

Pastor of Congregational Life and Hospitality Job Description 2019

Responsibilities of all pastors:

1. Spend time in prayer, Bible study, and other spiritual formation practices, listening for the Spirit's leading.
2. Attend to the spiritual health, vibrancy, and direction of the congregation.
3. Meet with committees and other groups related to your ministry focus.
4. Provide pastoral care to Assembly participants.*
5. Preach occasionally as fits Assembly's participatory worship model.
6. Lead communion and other elements of worship.*
7. Plan elders' retreats.
8. Oversee interns.*
9. Attend church-wide conferences and participate in wider-church events as appropriate.*
10. Work within one's allotted hours to the extent possible.

* may be a primary responsibility of one pastor, but is shared by all.

Specific assignments for **pastor of congregational life and hospitality** (.56 FTE)

1. Play a key role in facilitating the coordination and planning of a highly participatory congregation that uses a consensus approach to discernment.
2. Tend to Assembly's congregational life by nurturing connections within the congregation, including connections with committees and leadership. Help foster understanding of biblical and theological foundation for Assembly's participatory way of doing church:
 - Communicate regularly with internal Assembly committees (finance, facilities, hospitality, leader selection, etc.) to support their work and be a liaison between committees and Leadership Group.
 - Oversee response to outside requests for emergency aid.
3. Partner with the Chair of the Congregation in planning monthly Leadership Group meetings and developing agenda for monthly congregational meetings, providing for record-keeping and implementing of decisions made by elders.
4. Coordinate hospitality efforts to newcomers and tend to community-building among Assembly participants including:
 - Welcoming and inclusion of newcomers to the congregation, inviting participation in "Some Assembly Required" classes; welcoming and inclusion of smaller subsets within the congregation (singles, students, couples without children, etc.); and Assembly community-building initiatives (fellowship meals, annual retreat, others)
5. Supervise the work of the Church Administrator.

Accountability

1. The pastoral team is responsible to the congregation through the elders, receiving specific direction from the Chair of the Congregation.

Term and Review

1. The term of service will be three years, with FTE based on a 45 hour work-week.
2. A monthly report of specific tasks and hours of work will be presented at the leadership group meetings as a routine means of providing ongoing support and feedback.
3. A one-time mutual review will be scheduled after the first year with the Chair of the Congregation.
4. Every three years, the work of the pastoral team members will be evaluated within the context of a congregational review of its life and mission.

Compensation

1. Compensation will be determined by using the Mennonite Church denominational guidelines for pastoral salaries and benefits as agreed upon by the elders, May 16, 1996.

Mutual Relationships

1. Team member
 - a. Be open to the counsel and admonition of the congregation.
 - b. Work to release the spiritual gifts of the congregation.
 - c. Pray regularly for the congregation.
 - d. Meet regularly with pastoral team, elders, and alongside-seer.
2. Congregation
 - a. Accept pastoral team member as one in the process of growth in the grace and knowledge of Christ.
 - b. View pastoral team member as one who works to train the members to be the church and to release their ministry to others.
 - c. Pray much for the pastoral team that they may experience the wisdom and power of the Holy Spirit.
 - d. Give adequate financial support equal to the time covenanted so energies can be released in ministry.
 - e. Work toward licensing as a time of testing and evaluation as to the appropriateness of long-term licensing or ordination.

Qualifications

1. Masters level degree from seminary or in a related field required.
2. Supplemental theological education, or the openness to obtaining it, is requested if a seminary degree has not been completed.
3. Pastoral experience, while not required, is a plus.
4. An awareness of and commitment to Anabaptist thought and practice are essential.

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