



LEAD PASTOR JOB DESCRIPTION

September 16, 2025

Status	Salary, full-time.
Summary	The Lead Pastor shall preach the Word of God, be available to individuals or groups, and colleagues in order to minister to spiritual needs, and help carry on programs of ministry to the community. Such efforts should reflect planning and cooperation with persons, organizations, and other churches in the community as well as this congregation. The Lead Pastor is accountable to the Deacons and responsible to work with the Church Council and its various officers and committees, as needed.
Primary Responsibilities	<p>The Lead Pastor ensures spiritual growth is fostered through worship practices and emphases and in keeping with stated congregational goals and vision.</p> <ul style="list-style-type: none"> o Meet weekly with the Associate Pastor to help solidify weekly worship plans, as well as long-term plans. o Preach Sunday morning sermons 75% of the time annually. o Serve as primary point person for funeral service planning, enlisting the support of the Associate Pastor as needed. o Together with other designated staff, provide worship leadership for life passages such as dedications, marriages, funerals, baptisms, and other special observances. <p><i>The Deacons on behalf of the congregation of Rainbow Mennonite Church affirm the pastor's authority to discern and officiate at weddings regardless of the couples' sexual orientation. The couple and pastor will share in pre-marital counseling with the pastor having full consideration of presiding/officiating the covenant of the marriage.</i></p> <ul style="list-style-type: none"> o Participate in monthly Worship Committee meetings. <p>Executive: The executive duties shall include the following:</p> <ul style="list-style-type: none"> o The Lead Pastor shall serve as the day-to-day supervisor for designated church staff in accordance with the Employee Handbook. o Meet with and report regularly to the Church Council, Deacons, and Personnel Committee, assisting chairs in developing agenda for

	<p>respective meetings. Attend other committee meetings as needed and as time permits.</p> <ul style="list-style-type: none"> o Conduct weekly staff meetings. o As needed, represent the congregation at conference, denomination, and other functions o Prepare pastor's report for monthly Council meetings, and yearly annual report. <p>Pastoral and Congregational care:</p> <ul style="list-style-type: none"> o Provide ministry in crisis care, including counseling, hospital, and home visits. o Arrange a schedule with support from Deacons and Rainbow staff as appropriate for ministering to hospital patients, shut-ins, and others in need of regular visits. o Provide spiritual and moral leadership to the congregation. o Discern emergency assistance requests together with designated staff. o Assist Gifts Discernment and Church Staff in cultivating the unique spiritual gifts and potential within everyone. o Assist as appropriate Children and Youth Faith Formation Director(s) in providing Christian education and nurture within the congregation. o Plan periodic classes to provide instruction and information for potential new members to acquaint them with the Christian faith, the Mennonite Church in general, and Rainbow Mennonite Church. o Work with Children and Youth Faith Formation Director(s) and Associate Pastor in leading baptism and church membership instruction. <p>Community Engagement and Advocacy</p> <ul style="list-style-type: none"> o Equip and guide the congregation in maintaining connections between Rainbow Mennonite and the surrounding Rosedale neighborhood through community engagement opportunities. o Maintain communication with area and conference organizations in order to discover, coordinate, and equip the congregation for outreach opportunities suitable for Rainbow, including but not limited to Rosedale Development Association (RDA).. o Be Staff liaison to Outreach Committee, Reparations Committee, and Peace and Social Justice Committee.
Knowledge and Skill Requirements	<p>Qualifications:</p> <ul style="list-style-type: none"> ● Excellent organization, written and oral communication skills. ● Ability to work effectively and efficiently both independently and as part of the RMC team.

	<ul style="list-style-type: none"> • Excellent leadership and management skills. • Excellent problem solving and conflict resolution skills. • Ability to work on multiple projects at the same time. • Microsoft office and Google Workspace computer skills. <p>Must demonstrate a working knowledge of:</p> <ul style="list-style-type: none"> • Applicable laws and regulations in relationship to position. • The role of the position in relationship to the RMC congregation and its vision.
Preferred Education and Experience	Masters of Divinity degree preferred.
Certificates/ Licenses/ Special Requirements	Current Pastoral credentials or licensure required.
Salary Range	Salary will be determined based on MCUSA denominational guidelines, and in consideration of negotiated benefits.
Supervision and Evaluation	<p>An annual performance review will be conducted by the Deacons, prior to the anniversary date of the pastor. Before the end of the first three years and prior to the anniversary date of the pastor, a major review involving the entire congregation will be carried out according to the church constitution and guidelines of the Western District Conference. Major reviews will then occur every five years.</p> <p>The Lead Pastor will provide annual performance reviews of other church staff, assisted by and in consultation with the Personnel Committee.</p> <p><i>Note: This job description should not be construed to imply these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any related duties, as may be required. RMC has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</i></p>
Created Revised	09/2015; 1/2016; 5/6/2019; 6/16/2020; 9/9/2025
	*Approved by Deacons, 12/2015, reviewed 5/6/2019, 6/6/2020, edited 9/16/2025.