

# First Mennonite Church

## Pastor Job Description

**Job Title:** Pastor

**Reports to:** Deacons and Church Council

**Position Status:** Full-Time

### **Purpose:**

The Pastor is responsible to the church for proclaiming the gospel of Jesus Christ, for administrative leadership, for engaging in pastoral care ministries to meet the needs of persons in the church and in the community, and for missional leadership to join in God's work in the world.

### **Responsibilities:**

- Follow as a guideline of personal behavior the standard given in I Timothy 3:1-7 and I Peter 5:1-4.
- Prepare for and conduct worship services proclaiming the gospel to the church and the community.
- Prepare a regular program of bible study with small group settings.
- Take the lead along with the congregation to visit people in assisted living and others in need of visitation and fellowship.
- Work with deacons, church officers, committees, and staff in performing assigned responsibilities. Be available for and lead in training as needed.
- Maintain office hours that are agreeable to both the pastor and the leadership of the church.
- Be the face of the congregation as a presence in the community.
- Prepare a monthly report to the deacons and the church council.
- Conduct premarital, vocational, family, bereavement, counseling sessions as needed. Advise other professional help when necessary.
- Perform communion, baptisms, wedding ceremonies, and conduct funeral services.
- Serve as the leader in the annual Vacation Bible School and Camp Palisades Programs.
- Plan and promote periods of evangelistic emphasis to seek the unsaved and renewal for the Christians in the community.
- Cooperate with the PNMC and the MCUSA and keep the church informed of developments within the denomination particularly with the work of missions and missionaries.