

GRACE MENNONITE CHURCH

Pastoral Job Description(s)

December 2021

Grace Mennonite Church is seeking pastoral leadership in the following areas: **Administrative Lead** and **Pastoral Care** to the total of 1 FTE. Whether these roles are filled by one person, or a complement of part-time positions is negotiable.

Grace Mennonite Church, a congregation of Mennonite Church Eastern Canada, is seeking “supply” pastoral leadership to facilitate its ministries for one year, beginning in the fall of 2022. We are a congregation of older adults grounded in the Anabaptist/Mennonite tradition with energy and a mind for discipleship and mission as we continue to be called. The successful candidate/s will participate in Grace’s congregational discernment of its future mission. The congregation values shared ministry and lay involvement and acknowledges a traditional missional outreach is not as possible as it once was.

The ministries of Grace have been led by a pastoral team of two half time pastors in the positions of **Administrative Lead** and **Pastoral Care**, and a part-time Music Coordinator. This team is supported by:

- a) An MCEC commissioned (lay and volunteer) Community Chaplain,
- b) A Worship Committee
- c) A Preaching Team of pastors and lay persons
- d) A Pastoral Care Network of pastors and lay persons.
- e) A Fellowship/Outreach team of pastoral and lay persons.

Administrative Lead Pastor Job Description

While the **Administrative Lead Pastor** will be involved in all areas of congregational life and ministry the primary area of responsibility will be to provide coordination of the various ministry teams and office staff.

The areas of responsibility are envisioned as noted below. These areas are open to consideration based on the time, gifts and interests of the person(s).

1. Worship

- a) Preach approximately once a month
- b) Lead worship once a month
- c) Co-chair the Worship Committee
- d) Serve as a member of the Preaching Team

2. Pastoral Care

- a) Serve as a member of the People Care Network
- b) Participate in visitation as may be required
- c) Participate in funerals as called upon

3. Administration

- a) Oversee the co-ordination of worship tasks in partnership with the Music Coordinator, the Worship Committee, the Preaching Team, and the Office Administrator meeting regularly as required.
- b) Supervise the pastoral team (including the Community Chaplain) and office staff.
- c) Serve on Church Council in an ex officio capacity
- d) Work with Church Council as it envisions what the future holds for Grace.
- e) Liaise with the MCEC cluster and denominational bodies

4. Outreach [*this area of ministry needing to be restructured*]

- a) Be available to re-envision what outreach will look like post COVID with the resources available within the congregation.

Pastor of Pastoral Care Job Description

While the ***Pastor of Pastoral Care*** will have visibility in all areas of congregational life and ministry, the primary area of responsibility will be the care and support of congregational members.

The areas of responsibility are envisioned as noted below. These areas are open to consideration based on the time, gifts and interests of the person(s).

1. Pastoral Care

- a) Chair the People Care Network
- b) Visitation and funerals
- c) Personal and spiritual counselling related to life changes.

2. Other Areas of Involvement

- a) Lead in congregational worship once a month.
- b) Preach up to once a month.
- c) Participate in congregational outreach as time and interest allows.

Qualifications for the *Administrative Lead Pastor and Pastor of Pastoral Care*

1. Biblical and theological education and training
2. A minimum of five years experience in congregational leadership
3. If not credentialed with MCEC, open to seeking MCEC credentialing.
4. Be personable and engage easily with a largely senior membership.
5. Life experience that enables one to contextualize the biblical narrative for today and toward the future.