

Wellesley Mennonite Church

Vision Statement:

We are a Christian faith community that is being transformed by God's love and care for us. We invite one another into active relationship with God, with each other, and with our broader community. Together, we want to continually grow as Christ's disciples of healing and hope who worship, learn, and live generously.

Job Description for Pastor (Full Time) – April 2024

Introduction

We are looking for an enthusiastic individual who will encourage and share in the congregation's vision of living into our Christian understanding of our Anabaptist faith. This individual is passionate about supporting all ages in their faith journey as we continue to develop and share our gifts. This position is accountable to the Board of Directors in consultation with Staff Relations Committee.

Our key areas of priority for ministry at Wellesley Mennonite Church are:

- Prepare and share a Bible-based message
- Pastoral care for crisis and visitation
- Actively participate in worship planning
- Prioritize rituals and milestones

Preaching and Worship

- Attend the meetings of Worship Committee
- Collaborate with and support Worship Committee to coordinate the preaching and worship schedule [administration work to be done by Administrative Assistant]
 - Prepare the order of worship each Sunday
 - Preach 3 to 4 Sundays a month
 - Worship lead once a quarter
 - Lead congregational sharing and prayer twice a month
- Officiate at communion, baptism, membership transfer and child dedication services along with assistance of Elders
- Plan for special services (Good Friday, Christmas Eve, etc.) with Worship Committee

Pastoral Care

- Tend to the spirit of the congregation through a holistic approach to caregiving. Build relationships and community connections to meet needs of mind, body and spirit
- Attend Care Team meetings to assist in the coordinating of pastoral care
- Accompany people/families through times of crisis, sharing opportunities to demonstrate caring with the care team and congregation, as appropriate
- Be attentive and responsive to community needs as a representative of the congregation
- Officiate at weddings and funerals when requested within Wellesley Mennonite Church congregation and through community ministry

Administration

- Encourage, inspire and articulate the congregation's mission and vision
- Work in a positive and encouraging manner with all staff and volunteers; initiate meetings as appropriate
- Attend Board of Directors meetings and consult with Chair to prepare monthly agenda
- Attend Elders meetings and consult with Chair to prepare agenda
- Coordinate with Administrative Assistant to complete order of service and information sheet
- Communicate with and support committees as requested, including Mission, Personnel, Christian Education, Youth Ministry and Stewardship and Finance.
- Support Vacation Bible School, Safe Place review, as needed
- Maintain and store vulnerable sector checks for volunteers and staff in locked cabinet in Wellesley Mennonite Church Pastor's office, to ensure confidentiality

Christian Education

- Engage in conversation with the congregation for learning, facilitate connection to resources
- Collaborate with Elders on Youth Faith Exploration and Membership Class

Broader Church

- Engage with other Pastors and churches in the community and collaborate as opportunities may present themselves
- Serve as Wellesley Mennonite Church delegate to Mennonite Church Eastern Canada Annual Gathering
- Serve as delegate to MC Canada Assemblies, as able

Continuing Education and Accountability

- Pursue continual learning and development as a Pastor
- Participate in MCEC continuing education opportunities and Pastor's events
- Meet with Staff Relations Committee as required
- Meet with the Leadership Team at least twice a year, or as needed

Minor adjustments to this job description may be considered based on the skills, gifts and experience of a prospective candidate.