

1 **PASTORAL TEAM JOB DESCRIPTIONS**

2 2018

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4 ***This proposal increases pastoral time by 1/3 FTE. We divided the staff line in our current budget (line 31)*
5 *by 6 and added that amount to this estimate. We then deducted youth sponsor time and church*
6 *administrator time which results in a \$20,000 increase to our budget.***
7

8 Responsibilities of all pastors:

- 9 1. Spend time in prayer, Bible study, and other spiritual formation practices, listening for the Spirit's
10 leading.
11 2. Attend to the spiritual health, vibrancy, and direction of the congregation.
12 3. Meet with committees and other groups related to your ministry focus.
13 4. Provide pastoral care to Assembly participants.*
14 5. Preach occasionally as fits Assembly's participatory worship model.
15 6. Lead communion and other elements of worship.*
16 7. Plan elders' retreats.
17 8. Oversee interns.*
18 9. Attend church-wide conferences and participate in wider-church events as appropriate.*
19 10. Work within one's allotted hours to the extent possible.
20

21 * This may be a primary responsibility of one pastor, but is shared by all.
22

23 Specific assignments **pastor of community building and mission** -- Karl (.65 FTE)

- 24 1. Give leadership in mission and peace & justice advocacy:
25 • Root this emphasis in biblical faith; Facilitate congregational peace & justice education and
26 advocacy; Make connections with outside prophetic witness.
27 2. Make connections in the broader church and community on initiatives consistent with Assembly's
28 mission.
29 3. Give leadership to small groups:
30 • Root this emphasis in biblical faith; Lead monthly reps meeting; Facilitate small group
31 inclusion; Shape congregational material for small group processing; Oversee covenanting to
32 the congregation; Monitor and strengthen small group life.
33 4. Give leadership to congregational discernment and planning:
34 • Help shape discernment processes; Facilitate congregational meetings and consensus
35 decision-making; Work with congregational goal-setting.
36

37 Specific assignments for **pastor of faith formation** -- Lora (.56 FTE)

- 38 1. Serve as pastor to the children and youth:
39 • Oversee Christian education and programs geared to children and youth; Oversee MYF and
40 JYF programs, and supervise coordinators; Make birthday and other appropriate contacts;
41 Oversee mentor program; Facilitate young people's involvement in worship; Encourage
42 exploration of baptism at appropriate age.
43 2. Give leadership to Christian education and formation:
44 • Encourage spiritual growth in the congregation, working with individuals, the other pastors
45 and small groupings of individuals to provide opportunities for retreat and strengthening
46 spiritual disciplines; Orient and resource summer worship committee; Mark milestones and
47 life stages; Call unbaptized adults to baptism.
48

1 Specific assignments for **pastor of worship and pastoral care** (.56 FTE)

- 2 1. Give leadership to worship planning and evaluation, except during the summer months:
- 3 • Work with worship committee to shape the themes, structure, and rituals of 1st hour worship
- 4 and 2nd hour (working with electives committee) to provide a balanced selection; Invite
- 5 participation from congregational members with a focus on nurturing, mentoring, and
- 6 enabling gifts; Give oversight to or delegate oversight of unique worship blocks (Lent,
- 7 Advent, Bible Study, ...); Give input into selection of worship committees; See that worship is
- 8 hospitable to new people.
- 9 2. Oversee the ministry of pastoral care at Assembly
- 10 • Help divide the various aspects of pastoral care among the pastoral team; Oversee the Care
- 11 Team; Provide pastoral care training and support to small groups as needed; Be the lead (but
- 12 not sole) responder to crisis care; Respond to requests for financial assistance.
- 13

14 Specific assignments for **pastor of congregational life and hospitality** (.56 FTE)

- 15 1. Oversee and monitor Assembly's congregational life, helping people work together well and
- 16 understand the biblical and theological foundation for Assembly's participatory way of doing church:
- 17 • Serve as pastoral contact, when needed, to internal Assembly committees (finance, Two
- 18 Percent, facilities, hospitality, leader selection, etc.) helping them maximize their
- 19 effectiveness; Oversee our response to outside requests for emergency aid.
- 20 2. Work with the Chair of the Congregation in planning Leadership Group meetings, providing for
- 21 record-keeping and implementing of decisions made by elders.
- 22 3. Oversee hospitality to newcomers and community-building among Assembly participants:
- 23 • Oversee the welcoming and inclusion of newcomers to the congregation; Invite participation
- 24 in "Some Assembly Required" classes; Oversee welcoming and inclusion of smaller subsets
- 25 within the congregation (singles, students, couples without children, etc.); Oversee Assembly
- 26 community-building initiatives (fellowship meals, annual retreat, others)
- 27 4. Supervise the work of the Assembly Administrator.
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32 revised in 1998, 2001, 2005, 2015, 2018

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1 Accountability:
2 The pastoral team is responsible to the congregation through the elders, receiving specific direction from
3 the Chair.
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5 Term and Review:

- 6 1. The term of service will be three years, with FTE based on a 45 hour work-week.
- 7 2. A monthly report of specific tasks and hours of work will be presented at the leadership group
8 meetings as a routine means of providing ongoing support and feedback.
- 9 3. A one-time mutual review will be scheduled after the first year with the congregational chair.
- 10 4. Near the end of a three-year term, the work of the team members will be evaluated within the
11 context of a congregational review of its life and mission.
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13 Compensation:

14 The Mennonite Church denominational guidelines for pastoral salaries and benefits will be followed as
15 previously agreed upon by the elders, May 16, 1996.
16

17 Mutual Relationships:

- 18 1. Team member:
 - 19 a. Be open to the counsel and admonition of the congregation.
 - 20 b. Work to release the spiritual gifts of the congregation.
 - 21 c. Pray regularly for the congregation.
 - 22 d. Meet regularly with pastoral team, elders, and alongside-seer.
23
- 24 2. Congregation:
 - 25 a. Accept pastoral team member as one in the process of growth in the grace and knowledge of
26 Christ.
 - 27 b. View pastoral team member as one who works to train the members to be the church and to
28 release their ministry to others.
 - 29 c. Pray much for the pastoral team that they may experience the wisdom and power of the Holy
30 Spirit.
 - 31 d. Give adequate financial support equal to the time covenanted so energies can be released in
32 ministry.
 - 33 e. Work toward licensing as a time of testing and evaluation as to the appropriateness of long-term
34 licensing or ordination.
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