

**Lead Administrative Pastor
GRACE MENNONITE CHURCH
(St. Catharines)**

FTE: .50 - .75, Negotiable

Start Date: September 2023

Applications reviewed after April 30th, until filled.

St. Catharines, ON

Grace, a congregation of Mennonite Church Eastern Canada, is seeking pastoral leadership to facilitate its ministries in the context of changing times. 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 will walk with Grace as it discerns the direction of its mission into the immediate and longer term future. The congregation values shared ministry and lay involvement and acknowledges a traditional missional outreach is not as possible as it once was.

In the past year the ministries of Grace have been led by a team consisting of a part-time Supply Administrative Lead, a part-time Pastoral Care Chaplain, and a part-time Worship Co-ordinator. This team is supported by:

- a) A Preaching Team of pastors and lay persons
- b) A Worship Committee
- c) A People Care Network of pastors and lay persons.
- d) A Fellowship/Outreach team of pastors and lay persons.

Lead Administrative Pastor Job Description

The ***Lead Administrative Pastor*** will be involved in all areas of congregational life and ministry, with a focus on providing coordination for the various ministry teams and office staff. The areas of responsibility are envisioned as noted below. These areas are open to negotiation based on time, gifts, and interests of the applicant.

1. Administration

- a) Oversee the co-ordination of worship tasks in partnership with the Worship Coordinator, the Worship Committee, the Preaching Team, and the Office Administrator, meeting regularly as required

- b) Supervise the pastoral team 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

2. Worship

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

3. Pastoral Care

- a) Support and serve on the People Care Network, also known as Grace Friends, which provides congregational visitation, as well as regular visitation to our frail elderly
- b) Crisis care: Visitation and funerals
- c) Personal and spiritual counselling related to life changes

4. Outreach *[this area of ministry under further consideration]*

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

Qualifications for the *Lead Administrative Pastor*

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.