

Community Mennonite Church
Associate Pastor Job Description

Position Title:

Associate Pastor

Position Description:

The Associate Pastor (AP) is called by the members of CMC to collaborate with the Pastoral Team (other pastors and pastoral elders) to provide spiritual leadership for the congregation as a whole. The AP will focus on coordinating and providing pastoral care for members and regular attenders, resourcing and facilitating a network of vital small groups, equipping the congregation to build relationships that sponsor faithful discipleship to Jesus Christ, and other pastoral leadership responsibilities as needed. The AP is a full-time position, supervised by the Lead Pastor and supported by the Church Administrator.

Term of Employment:

The AP is called to a 4-year term. The Personnel Committee prepares the annual Covenant of Understanding for this position and conducts an annual review of the AP, including the congregation in the process in year 3 of a 4-year cycle. (Current term began June 2014. The first congregational review will take place in the fall of 2016.)

Qualifications:

The AP must have a personal relationship with Jesus Christ and demonstrate faithful growth in Christian identity as a disciple, leader, and pastor.

The AP possesses:

- a) Commitment to Anabaptist-Mennonite theology and witness.
- b) Developing sense of pastoral identity and call to pastoral ministry.
- c) Personal integrity and ability to maintain confidentiality.
- d) Strong pastoral, communication, and leadership skills.
- e) Sensitivity to the needs of individuals and groups across the congregation.
- f) Competence in self-motivation, time management and organization.
- g) Master's of Divinity degree or significant relevant ministry experience.

Duties in a 45 hour work week:

- A. **Pastoral Care:** Participate in Pastoral Team meetings, retreats and congregational initiatives. Provide crisis and maintenance pastoral care. Make referrals to members and regular attenders as needed for professional services, and compassion funds. Maintain system for tracking pastoral team visitation and care for members and regular attenders. Provide Pastoral Team with regular updates/summaries of life events of the congregation such as pregnancies, births, illness, hospitalization, engagements, marriages, divorce, death, and grief. Provide group leadership or facilitation and support for Care Teams, discernment, mental wellness, grief, etc. Lead memorials, funerals, and weddings as requested and available. (20 hrs)

- B. **Worship and Public Ministries:** Collaborate with Worship Commission chairperson and seasonal worship groups for the weekly worship life of the congregation. Plan and lead worship approximately 12 Sundays annually. Preach approximately 10 Sundays annually. Help plan and lead congregational worship rituals (parent-child dedication, receiving new members, Lord's Supper, special services, etc.) Occasionally teach an adult education class. (10 hrs)

- C. **Community Life for Support, Discipleship and Mission:** Collaborate with Community Life Commission chairperson to strengthen relational bonds within the congregation and deepen discipleship of members and attenders. Collaborating with other pastoral staff, coordinate the adult aspects of CMC's Monthly Gathering. (10 hrs)

- D. **Other:** Partner annually with the Lead Pastor to develop clear goals and priorities. Provide written reports for Commissions and Council per request. Participate in Harrisonburg District, Virginia Mennonite Conference and Mennonite Church USA representing CMC's ministry and vision. Engage ministry colleagues beyond CMC for mutual support. Other duties as discerned with supervisor. (5 hrs)

Approved by Church Council, November 15, 2016