

## **BETHEL MENNONITE CHURCH**

### **Job Description**

#### **POSITION TITLE: Leading Pastor**

##### **A. SUMMARY**

The Leading Pastor gives inspirational leadership to the congregation. This is achieved by preaching the gospel, administering ordinances, assisting the organized programs of the church, personal and spiritual counselling and in other appropriate ways, seeking always to assist the church in its mission and service in the name of Christ.

The Leading Pastor is an ex-officio member of Church Council and of other church boards and committees, assisting in an advisory capacity to promote the work of the Church.

The Leading Pastor takes an administrative leadership role with the Pastoral Team (defined as the church pastors) and Ministry Team (defined as pastors, custodian and administrative assistant) and is responsible to the congregation through the Church Council.

The Leading Pastor facilitates and oversees the work of the Ministry Team giving support to each other in the responsibilities for the spiritual oversight of the congregation.

As part of the Ministry Team, the Leading Pastor is particularly focused on providing overall leadership to the congregation.

##### **B. QUALIFICATIONS**

###### **Essential**

- Is a believer and follower of Jesus Christ
- Adheres to the Anabaptist Mennonite faith
- Is convinced of his/her calling as a minister of the Gospel
- Maintains personal ethics as per MC Canada Manitoba guidelines
- Demonstrates an ability to work within a team
- Previous experience in pastoring

**Education:** Anabaptist theological education; minimally a Master of Divinity or equivalent

###### **Preferred**

- Previous experience as Leading Pastor with ordination status

## **C. RESPONSIBILITIES**

### **1. Preaching and Teaching**

Gives leadership in congregational acts of worship and in special events of the congregation.

Proclaims the Word of God in such a way that all people are invited to faith in Jesus Christ and that the believers are nurtured in their faith and commitment to each other and to God, thus being equipped for the mission of the church.

Assists and enables the congregation to do its task faithfully.

Leads the teaching and preaching ministry of the congregation, in consultation with the Ministry Team, Worship Committee and Church Council.

The Leading Pastor is to be willing to serve in the capacity of leader of specific educational sessions, to assist in the determining of congregational issues which need to be addressed, and be a resource to the pastor carrying the portfolio of education.

Together with the Ministry Team and other relevant committees, evaluates the morning worship services, baptism preparation classes and other teaching venues when called upon.

### **2. Pastoral Care**

Delegates pastoral care (e.g. counselling and visitation) responsibilities to staff and volunteers ensuring the needs of congregants are met in special times of their lives or when crises arise.

Performs funeral services assigned to the Leading Pastor. Oversees funerals assigned to other pastors.

### **3. Administration**

Oversees the whole congregation and the Ministry Team.

Undertakes regular evaluations of the church staff, occasionally with the assistance of the Pastoral Congregational Relations Committee.

Works alongside and in collaboration with the Deacon Executive.

Approves the annual staff holiday schedule and professional development program of the Ministry Team involving the Personnel Committee as required by Personnel Policy Manual.

Initiates the process of membership transferral.

Monitors and evaluates the goals that Bethel congregation has approved, providing monthly reports to Church Council and an annual report to the congregation.

Consults and discusses areas of responsibility with members of the Ministry Team before delegating such responsibilities.

Manages budgets as required and works within approved budget parameters. Makes recommendations to the appropriate committee in a timely manner.

Operates within the policies of Bethel and makes recommendations for changes as needed.

Periodically reviews the work of the Ministry Team in the context of changing needs of Bethel and makes recommendations to Church Council as to how the task might be adjusted to better address the needs of the congregation and create a balanced workload within the Ministry Team.

#### **4. Planning and Development**

Assists in providing inspirational leadership for the visioning process at Bethel in collaboration with Church Council and the Pastoral Team. Initiates and facilitates the process with the Pastoral Team and in dialogue with the Board of Deacons and tabled with Church Council. Initiates the annual planning of Bethel's goals, together with the Pastoral Team, the Committees of the church and the Board of Deacons, and is tabled with the Church Council. The plan incorporates the vision and identifies the annual goals for the church, along with the key objectives of staff and committees that support the vision and goals of Bethel. These primary goals are presented for congregational approval in June of each year.

#### **5. Broader Church and Community Involvement**

As a member of Mennonite Church Manitoba and Mennonite Church Canada, Bethel Mennonite Church accepts the responsibilities for such membership. The Leading Pastor and Church Council together accepts the role of seeing to such matters as ministerial registration, supplying statistics, following through on decisions made at area and national assemblies, seeing to committee involvements and challenging the congregation to meet financial commitments.

Discretion is to be exercised in accepting responsibilities outside of the congregation, including responsibilities in the area and national church bodies. Consultation will happen with the Pastors, Church Council and the Personnel Committee.

Ensures that a member of the Pastors participates in Mennonite Church Canada and Mennonite Church Manitoba pastor's meetings and assemblies.

#### **6. Other**

Duties may be adjusted with the approval of Church Council.

#### **D. PROFESSIONAL DEVELOPMENT**

Pays attention to maintaining his/her spiritual, emotional and physical health, and their primary familial relationships.

In keeping with the Professional and Personal Leave policies, seeks out seminars, workshops, formal study classes and educational/resource materials related to enhance the ministry at Bethel.

As part of their job description, may be asked by the Church Council through appropriate channels (presently the Pastor-Congregation Relations Committee) to learn specific job-related skills.

**E. RELATIONSHIPS AND ACCOUNTABILITY**

Meets with the Personnel Committee and Pastor-Congregation Relations committee or its representatives as requested and to share concerns.

Is respectful of the conflict resolution procedures as set out in the Pastoral and Congregational Relations Committee Policy.

Is respectful of the importance of confidentiality in their ministry.

Facilitates and oversees the work of the Ministry Team as they share in the responsibilities for the spiritual oversight of the congregation.

Meets regularly with their Reference Group when appointed by the Deacons Executive as a source of encouragement, support and guidance and advice on any area of concern.

Represents the congregation on committees and boards outside of Bethel Mennonite Church and/or delegates this role.

Ensures that there is effective communication linkages within Bethel Mennonite Church.

Regularly mandated security checks are maintained

**F. PHYSICAL REQUIREMENTS**

Driver's License and access to a vehicle