

LEAD PASTOR JOB DESCRIPTION

Approved by Church Council March 2023

0.75 FTE Position

We follow MC Canada pastor salary guidelines.

Summary: The Pastor, as a spiritual leader of the church, is responsible for the life of the church through teaching, preaching, example, and counseling. This is to be done in cooperation with the church in accordance with the terms agreed to upon accepting a call to the church. The Pastor is to participate in the growth and development of the church through equipping and empowering the priesthood of all believers; teach and encourage in matters of faith and discipleship, doctrine, faith issues, ethics, and lifestyle; and administer the ordinances and activities of the church. In all things, the Pastor should encourage the people of Jubilee to engage each other and participate in the life of the local and global church. All of this is to be guided by the prayerful study of the Word of God, submission to the directives of the Holy Spirit, and the wisdom of God's people.

Part A. Practice and model self-care and stewardship

1. Attend to personal spiritual health
 - Develop the disciplines of study and prayer
 - Develop character in keeping with the leadership qualifications as in 1 Tim. 3:1-7; 2 Tim. 4:1-5; 1 Pet. 5:2-4
 - Relate to a spiritual director, mentor, conference ministers, and others who can contribute to personal spiritual growth and development of ministry
2. Work from the basis of the confession of faith of the Mennonite Church conference
3. Practice learning and enhancement of pastoral skills
 - Participate in continuing education opportunities to be determined in consultation with Church Council
4. Attend to personal physical and mental health
 - Maintain a healthy lifestyle
 - Maintain an appropriate balance between work, family, and personal care
5. Practice good stewardship
 - Manage personal possessions, finances, and congregational resources in ways that demonstrate an ethical and responsible lifestyle

Part B. Train and equip the people of Jubilee for ministry (Eph 4:12)

6. Preaching (30%)
 - Coordinate the overall preaching ministry of Jubilee Mennonite Church
 - Preach on average two to three times per month in the regular worship service
 - i. Focus on Bible-based sermons
 - Worship lead occasionally
 - Act as a pastoral representative on the Worship Committee
7. Congregational Health & Development (15%)
 - Develop and encourage preaching and leadership skills in the congregation
 - Attend to the spiritual health of the worshipping community
 - Encourage healthy ways of living with congregational differences, working at conflict resolution, problem-solving, and communal decision-making processes
 - Connect the call of Jesus to contemporary issues of justice and peace, assisting the congregation with developing strategies to engage in what God is doing to restore Shalom
8. Care-giving (20 %)

- Coordinate the overall care-giving ministry of Jubilee Mennonite Church together with the Deacons
 - Make contact with members and adherents of the congregation on an ongoing basis
 - i. Work at intentionally getting to know the Jubilee community
 - Maintain healthy awareness of the life situation of members and participants at Jubilee
 - Conduct baptisms, marriage preparation classes, wedding ceremonies, and funerals as required
 - Visit members, adherents, and others who invite visitation during crisis situations and illness
 - Respond to those who turn to the church for guidance regarding life issues (e.g. marital, family and work stresses; sexuality; issues concerning the nature of the church; spiritual growth, etc.)
9. Christian Education (5%)
- Provide guidance to the overall Christian Education program of Jubilee as desired
 - Coordinate baptism and membership classes as needed
10. Staff Relations (5%)
- Work with the Administrative Assistant to maintain open lines of communication with the various ministries of Jubilee
11. Administration (20%)
- Act as a non-voting member of Church Council
 - i. File written reports with Church Council, as per agreed upon format
 - Process feedback as provided by members of Church Council
 - Give oversight to the administrative aspects of broad church programming, representing staff concerns to Church Council
 - Attend to the effective administration of the church by encouraging the work of the Administrative Assistant, committees and other appointees
 - Act as a liaison between Jubilee Mennonite Church and Community Roots Resource Centre
 - Follow through on administrative commitments in a timely manner
 - Submit annual reports to the congregation
12. Representing the Church (5%)
- Maintain communication with the Conference Ministers of the Mennonite Church conference
 - Coordinate attendance at provincial conferences
 - Attend national church assemblies and study conferences when possible
 - Build relationships with sister congregations, including participation in ministerial fellowships and joint activities
 - Participate in ecumenical and inter-faith conversations and ministries, and represent Jubilee in the local community when possible
 - Involvement in extra-congregational activities that could be expected to take time away from congregational ministry will be negotiated with Church Council
13. Other duties as agreed upon.

We will begin reviewing applications on May 1, 2023.

If interested, please contact Karen Schellenberg, Co-Director of Leadership Ministries at Mennonite Church Manitoba. kschellenberg@mennochurch.mb.ca | 204-896-1616.