

## **Job Description for Associate Pastor of Community Life and Outreach**

### Portland Mennonite Church

**Purpose:** The Associate Pastor of Community Life and Outreach will work with the pastoral team to help Portland Mennonite Church 'seek the peace of the city.' The Associate Pastor will work to strengthen the life and ministry of the church both within and beyond the congregation.

**Essential Roles:** The Associate Pastor will provide primary leadership and support to the core ministries of Congregational Life and Community Outreach.

#### *Congregational Life:*

- Guide and support the work of the Congregational Life Core Ministry Team, seeking to nurture warm, hospitable, authentic and meaningful relationships within the church;
- Provide pastoral care and facilitate congregational care in partnership with the other pastoral staff and in collaboration with the Congregational Care Group;
- Actively participate in and support the work of the Stephen Ministry team;
- Facilitate the work of the Small Groups Committee; actively engage newer congregants and help people find their place in the life and ministries of the church;
- Nurture meaningful relationships among young adults at PMC and encourage their participation in all levels of congregational life.

#### *Community Outreach:*

- Guide and support the work of the Congregational Outreach Core Ministry Team, seeking to engage PMC in ministries of mercy and justice;
- Actively develop relationships with Community Partners, enabling the congregation to connect the faith of the church with our life in the city;
- Encourage the congregation to participate in public acts of witness for peace and equity;
- Support and encourage the congregation's participation in the emerging Family Promise of Metro East program;
- Develop avenues for inviting and welcoming people to join us as we live out our distinctively Anabaptist faith in Christ and the Gospel, including facilitating the work of the Welcome Luncheon Committee.

The Associate Pastor will work collaboratively with the other pastoral staff in relating to the core ministries of Worship and Faith Formation:

#### *Faith Formation:*

- Guide and support the Faith Formation Core Ministry Team;
- Work with the Adult Education Committee to implement a meaningful array of classes that challenge and deepen Christian faith;
- Co-lead the Membership Class (twice/year).

#### *Worship:*

- Lead worship and preach regularly (once each per month);
- With the pastoral staff, mark important passages in congregant's lives (births, weddings, baptisms, funerals).

The Associate Pastor will be engaged in congregational life; will be an active member of the staff team; will nurture his/her own spiritual life; and may be assigned other responsibilities as needed.

***Core Characteristics:***

- Personable (strong interpersonal skills; warm, outgoing, adaptable; relate well to people inside and outside PMC)
- Organized (skilled administratively and in communication)
- Collaborative (seeks connections; looks for partnerships; values shared work)
- Motivational (serving as a catalyst, inspiring vision; supporting/encouraging volunteers)
- Creative (initiates, adapts, brings energy)
- Centered (holds clear Anabaptist/Christian commitments and is comfortable with diversity and differences)

***Position:*** Full-time Associate Pastor of Community Life and Outreach, with benefits (including PTO, retirement, health insurance according to Portland Mennonite Church's 'Employee Benefits and Policies'). This is a salaried, exempt position.

***Qualifications:*** The Associate Pastor of Community Life and Outreach will be committed to the life and mission of Portland Mennonite Church (and will be or will become a member of the congregation), as well as the theology and practices of Mennonite Church USA; will be seminary-trained (M.Div. preferred); will be ordained or seek ordination with the Pacific Northwest Mennonite Conference.

***Accountability:*** The Associate Pastor is accountable and will report regularly to the Table; the Lead Pastor will serve as immediate supervisor.

Affirmed by the Table (July 28, 2021)