

JOB DESCRIPTION

ABERDEEN MENNONITE CHURCH

Title: Pastor

Position Summary: The pastor of Aberdeen Church is entrusted with the spiritual care of the congregation, taking leadership in the pastoral care of congregants and fostering the spiritual direction of the congregation as a whole. These goals will be met by participating in, facilitating and/or providing leadership in the areas of pastoral care, worship planning, preaching and leading worship, attending committee meetings, and giving leadership to official church functions.

The pastor provides overall communication, coordination of, and information flow between the ministries of the Aberdeen congregation. The pastor relates to and supports the major Aberdeen committees (Executive, Ministerial, and Worship and Education), and manages external relationships on behalf of the congregation.

The pastor takes direction from the congregational chairperson(s) and reports to the Executive committee of Aberdeen Church.

The pastor will work out of the church office as much as possible to provide a consistent Aberdeen presence to others in the church building.

Time Commitment: 0.625 FTE, approximately 8 blocks or 25 hours/week

Major Areas of Responsibility:	Blocks of Time/Week (1 block = 3 hours)
Pastoral Care	3
Sermon or Worship planning/delivery	2
Office work/Admin	2
Meetings (congregational & conference)	1
Official Functions	As needed
Total	8 blocks/week

Qualifications:

Required

- A personal commitment to the Christian faith and to Aberdeen Church community
- A strong personal theology which influences and shapes daily life
- Effective facilitative and organizational skills, and attention to detail
- Strong communication skills, verbal and written
- Interpersonal skills that embody compassionate, empathic caring that supports pastoral and spiritual care activities
- An attitude of willing service and a collaborative spirit
- Efficient administrative/office and computer skills

Preferred

- Formal theological training from an Anabaptist/Mennonite institution
 - Fluent in social media
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Responsibilities:

1. Pastoral Care – Working with the Ministerial committee, the pastor takes the lead in ensuring pastoral care needs of the congregation are attended to and that outreach opportunities are developed. This will include:
 - Giving concentrated attention to the spiritual health of the congregation.
 - Responding to pastoral care needs of individuals in the congregation; informing and engaging the ministerial in responding to these needs; providing personal support to congregants or making referrals to other sources when needed and appropriate.
 - Ensuring that visitation needs are responded to.
 - Connects with new attendees.
 - Officiates at funerals and weddings of congregants.
 - Engages in neighborhood pastoral care as needs are identified.
 - Encourages and/or leads the development of groups and support networks within the congregation, such as book study or prayer groups.
2. Sermon, Worship Planning and Education
 - Working closely with the Worship and Education committee, provides broad leadership to the educational focus of the church.
 - Participates in Sunday services either as worship leader or speaker, 3 times each per quarter.
 - Initiates and leads faith/baptism preparation classes as necessary.
 - Works with Worship and Education committee in locating worship, sermon, and occasionally adult Sunday school themes and resources, and in preparing and coordinating worship schedule and materials.
 - Provides mentoring of spiritual gifts and church leadership within the congregation.
3. Meetings – Participates in Executive, Ministerial, Worship and Education committee and congregational meetings:
 - Ensures appropriate sharing of information between committees.
 - Ensures corporate maintenance of meeting minutes as required.
 - Provides other support to committees as requested, i.e. supports the work of the Worship and Education committee by researching themes, resources, etc.
4. Landlord Relations – Ensures regular contact with the landlord to ensure that Aberdeen remains in right relationship with the St. Kateri congregation:
 - Communicates the ministry/goals/objectives of Aberdeen church to the St. Kateri congregation.
 - Communicates any feedback or directives from the landlord to the appropriate Aberdeen committee or individuals.
5. Office Work and Administration
 - Processes incoming mail, telephone calls and messages; addresses and/or forwards items requiring the attention of other committees or individuals.
 - Assists in identifying weekly bulletin announcements and emails to the congregation.
 - Maintains church files including congregational database, committee minutes, church records, archives, baptismal, marriage and membership records.
 - Prepares weekly Friday Facts electronic communication to congregants.

- Maintains and updates Aberdeen website.
- Maintains congregational information i.e. birthday lists, church directory information.

6. Other

- Participates in MCM conference meetings.
- Relates to MCM and MC Canada conferences as appropriate.
- Helps identify needs/resources within the local, north end community.
- Other duties as assigned by the executive committee.

It is expected that any employee of the church will hold confidential any personal information obtained in the performance of their duties unless it is clear that the information is public or intended for congregational knowledge, or the information is required by law to be shared with other parties.

Terms:

1. Continuing Education, Professional and Personal Growth – It is expected that the pastor will take steps to ensure their own spiritual and mental health and personal growth, to be fit for service. Taking time for personal devotions, reading, participating in seminars and workshops as well as MCM local pastor meetings, are encouraged. Aberdeen makes financial support available for activities that support the pastor's personal and professional growth.

Decisions on professional development or personal growth activities will be made on a case by case basis. Requests should be made in writing to the congregational chairperson(s).

2. Accountability/Decision-Making – This position is supervised by the congregational chairperson(s). The pastor reports to the Executive committee on time usage, employment issues, and general administration. The pastor is expected to work collaboratively with and support committees in matters and decisions pertaining to their areas of responsibility.

3. Terms of Employment

- This is part time position, averaging 25 hours per week or 0.625 EFT.
- This is a permanent, open-ended employment contract. A performance review will be conducted every 18 months, alternating between a leadership evaluation and a full congregational evaluation.
- Salary and benefits are based on MCC/MCM conference salary guidelines and commensurate with experience.
- Additional benefits include allowances for mileage, hospitality, and professional development.
- Aberdeen Church will provide necessary office space and equipment to meet the requirements of the position.
- Paid vacation accrual is three weeks/year, with an increase to four weeks per year after five years of service. Vacation and other leaves are to be arranged with the Executive committee.
- Child abuse and criminal record checks required.

Changes to the conditions of employment and the job description may be negotiated at any time based on mutual agreement of the pastor and the congregation.