Peace Mennonite Church

60% Pastor Job Description Draft

30 hours per week

June 12, 2018

I. Preaching, Teaching and Worship

a. Preach 30 Sermons per year. This number includes regular Sunday worship and special services, such as Ash Wednesday, and Holy Thursday/Good Friday.

b. Serve as a member of the worship committee and work with the committee to oversee the planning of vibrant and life-giving weekly worship services. Work with the worship committee to provide leadership to the celebration of the various seasons of the Christian calendar.

c. Oversee Sunday bulletin creation.

d. Teach catechism class for people seeking membership and relationship with PMC as needed.

e. Teach 12 weeks of Sunday school per year.

f. Plan and lead meaningful transition rituals and special services, such as weddings, funerals, child dedications, baptisms and anointing.

g. One Sunday every two months the pastor will be free from all responsibilities on Sunday. This will be scheduled to avoid Lent, Advent, and special sermons.

II. Leadership and Congregational Vision

a. Serve as a member of the leadership team.

b. Work with the leadership team to provide overall vision and organization to the congregation.

c. May attend other congregational committee meetings.

d. The pastor shall participate as a member of the building task force.

III. Community and Denominational Activities

a Work with Outreach Committee to guide PMC in discerning how PMC wishes to serve the greater Dallas area.

b. Lead the church in executing PMC’s vision for outreach in the community.

c. Communicate as needed with MC USA and Western District Conference.

d. Develop relationships with Texas Mennonite pastors, and encourage congregational involvement in collaborative projects.

e. We support the pastor’s involvement in the wider denomination, but cannot support this as fully as we would desire to as a congregation. If more than three hours per week is spent working on denominational tasks, we support the pastor’s desire to do this but cannot support such actions financially as a church.

IV. Pastoral Care and Community Life

a. Perform visitation, counseling, and crisis care as needed.

b. Encourage and provide leadership to the congregation in developing community life.

c. Coordinate with deacons to ensure pastoral care reaches all individuals in the church.

V. Administration

a. Send weekly email to the congregation.

b. Guide PMC in decisions and deliberations without imposing pastoral will upon the congregation.

c. Work with the Leadership Team to facilitate the work between various committees within the church.

d. Monitor the church email account and return phone messages.

VI. Other

a. Take time to accomplish ideas and missions important to you as pastor.

b. Have flexible time to devote to church needs.

c. Take at least four hours per month for self-care, prayer, and meditation.