

**Mennonite Church Manitoba
Executive Minister
Position and Job Description**

Position Description

The Executive Minister (EM) is the Spiritual Director and senior administrator for Mennonite Church Manitoba (MCM). As such, the EM will inspire, oversee and collaborate with the MCM Board and constituency in developing, refining and implementing the vision of MCM: **“Our vision is to be a community of congregations unified in Jesus Christ, living a biblical Anabaptist faith, together presenting Jesus Christ to the world.”**

Ministry Mandate

The Executive Minister works to promote the vision of MCM and the active interconnection of MCM congregations. The Executive Minister promotes the mission of MCM and nurtures MCM's identity and work as a community of Anabaptist congregations.

Accountability

The Executive Minister is responsible to the MCM Board and works with the Board in initiating, promoting, and implementing the policies and decisions of the MCM Board which through:

- working with the Board chair in preparing meeting agenda;
- attending and contributing to Board meetings, frequently presenting the primary agenda;
- acting as the primary connection between MCM staff and the MCM Board.

The EM is also a member of the Mennonite Church Canada Executive Staff Group within which mutual accountability functions.

Summary of Primary Responsibilities

The position of Executive Minister requires visional, relational and administrative skills. The EM works with the Board, staff and congregations of MCM to develop a vision and plan for MCM as a community of Anabaptist congregations. The EM will lead them in forming a plan that will aim to nurture the life of these congregations and move them forward in mission, as individual congregations and corporately. The EM will do this at regular staff and Board meetings, at larger Gatherings of MCM congregations, and in conversation with individual congregations. MCM Gatherings become occasions for celebrating the work and vision of MCM, as well as forums for discerning future vision.

The Executive Minister also works with the Mennonite Church Canada Executive Staff Group in developing and implementing the agenda, finances, and ministry of the Nation-Wide Church.

Relationship and Responsibilities to MCM staff

The Executive Minister serves as team leader to MCM staff. This includes:

- taking the lead in developing a staffing model and structure which serves the vision and mission of MCM;
- working with staff in setting objectives and priorities for all MCM staff;
- working with the staff to develop and maintain priorities for MCM ministries;
- overseeing and monitoring Directors and staff in understanding and managing their budgets;
- fostering and maintaining a positive, spiritual, mature organizational environment;
- providing leadership in the process of hiring of staff—working with the Board in hiring Directors, working with Directors in hiring Associate Directors and staff;

- preparing agenda for, and leading MCM staff meetings;
- conducting staff performance evaluations and arranging for continuing development and education of MCM staff.

Relationship and Responsibilities to MCM Constituent Congregations

The Executive Minister serves as spiritual leader in the community and accordingly is expected to be an active member in good standing in an MCM congregation. The relationship and responsibility to MCM Congregations includes:

- serving as the primary spokesperson for the MCM community of congregations;
- working with MCM congregations to connect them with each other, and providing vision for mission and ministry;
- connecting congregations with MCM and MC Canada staff to participate together in broader ministry than individual congregations can accomplish on their own;
- together with MCM staff promoting and celebrating the mission and ministry of our Anabaptist community of congregations;
- assessing and responding to requests for assistance from MCM congregations;
- preaching and teaching in MCM congregations to foster strong bonds between congregations and to bring the face and presence of MCM and MC Canada staff to MCM congregations;
- fostering deliberate connections with MCM ministerial cluster groups;
- working with MCM staff to foster and increase timely and open communication between MCM staff and congregations;
- promoting and encouraging responsible stewardship of MCM resources including budget preparation Gathering organization and raising awareness of MCM's financial needs;
- developing and encouraging alternative revenue streams to congregational giving;
- representing MCM to the MC Canada Executive Staff Group and Joint Council;
- participating in and promoting the development of the agenda of the Nation-Wide Church (MC Canada) including budget, International Witness, Indigenous Settler Relations, CommonWord, communications, and other ministries as needed;
- Representing the needs of MCM congregations to Canadian Mennonite University.

Representation of MCM

The Executive Minister represents MCM to other denominational bodies, organizations, or agencies and takes the lead in negotiating partnerships with other denominational bodies or agencies. The EM acts as the public face of MCM to religious, political, and media bodies both within and outside of MCM.

Term and Work Structure

This is a full-time position.

Regular time for personal prayer, spiritual reflection and disciplines, and support from a spiritual director or personal support group are essential.

The Executive Minister is encouraged to take sabbath renewal seriously and make use of all available vacation days.

A plan for further education and skills training should be developed and reviewed annually with the MCM Board.

Adopted _____ 2020 by the MCM Board