

Specific Duties of Hyde Park Mennonite Fellowship (HPMF) Pastor

We are seeking one FTE pastor for Hyde Park Mennonite Fellowship.

The purpose of identifying specific duties is to indicate the areas where we would like the Pastor to spend their time. The order of duties reflects congregational priorities.

- 1) **Overview**: Work with the congregation towards implementing direction expressed in the Congregational Information Form statements.

- 2) **Preaching, Teaching and Worship** - Objective: Provide theological and spiritual leadership to congregation in the Anabaptist tradition.
 - a. Serve as a member of the Worship Committee
 - b. Responsible for membership class as needed
 - c. Responsible to Preach 40 out of 52 Sundays each year. Number of Sundays can be changed based on negotiations with LT with input from Worship Committee.
 - d. Lead intergenerational (Children's stories) during worship 2 to 5 times per month. This can be changed based on consultation with Worship Committee.
 - e. Coordinate worship services with worship and music leaders monthly
 - f. Assist Children's Spiritual Formation committee with development of children's ministry and programs when requested
 - g. Support others as appropriate to develop and maintain a youth group program and Sunday School approach

- 3) **Administration** – Objective: Ensure effective and efficient operations of Church day-to-day business in coordination with other Church staff, Leadership Team, and other Church committees.
 - a. Prepare and share announcements and other communications for congregation with assistance from Church administrative assistant
 - b. Is a member of Leadership Team and attends scheduled meetings
 - c. Serve as information link among church committees, Leadership Team, and other church business. May work with Leadership Team to develop information links that leverage organizational effectiveness by distributing responsibilities.
 - d. Serve as supervisor for the Church administrative assistant

- 4) **Pastoral Care** – Objective: Attend to the spiritual needs of individuals and families within the congregation and those with connections to HPMF.
 - a. Provide formal counseling as needed consistent with counseling training level (limit to 5 sessions and then refer to professional counseling.)

- b. Respond to calls regarding crisis response related to Church individuals, families, and programs
 - c. Build and encourage fellowship in the Church community
 - d. Make efforts to arrange one on one visits with members and potential members of the congregation on a regular basis as a means of keeping personal pastoral contact outside the context of worship and committees
- 5) **Mission Outreach** – objective: Create an Anabaptist witness to the community and support activities of the Missions committee
- a. Work with greeters in following up with visitors
 - b. Work with requests for assistance received at Church.
 - c. Develop local mission outreach in consultation with Missions committee based on direction expressed in Congregational Information Form statements
 - d. Work in the larger community (Treasure Valley) on ecumenical efforts for peace and justice concerns
- 6) **Church Conference**-Objective: Foster positive relations with other Mennonite Churches in Idaho, the Pacific Northwest Mennonite Conference, the USA and internationally
- a. Dialogue and interact with Conference regarding churchwide issues; build relations with other Idaho churches
 - b. Keep informed about activities within the Pacific Northwest Mennonite Conference and Mennonite Church USA
- 7) **Continuing Education and Renewal**- Objective: Ensure Pastor is refreshed physically and spiritually so that they may best be able to serve the congregation
- a. Seek and take advantage of opportunities for renewal on a regular basis
 - b. Take additional classes or training in specific areas of pastoral ministry