

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 providing pastoral leadership to youth and young adults, resourcing and facilitating the effective work of Youth Commission and Outreach Commission, and other pastoral 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 January 2016. The next congregational review will take place in the fall of 2018.)

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. **Youth and Young Adult Ministry:** Provide program leadership and/or oversight for Jr. MYF, MYF, and Young Adults which foster trusting relationships, Christian faith development, and gifts discernment for participating in the life of the congregation and broader community. Collaborate with youth sponsors, parents, youth and young adults to establish relationships of trust and shared expectations. Facilitate fundraising efforts for MYF expenses, which exceed CMC budget. Plan annually for Christian formation retreats. Offer catechism classes annually for interested high-school age youth. (20 hours)
- B. **Mission Responsibilities:** Provide pastoral support to facilitate the Outreach Commission's work. Develop and maintain pastoral connection with CMCers in mission and service assignments. Plan annually for mission/service engagement

for CMC groups. Engage one or more ministries beyond CMC as an extension of our congregation's witness in the broader community. (10 hours)

- C. **Pastoral Leadership Responsibilities:** Participate in Pastoral Team meetings, retreats and congregational initiatives. Collaborating with other pastoral staff, facilitate the children and youth aspects of CMC's Monthly Gathering. Initiate pastoral care in non-crisis situations, especially including children, youth and families. Assist with worship rituals—baptisms, parent-child dedication, Lord's Supper, healing prayer, etc. Preach as assigned by Lead Pastor. (10 hours)
- A. **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 hours)

Approved by Church Council, November 15, 2016