

PASTORAL TEAM JOB DESCRIPTIONS

Approved October 2023

Responsibilities of all pastors:

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

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

Specific assignments of **pastor of mission, peace & justice** – Karl (.4 FTE)

1. Give leadership in mission and peace & justice advocacy:
 - Root this emphasis in biblical faith; Facilitate congregational peace & justice education and advocacy; Make connections with outside prophetic witness.
2. Help shape congregational discernment processes, consensus decision-making, and strategic planning.

Specific assignments for **pastor of child, youth, and adult faith formation** –

Open Position (.6 FTE)

1. Serve as pastor to the children and youth:
 - Oversee Christian education and programs geared to children and youth; Oversee MYF and JYF programs and supervise coordinators; Make birthday and other appropriate contacts; Oversee mentor program; Facilitate young people's involvement in worship; Encourage exploration of baptism at appropriate age.
2. Give leadership to adult faith formation through small groups and 2nd hour electives
 - Root emphasis on small groups in biblical faith; Work with the small groups steering committee to plan and facilitate small group reps meetings and to facilitate inclusion of AMC participants in small groups (ex. through annual "small group shuffle"); Monitor and strengthen small group life.
 - Give oversight to or delegate oversight of 2nd hour programming/activities for adults throughout the year; Work with the electives committee.
 - Mark milestones and life stages; call unbaptized adults to baptism; oversee covenanting to the congregation; encourage spiritual growth in the congregation, working with others to provide opportunities for retreat and strengthening spiritual disciplines

Specific assignments for **pastor of worship and pastoral care** – Anna (.6 FTE)

1. Give leadership to worship planning and evaluation, except during the summer months:
 - Work with worship committee to shape the themes, structure, and rituals of 1st hour worship to provide a balanced selection; Invite participation from congregational members with a focus on nurturing, mentoring, and enabling gifts; Give oversight to or delegate oversight of unique worship blocks (Lent, Advent, Bible Study, ...); Orient and resource summer worship committee; Give input into selection of worship committees; See that worship is hospitable to new people.
2. Oversee the ministry of pastoral care at Assembly
 - Help divide the various aspects of pastoral care among the pastoral team; Provide pastoral care training and support to small groups as needed; Be the lead (but not sole) responder to crisis care.

Specific assignments for pastor of congregational life and hospitality – Scott (.6 FTE)

1. Play a key role in facilitating the coordination and planning of a highly participatory congregation that uses a consensus approach to discernment
2. Tend to Assembly's congregational life by nurturing connections within the congregation, including connections with committees and leadership. Help foster understanding of biblical and theological foundation for Assembly's participatory way of doing church:
 - Communicate regularly with internal Assembly committees (finance, facilities, hospitality, leader selection, etc.) to support their work and be a liaison between committees and Leadership Group.
 - Oversee response to requests for financial assistance within the congregation and to outside requests for emergency aid.
3. Partner with the Leadership Group Chair in planning monthly Leadership Group meetings and developing agenda for monthly congregational meetings, providing for record-keeping and implementing of decisions made by elders; shape congregational material for small group processing
4. Coordinate hospitality efforts to newcomers and tend to community-building among Assembly participants including:
 - Welcoming and inclusion of newcomers to the congregation, inviting participation in "Some Assembly Required" classes; welcoming and inclusion of smaller subsets within the congregation (singles, students, couples without children, etc.); and Assembly community-building initiatives (fellowship meals, annual retreat, others).
5. Supervise the work of the church's Administrative Staff.

Original version 9/5/97. Revised in 1998, 2001, 2005, 2015, 2018, 2019, 2023.

Accountability:

The pastoral team is responsible to the congregation through the elders, receiving specific direction from the LG Chair.

Term and Review:

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

Compensation:

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

Mutual Relationships:

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