

Job Description- Lead Pastor Salem Mennonite Church

Qualifications

- ❑ The pastor will be a committed Christian leader, well grounded in the Biblical story and prepared to minister in the way of Jesus.
- ❑ The pastor will have a strong understanding of Anabaptist/ Mennonite theology and practice, and be committed to it.
- ❑ M. Div. preferred.
- ❑ The pastor will be ordained, licensed, or working toward these credentials through PNMC.
- ❑ Excellent oral and written English communication skills required, Spanish desired.

Tasks

- ❑ **Preaching:** Weekly preach the Good News of Jesus Christ with an emphasis on Anabaptist understandings. Up to **20% / 8 hours** of your time may be spent in preparing for preaching.
- ❑ **Worship:** Collaborating with Worship Committee to plan creative and meaningful worship experiences. Up to **15% / 6 hours** of your time may be spent in planning and inviting participants.
- ❑ **Congregational Care:** Coordinate the care of the congregation with the Pastoral Elders and the Care Team, being aware of needs of all ages and abilities. Care and support might include hospital visitation, phone calls or visits to elderly church members, prayer, pre-marital counseling, weddings, funerals, baby dedications and similar practices. **25% / 10 hours** of your time.
- ❑ Engage in self-care, managing self in ministry in ways that ensure emotional health, maintain boundaries, and make space for healthy accountability.
- ❑ **Leadership and Administration:** Work with the Elders, Leadership Board, and congregation in vision development. Encourage and support new initiatives throughout the congregation. Attend committee meetings to provide leadership grounded in Christian discipleship. Supervise the Youth Leader and Care Team. Answer emails from church leadership and congregation in a timely manner. Connect with Administrative Assistant to review the bulletin each week. **25% / 10 hours** of your time.

- **Faith Formation:** Forming faith in all ages through teaching, offering opportunities for Christian Spirituality practices and discipleship. Devote time for personal prayer, meditation, and Bible study. Facilitate in leading persons to a commitment to follow Christ and nurturing them in their faith journey. **15% / 6 hours** of your time.
- Advocate for youth and young adults.
- Develop relationships with the Southeast Keizer Community Center, Vida Nueva and other regular groups meeting in the church building.

Participate on the following boards and committees:

- Pastoral Elders: The *primary support team for the pastor.*
- Leadership Board: *the primary accountability group for the pastor, especially the Congregational Chair.*
- Finance Committee
- Worship Committee
- Discernment Committee

Accountability and Support

First six months of employment:

The Elders Chair and the Church Chair will meet with the pastor every other week for the first six months to guide in establishing the following tasks:

1. Locate the SMC Constitution, review all job descriptions, committees and their members, the church directory, building keys, office heating system, credit card.
2. Introduce the church administrative assistant who will instruct regarding the computer system, location of the important documents, calendar as well as review of her duties and how to assist pastor.
3. Inform of set monthly meetings and the annual and semi-annual business meetings.
4. Introduce to person(s) who will guide pastor in the local hospital visiting procedures, meeting local police and other community leaders, performing home visits, meet the leader of Vida Nueva, SEKCC, etc.

5. Assist in creating a weekly/monthly plan for managing work time to meet the percentage of activity goals, which will be reviewed at each subsequent meeting.
6. Inform regarding what to include in a pastor's report to Elders and Leadership Board; attend with prepared notes.
7. Instruct pastor to select a personal support group.

After six months:

Ongoing support from Pastoral Elders:

1. Monthly, the Elders will meet with the Pastor to receive his report, offer feedback, and discuss the spiritual health of the pastor and congregation.

Accountable to Congregational Chair, monthly meetings:

1. Review of previous month, recognizing what went well and what challenges remain.
2. Identify vision, priorities, and best practices for pastoral ministry.
3. A myriad of ideas thrashed out and selected for further conversation.
4. Process administrative activities.
5. Keep track of sick days, vacation, continuing education, and report to Church Chair by January 1 annually.

Accountable to Leadership Board:

The Pastor will present a monthly update (verbal) to the Leadership Board and write an annual report which will be distributed to the congregation at or before the fall congregational meeting.

As a credentialed minister, the Pastor is also accountable to the Pacific Northwest Mennonite Conference and the Conference Minister.

Conference and Denomination

Support and participate in the activities of Pacific Northwest Mennonite Conference and Mennonite Church, USA. Serve as a delegate to PNMC gatherings and MCUSA Convention. Encourage the congregation to participate in PNMC and MCUSA. Consider serving as a camp pastor at Drift Creek Camp.

Schedule

Preaching generally occurs on a weekly basis except for vacation and the fifth Sunday of the month. The Pastor will develop a regular schedule of 40 hours per week. This will include office time, sermon preparation, an evening of meetings, visitation, administration and other. The Pastor will select and maintain one- and one-half regular days off per week.

Vacation is based on experience in line with the pastoral salary guidelines provided by MCUSA. Holidays normally observed by the local school district shall be time off (Veteran's Day and President's Day excepted). Unused vacation from the previous year must be claimed in the first quarter of the new year.

In accordance with the Sabbatical leave policy, a three-month paid sabbatical will be available following every three years of service. (Sabbatical areas of focus are study, spiritual retreats, travel, or service ministries.) The Pastor will create the sabbatical plan and it will be reviewed and approved by the Elders, then shared with the congregation six months prior to Sabbatical.

Ethical Standards

The Pastor will adhere to the principles of the *Confession of Faith in a Mennonite Perspective* (Herald Press/Faith & Life Press, 1995).

The Pastor will adhere to the guidelines for Pastoral ethics in *A Shared Understanding of Church Leadership: polity manual for Mennonite Church Canada and Mennonite Church USA, MennoMedia*, 2015. (Pages 55-

Grounds for immediate dismissal include sexual impropriety, falsified financial or expense reports, any attempt to split the congregation, any attempt to have the congregation leave the Pacific Northwest Mennonite Conference.