

Maple Grove Mennonite Church

Job Description

Title: Associate Pastor

Adoption Date: January 19, 2010

Code: 3240

Purpose of this statement:

This statement is intended to identify what is expected of the Associate Pastor as a servant leader and what the congregation will do to support those expectations. The statement should serve as a guide for the Associate Pastor and the congregation. The reviewing of this document should coincide with the congregation's evaluation of the Associate Pastor, which happens every three years. When differences of expectations arise, the Ministry of Congregational Care, in consultation with the congregation, will work towards a resolution, followed by making the appropriate clarifications or modifications to this document.

Personal Requirements:

Much of the Associate Pastor's job description involves his spiritual life; his character, demeanor, and attitude must always represent Christ and his church. This takes constant effort through prayer, scriptural study, professional growth, education, training, and personal fellowship with the congregation.

Purpose of the Associate Pastor's position:

To assist the Pastor in fulfilling the role of Shepherd to the congregation.

Accountability Structure:

The Associate Pastor is directly accountable to the Pastor and to the Ministry of Congregational Care.

Responsibilities:

I. Preaching / Teaching / Worship

- Assist the Pastor in preaching (preach approximately 15-17 times per year)
- Assist in teaching during Midweek
- Assist in visitation
- Assist in worship leading
- Assist in leading Baptismal and Membership classes

II. Administration

- Provide reports to Pastor and Ministry of Congregational Care as needed and required.

III. Congregational Life

- Be available to assist the Pastor in pre-marital counseling.
- Be available to assist the Pastor with personal counseling.
- Be available to assist in funerals and weddings.
- The Associate Pastor is encouraged to be a part of a Life Group.

IV. Education and Spiritual Growth

- The Associate Pastor is encouraged to take advantage of training and educational opportunities.
- Personal and spiritual growth: Cultivation of his own inner life, including prayer and study; participation in periodic training experiences for Pastors.

V. Time and Schedule

- The Associate Pastor can normally be expected to work an average of 12 hours per week.
- Set up office times when members and others can call. This time should coincide with the day the Pastor is taking his Sabbath.
- The Associate Pastor will be expected to attend Maple Grove Mennonite Church's worship services on a regular basis.

Responsibilities of the Congregation to the Associate Pastor

- A salary and expense package will be negotiated.
- Prayer
- Acceptance into the church family
- Respect for the Associate Pastor as a spiritual leader and shepherd along with other designated leadership persons in the congregation.
- Respect for need of personal and family time.
- Provisions for continuing education and sabbaticals.
- Associate Pastor evaluations will be conducted by the Ministry of Administration on a rotation of every 3 years.