

Zion Mennonite Church (ZMC) is actively seeking a settled pastor. The congregation is currently working in a conversational approach towards a renewed mission/vision. These conversations have included discussing the topic of full-time equivalency for a settled pastor. In a spirit of transparency, we are submitting both a .5 FTE and 1. FTE job description to provide potential settled pastoral candidates the opportunity to review this part of our work in progress.

The church council has recently updated the settled pastor job descriptions for both 1 FTE and .5 FTE. However, we wish to acknowledge that the gifts/capabilities of a settled pastor along with our current congregational work will be important in determining the final agreed upon document with a settled pastor. ZMC's memo of understanding is annually reviewed with the settled pastor by the church officers allowing for changes to reflect the vision, needs, and activities within the church.

ZMC wishes to encourage applicants that are interested in a position anywhere between .5 FTE to 1 FTE to express their interest in our church.

PASTOR'S JOB DESCRIPTION for .5 FTE **ZION MENNONITE CHURCH**

as of January 12, 2026

1) Primary Focus

- a) To guide Zion Mennonite Church in its mission “to be and to become disciples of Jesus Christ by living the Anabaptist vision of worship, community and missions and evangelism.”
- b) To provide pastoral leadership to the congregation, calling the congregation to accountability for living the Christian life and encouraging the congregation and its individuals to continue its/their spiritual growth.

2) Primary Responsibilities

a) Preaching and Worship

- i) Coordinate worship planning with Spiritual Life Board, worship leaders, music coordinators, and others appropriate for each service, and, when in attendance, lead a time of sharing and prayer during worship.
- ii) Preach or coordinate a message for each service. Sermons are to be provided by the pastor approximately 2 times per month. Assist with coordination for Sundays on which the pastor is not preaching. It is understood that guest speakers will be utilized.
- iii) Lead weddings, funerals, baptisms, parent/child dedications and other special services.
- iv) Attend as available, church activities outside of Sunday morning services.

b) Administration

- i) Coordinate with the Governing Council the activities of the church.
- ii) Supervise administrative assistant.
 - (1) See Administrative Assistant Job Description 10-21-2024.
 - (2) Church records are currently maintained by volunteers.
 - (3) Provide the “Pray and give thanks...” section of the bulletin weekly.
- iii) Attend and report at Governing Council meetings
- iv) Maintain a minimum of four regular office hours per week and post hours in each bulletin.
- v) Communicate with Church Officers about administrative items as necessary: use of facilities, job description, annual memo of understanding, mileage reimbursement, budget items, and any other church policies.
- vi) Prepare the Pastor's report for the annual church report.

c) Visitation

- i) Have designated office hours for the purpose of meeting with members and regular attenders.
- ii) Coordinate with the Deacons visiting members and regular attenders who are ill, hospitalized,

homebound, in long-term care facilities, or in crisis.

iii) Coordinate with Deacons to contact non-active members as needed.

d) Pastoral Care

i) Provide counseling as appropriate. Provide referrals if long-term counseling is needed.

ii) Provide or assist with arrangements for pre-marital counseling.

iii) Be available to provide pastoral care to families at times of bereavement and transition.

e) Board Interaction

i) Deacon Board/Spiritual Life Board

(1) Attend deacon meetings

(2) Communicate with Spiritual Life Commissioner to determine if attendance is needed at meetings

ii) Education Board

(1) Communicate with Education Commissioner to determine if attendance is needed at meetings

(2) Provide Faith Formation instruction as requested in coordination with Education Board and Deacons

(3) As available, attend Wednesday night activities (Oct-Easter) for the purpose of building relationships

(4) Provide support to Jr and Sr Youth Sponsors as needed.

iii) Facilities Board

(1) Communicate with Facilities Commissioner to determine if attendance is needed at meetings

iv) Outreach Board

(1) Communicate with Outreach Commissioner to determine if attendance is needed at meetings

f) Conference Involvement

i) Inform congregation of Western District and Mennonite Church USA activities

ii) Participate in Western District and Mennonite Church USA activities when appropriate and may serve as a delegate to conferences.

g) Pastoral Growth and Development

i) Care for self with prayer, Bible study, reflection, and personal time. Model a healthy work- life balance that prioritizes the well-being of body, mind, and soul, fosters positive relationships, and manages time and resources effectively through healthy boundaries.

ii) Participate in continuing education events in consultation with the Governing Council.

iii) Consider monthly meetings with a pastoral peer group and/or with a Spiritual director for personal care and professional growth.

PASTOR'S JOB DESCRIPTION for 1 FTE

ZION MENNONITE CHURCH

Approved January 11, 2026

1. Primary Focus

- a. To guide Zion Mennonite Church in its mission "to be and to become disciples of Jesus Christ by living the Anabaptist vision of worship, community and missions and evangelism."
- b. To provide pastoral leadership to the congregation, calling the congregation to accountability for living the Christian life and encouraging the congregation and its individuals to continue its/their spiritual growth.

2. Primary Responsibilities

a. Preaching and Worship

- i. Coordinate worship planning with Spiritual Life Board, worship leaders, music coordinators, and others appropriate for each service.

- ii. Preach or coordinate a message for each service.
- iii. Perform weddings, funerals, baptisms, child dedications and other special services.
- iv. Attend as available, church activities outside of Sunday morning services.
- b. Administration**
 - i. Coordinate the activities of the church, with the assistance of the Governing Council.
 - ii. Supervise administrative assistant.
 - 1. See Administrative Assistant Job Description 10-21-2024 (attached)
 - 2. Maintain church records in coordination with any church volunteers
 - 3. Provide the "Pray and give thanks..." section of the bulletin weekly.
 - iii. Attend and report at Governing Council
 - iv. Establish and maintain regular office hours
 - v. Communicate with Church Officers about administrative items as necessary: use of facilities, job description, annual memo of understanding, mileage reimbursement, budget items, and any other church policies
 - vi. Prepare the Pastor's report for the annual church report including church statistics
- c. Visitation**
 - i. Have designated office hours for the purpose of meeting with members and regular attenders.
 - ii. Coordinate with the Deacons visiting members and regular attenders who are ill, hospitalized, homebound, in long-term care facilities, or in crisis.
 - iii. Coordinate with Deacons to contact non-active members as needed.
- d. Pastoral Care**
 - i. Provide counseling as appropriate. Provide referrals if long-term counseling is needed.
 - ii. Be available to serve as a spiritual mentor for individuals in the congregation.
 - iii. Provide pre-marital counseling
 - iv. Be available to provide pastoral care to families at times of bereavement and transition.

3. Board Interaction

- a. Deacon Board/Spiritual Life Board**
 - i. Attend deacon meetings
 - ii. Communicate with Spiritual Life Commissioner to determine if attendance is needed at meeting
- b. Education Board**
 - i. Communicate with Education Commissioner to determine if attendance is needed at meetings
 - ii. Provide Faith Formation instruction as requested in coordination with Education Board and Deacons
 - iii. As available, attend Wednesday night activities (Oct-Easter) for the purpose of building relationships
 - iv. Provide support to Jr and Sr Youth Sponsors as needed
- c. Facilities Board**
 - i. Communicate with Facilities Commissioner to determine if attendance is needed at meetings
- d. Outreach Board**
 - i. Communicate with Outreach Commissioner to determine if attendance is needed at meetings

4. Conference Involvement

- a. Inform congregation of Western District and Mennonite Church USA activities.

- b. Participate in Western District and Mennonite Church USA activities and may serve as a delegate to conferences.

5. Pastoral Growth and Development

- a. Care for self with prayer, Bible study, reflection, and personal time. Model a healthy work- life balance that prioritizes the well-being of body, mind, and soul, fosters positive relationships, and manages time and resources effectively through healthy boundaries.
- b. Participate in continuing education events in consultation with the Governing Council.
- c. Consider monthly meetings with a pastoral peer group and/or with a Spiritual director for personal care and professional growth.