

**Foothills Mennonite Church**  
**Associate Pastor**  
**Job Description**  
**March 15, 2023**

**Position**

The Associate Pastor will support the Lead Pastor in providing spiritual and pastoral leadership at Foothills Mennonite Church and will work cooperatively with other leaders in the congregation to live out the vision of the church. The leaders foster community life, nurturing an environment of connectedness in the congregation where all persons are encouraged to a deepening faith and relationship with God, and a commitment to following the way of Jesus in a life of service to this church and the wider world.

The Associate Pastor will have a particular focus on Sunday worship coordination and youth leadership.

**Qualifications**

- Commitment to an Anabaptist Mennonite understanding of faith, and to following the *Confession of Faith in a Mennonite Perspective* and the standard of ethics as presented in *A Shared Understanding of Ministerial Leadership*
- Credentialed or eligible to be credentialed by Mennonite Church Alberta
- Relevant training/education; Christian/Ministry Studies preferred
  - Openness to further training/education opportunities

**Personal Attributes**

- Deeply grounded in the Biblical story and the life, death and resurrection of Jesus
- Interest in preaching and teaching
- Demonstrated capacity for leadership and ability to work collaboratively with others
- Ability to respect theological diversity within the congregation
- A dynamic and growing faith that finds expression in daily life and in relationship with others
- Self-awareness and a demonstrated ability to empathize with others

**Accountability**

- The Associate Pastor is accountable to the Lead Pastor, as well as the Board of Trustees as the elected leadership of the congregation
- The Associate Pastor will meet regularly for guidance, support and encouragement from a Pastoral Support Group

**Expectation/Compensation**

- Three-quarter-time position (30-33 hours per week)
- Paid vacation
- MC Canada compensation
- MC Canada benefits

## **DUTIES AND RESPONSIBILITIES**

### **General**

- Support the Lead Pastor and church board in the overall church leadership and weekend service planning, design, and execution
- Work as part of a pastoral/staff team, led by the Lead Pastor
- Participate in staff meetings and leadership meetings
- Attend Sunday morning services and maintain active church membership
- Build connections with the congregation
- Keep up to date with correspondence and other paperwork
- Participate in Mennonite Church Alberta ministries, area conferences and relationships upon discernment and consultation with the Lead Pastor
- Manage a flexible schedule with a combination of regular office hours, evenings and weekends
- Fulfill role of Worship Leader regularly on Sunday mornings
- Preach occasionally
- Perform other duties as assigned

### **Worship Oversight**

The Associate Pastor will assist in overseeing, planning, facilitating and leading Sunday morning worship. Note: this position is not oriented around musical ability.

- Participate with the Lead Pastor and worship committee and their work of tending the worship life of the community. Assist in planning and facilitating weekly worship services
- Responsible for oversight of Sunday morning services
  1. Communicate with worship committee volunteer coordinator
  2. Monitor and update worship spreadsheet regularly
  3. Communicate with scheduled worship participants (speaker, worship leader, scripture reader, music team, etc.)
- Ensure that worship materials and music are utilized within copyright law
- Support and mentor volunteer worship leaders/participants as needed

### **Youth Leadership**

The Associate Pastor will provide youth ministry leadership, equip youth leaders, advocate for the youth and engage the youth in the life of the church.

- Take responsibility for the leadership, planning, equipping and organization of youth ministries for students grades 7-12.
- Identify, develop and mentor youth leaders
- Plan and facilitate evening youth events for social engagement and discipleship
- Take responsibility for pastoral care with youth in the congregation
- Facilitate conversations with youth to foster faith formation
- Work with the Trustee for faith formation to plan and implement Junior and Senior youth Sunday School
- Encourage service opportunities locally and beyond
- Encourage youth participation in larger church and conference programs

- Work with the Finance Trustee to plan youth ministry budget
- Create opportunities to engage youth in Sunday worship services
- Advocate for the youth in the congregation
- Help facilitate baptism/membership classes for youth
- Maintain communication with youth and parents
- Promote Camp Valaqua summer involvement for students
- Participate in Camp Valaqua summer ministries as discerned with the Lead Pastor
- Encourage and facilitate youth retreat opportunities