussed in the Mennonite Polity for Ministerial Leadership.
- b. Use the Mennonite Confession of Faith as a guideline for faith, practice, and ministry.

**3. Accountability and Support:**

- a. Accountable to the congregation through the Church Council.
- b. Accountable to the area conference through the Conference Minister according to Mennonite Church Eastern Canada (MCEC) guidelines.
- c. The Board of Elders will support the Pastoral team in the implementation of pastoral care responsibilities.
- d. Staff Relations Committee is available to hear concerns, test perceptions and deal with conflicts involving staff.
- e. A mid-term "mini review" will be completed by Staff Relations Committee with input from Church Council and the Board of Elders.
- f. At least six months prior to the end date of each term, Church Council will conduct an all-congregation review with MCEC involvement. Church Council will determine whether the term is renewed by using consensus or vote.

**4. Duties and Responsibilities:**

- a. Work with the Worship Committee and Board of Elders, as applicable, in giving leadership to Sunday morning worship services and communion planning.
- b. Preach three times each month.
- c. Participate in general Church activities as time permits.
- d. Work as a Pastoral team to:
  1. Officiate at funerals, weddings, baptisms, reception of new members and parent-child dedications.
  2. Enhance the spiritual health and growth of the congregation.
  3. Provide pastoral care to all persons in the congregation including visitation (aged, hospital, shut-in), crisis ministry (accidents, sudden illness, death) and short-term counseling.
  4. Lead baptismal/membership and marriage preparations classes.
  5. Conduct Bible and Christian Education studies as requested by the appropriate committees and as time permits.

6. Lead devotions at Chartwell, Barnswallow Place and Parkwood Long Term Care Homes as scheduled.
  7. Connect with Young Adults (age 17 to 30) individually and as a group.
  8. Manage the Administrative Assistant.
  9. Participate in regular staff meetings.
  10. Co-ordinate church coverage.
5. **Term and Remuneration:**
- a. Full time position with negotiable term.
  - b. Remuneration will follow Mennonite Church Canada Salary Guidelines. A comprehensive benefit package is also included.