

Lead Pastor Job Description

Purpose

“We believe that ministry [of the church] continues the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices... Following the example of Christ, persons so appointed preach and teach with authority, interpret the Scriptures and the faith diligently, speak divine truth with boldness, equip the saints, relate with compassion to the needy, and lead the congregation in faithful living, so that the church may be ‘built together spiritually into a dwelling place for God.’ ” (Article 15, Confession of Faith in a Mennonite Perspective).

Qualifications

1. Desires to grow as a disciple of Jesus through prayer, study, meditation, openness to change, and balance of work and family life.
2. Demonstrates love for God and love for diverse people and of the congregation and neighborhood.
3. Facilitates and encourages the use of the gifts and talents within the congregation.
4. Communicates well through teaching, preaching, vision building, administration and conflict transformation.
5. Assists people in spiritual formation and pastoral care.
6. Upholds a servant leadership style in church leadership and administration.
7. Represents Laurel Street Mennonite Church (LSMC) in the neighborhood and facilitates collaboration with neighboring churches and leaders to meet the needs of the community.
8. Welcomes all people and has experience working with people of other cultures.
9. Speaks English and Spanish - preferred.
10. Is Anabaptist and affirms the Mennonite Confession of Faith and the LSMC Covenant, and willingness to work with Atlantic Coast Conference (ACC) and Mennonite Church USA (MCUSA).
11. Commits to membership of LSMC.
12. Master of Divinity required.

Personnel

1. Chosen by the congregation at the recommendation of the Pastoral Search Committee (with assistance from the ACC Conference Minister) and the Leadership Team.
2. Pastoral reviews will be scheduled following MCUSA guidelines with the ACC Conference Minister providing guidance.

Responsibilities

1. Leads the congregation through his/her own personal growth:
 - a. Personal scripture reading, study, meditation.
 - b. Daily prayer and regular extended personal/prayer retreats.
 - c. Reading, theological reflection, continuing education and enrichment courses, etc.
 - d. Regular meeting with a spiritual director, mentor or other accountability partner.
 - e. Healthy family relationships.
2. Nurtures spiritual growth in the congregation:
 - a. Preaches, teaches, mentors, and models through word and deed.
 - b. Prepares and/or coordinates baby dedications, baptisms, transfer of membership, communion, weddings, funerals and special services.
 - c. Encourages and facilitates congregational involvement in spiritual formation, Bible study and prayer groups, special interest groups, book studies, etc.
 - d. Works closely with the Worship Committee and Christian Education Committee.
 - e. Coordinates with the Leadership Team for special training/nurture events, congregational retreats, etc.
 - f. Calls, encourages, develops and mentors new leadership, including Committee Chairs, Deacons, Interns, Youth Advisors, and other emerging leaders.
3. Gives and coordinates pastoral care:
 - a. Maintains ongoing personal contact in homes, hospitals, church, etc.
 - b. Coordinates Deacon Team who is in touch with church community needs and refers crisis situations to the pastor.
 - c. Provides pastoral care or refers persons for counseling to individuals and families in need.
4. Assists in congregational leadership, vision-building and neighborhood outreach:
 - a. Assists Leadership Team chair in developing the agenda for Leadership Team meetings.
 - b. Develops, communicates, advocates and implements vision in conjunction with the Leadership Team and congregation.
 - c. Encourages outreach in the neighborhood along with the Neighborhood Connections Committee and develops relationships with neighboring churches and community leaders.
5. Delegates and oversees church administration and administrative assistant.
 - a. LSMC communications, bulletins, directory, prayer chain, etc.
 - b. Records of Leadership Team meetings, Congregational Meetings.
 - c. Church bulletins passed on to Mennonite Life, music reported to licensing organizations.
 - d. Membership file.
 - e. Assures that LSMC follows Safe Sanctuary guidelines.
6. Connects the congregation to the larger church.

- a. Maintains regular contact/attends meetings with ACC Cluster Group and ACC Conference Minister.
- b. Attends ACC meetings and other functions as appropriate.
- c. Attends larger church wide events as appropriate and possible.
- d. Participates in appropriate ecumenical events in Lancaster City/County.

Accountability

The pastor is accountable to the congregation through the Leadership Team and through reporting at Congregational Meetings. The pastor is also accountable to ACC through the Conference Minister.

Contract, Benefits and Pastoral Closure

1. The Leadership Team will create a Pastoral Contract for an agreed-upon period of time (three years being ideal). This will be presented to the congregation for feedback and affirmation before being signed by the pastor.
2. The financial package and benefits will be renewed yearly by the church treasurer, working with the Leadership Team and solicited input from the pastor (vacation, personal days, and holidays will be part of the package).
3. The Sabbatical Policy will follow the MCUSA guidelines. In order to encourage significant growth in ministry and to increase the likelihood of longer pastoral tenure, the congregation is encouraged to establish the following sabbatical policy:
 - a. For each year of completed service to this congregation (other than the year in which a sabbatical leave is received) one month of sabbatical leave may be granted, not to be used until the fourth year of ministry in that location with subsequent sabbatical leaves during the eighth and twelfth years of ministry.
 - b. During the sabbatical, the pastor will receive full salary and benefits as exist in the current memo of understanding.
 - c. Sabbatical plans submitted by the pastor shall be approved by the governing body of the congregation, with the understanding that repayment of sabbatical salary and benefits will be made for failure to do so. Accumulated sabbatical time is not transferable from prior congregation locations, nor are terminal sabbaticals normally acceptable.
4. Ending Pastoral Tenure
 - a. The pastor will provide a six-month notice to the Leadership Team on terminating employment. The congregation will provide a three-month notice of terminating employment (or provide the equivalent severance package), unless there is clear pastoral misconduct.

November 2014

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