

Evergreen Mennonite Church, Kirkland, WA, seeks a full-time Pastor

PASTORAL ROLE -- 70% FTE

WORSHIP

- Work with Worship Committee to provide meaningful times of worship on Sunday mornings. Generally this includes: choosing theme and texts for weekly worship; developing worship themes for particular seasons; collaborating with WC and musicians to choose hymns, dramatic readings; communicating with worship leader, pianist and children's story provider to coordinate order of worship; coordination of guest speakers with Worship Committee; helping with visitor follow-up.
- Prepare and deliver sermons 38 Sundays per year (approximately 3 Sundays per month).
- Oversee general Sunday morning operations when attending, (*otherwise Worship or Leadership Committee members will.*)
- Track Joys and Concerns for inclusion in regular congregational communications and follow up as warranted.
- Participate in planning/leadership, sermon preparation and delivery for occasional EMC and Community Worship Services (may include joint services with Kirkland Congregational Church or Seattle Mennonite Church).

EDUCATION

- Work with Education Committee to facilitate youth and children's involvement with worship participation and leadership.
- Assist group with Adult Study planning, may lead some sessions if needed.

CONGREGATIONAL CARE

- Pray for individuals and congregation as a whole.
- Respond to the pastoral care needs of the congregation as needed (generally includes: meet/visit with individuals or groups; answer emails from EMC members/attendees; maintain contact through various means as appropriate).
- Provide resources for spiritual formation of the congregation (may include: preparing and planning for congregational retreats; connection of EMC members with resources to aid in spirituality).
- Attend special EMC camps as able (may include: EMC snow camp, EMC quilting retreats, EMC camping trips).
- Provide and/or coordinate pastoral counseling as requested and appropriate.
- Teach special classes as needed (including membership and baptism).
- Serve as Pastoral Leadership for Camp Camrec during one weekend/week in summer as requested.
- Maintain self-care, and appropriate boundaries, to keep proper spiritual focus with nurture of self, family and congregation.

ADMINISTRATION AND LEADERSHIP

- Communicate with congregation weekly through e-mail format, sharing joys and concerns and other pertinent items.
- Work with Leadership Council for visioning of larger EMC mission, reflecting needs and desires of the larger congregation.
- Identify gifts within the congregation and connect individuals with others who share similar gifts and passions (may involve connection to small groups).
- Attend monthly Leadership Council and Worship Committee meetings.
- Assist Leadership Chair with formulating Leadership Council meeting agenda.
- Prepare monthly Pastor's report for Leadership Council meetings.
- Manage the activities required for ongoing church operations, maintaining effective communication with the congregation and helping to ensure proper coverage of duties when Pastor is away.
- Maintain awareness of EMC membership rolls. Provide input for the EMC directory and email lists as relevant.

BROADER COMMUNITY

- Maintain relationships with: Camp Camrec, SMC, KCC, PNMC District Pastor, PNMC Conference Minister, WA Mennonite Fellowship Pastor's Cluster.
- Attend PNMC Conference and Mennonite Church USA gatherings as possible, serve as delegate as appropriate.
- Attend meetings and retreats for PNMC/Mennonite Church USA as appropriate.
- Serve on PNMC/Mennonite Church USA boards and committees as appropriate.

ADMINISTRATIVE ROLE -- 30% FTE

1. Work with Worship Committee to coordinate volunteer schedule
2. Coordinate with KCC on rental and building issues
3. Check mail, restock office and worship supplies
4. Coordinate with pastor to create and send weekly E-memo to congregation
5. Create and copy bulletin for Sunday service and annual report/agenda for congregational meeting
6. Administer Safe Church Program