

## **Job Description: Senior Pastor**

**Summary Description:** With dependence on God and in collaboration with the Elder Board and congregation, provide pastoral direction and care to Mt. Vernon Christian Church in its fulfillment of God's mission.

### **Key Objectives**

1. Honor God through his personal life and in leading Mt. Vernon to fulfill its mission as an expression of the body of Christ with both local and global ministry
2. Intentionally and effectively lead the congregation in a Spirit-led manner to live out our church motto of being *Neighbors Multiplying God's Kindness*
3. Address all matters of leadership with prayer, respect, humility, integrity, and clarity of communication

### **Essential Qualities**

1. Must give clear testimony to having received Christ as Savior and Lord and a calling to ministry
2. Meets the qualifications of an elder (1 Timothy 3:1-7 and Titus 1:6-9)
3. Must be male (1 Timothy 2:12)
4. Demonstrates leadership skills, including relational, teaching, and administrative proficiency
5. Demonstrates a life of experiencing God and sharing Jesus, showing evidence of a zeal for outreach to the local community and for world mission
6. Must give testimony and evidence of a healthy marriage (if married) and family life along with a belief in the sanctity of marriage according to the Scriptures – one man, one woman, as described in the church by-laws

### **Responsibilities**

1. Pray for the congregation, community, and mission of the church
2. As a member of the Elder Board, participate in developing and implementing long-range vision for the church
3. Oversee and develop all programs of the church and all staff of the church, meeting

regularly to ensure healthy oversight and accountability. (This responsibility excludes those individuals and commissions who report directly to the Elder Board, including the Trustees and Treasurer)

4. Preach Biblically-based sermons at least an average of three Sundays per month
5. Facilitate meaningful life-event milestones (baptism, child dedication, weddings, funerals, writing references, etc.)
6. Represent Mt. Vernon to AMEC (Alliance of Mennonite Evangelical Congregations), including serving as a resource when invited and available
7. Invest in the development of a godly and wholesome church culture by ensuring shepherding of congregational participants in need of spiritual, physical or emotional help; and ensuring that leadership decisions throughout the church occur in healthy ways
8. Oversee effective and comprehensive communication in-house, externally, and online
9. Perform all other duties as required

### **Time – Hours per Week**

This position is full-time with an expected schedule of 50 hours per week. This may vary and adjustments made in order to both fulfill responsibilities and maintain personal health.

## **Additional Job Description Information**

### **Nature of Role and Evaluations (Authorization and Accountability)**

1. Within the context of Mt. Vernon's bylaws, function within a governance model that is elder-led, pastor-guided, and congregationally accountable
  - a. The pastor is authorized to make decisions in all areas for which he is responsible.
  - b. The pastor is accountable to the Elder Board as a whole, meets with the board, and is a voting member.
  - c. In between meetings, an elder appointed by and representing the board (usually the chair of the board) will be the primary point of communication with the pastor.
  - d. In a more general sense the pastor is accountable to the congregation and all of its participants, not in a "governing" sense but in the sense of wholesome Christian mutual accountability.
2. Employment is at-will for both parties, able to be concluded by either the employee serving in this role or the appropriate church leadership at any time, with or without cause.

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3. An annual review is to take place led by the Elder Board. Evaluation forms with specific areas for review are to be defined in advance.

### **Compensation and Resources**

1. Compensation will be on a salaried basis as an employee of Mt. Vernon Christian Church.
2. Non-taxable benefits will be clarified at the time of hire and reviewed annually (life insurance, housing allowance, etc.).
3. Taxable adjustments (increases, medical coverage, etc.) to the base salary will be made based on annual review, changes in experience and education, adjustments for inflation, etc. as funds are available.
4. Budgeted funds will also be provided for ministry related expenses (mileage, cell phone plan, etc.) .

### **Resources Available**

1. The Elder Board is available to define long-term vision and direction for Mt. Vernon, as well as to provide guidance, framework, and support for the pastor.
2. Office staff may be hired to assist the pastor and congregation.
3. The people of the church are an invaluable resource - human resources at their best who are spiritually gifted, and engaged.
4. Specific lines in the budget may be defined as administrated by the pastor.
5. Consultation outside the congregation may be sought on a per-needed basis.

### **Method of Appointment (see By-Laws)**

1. The Elder Board of Mt. Vernon appoints a Pastoral Discernment Commission.
2. The Pastoral Discernment Commission (PDC) will lead in the process of searching, interviewing, and recommending a candidate to the Elder Board.
3. As approved, the PDC and Elder Board will jointly recommend to the congregation a candidate for pastor; this will include opportunities for the congregation and candidate to get to know each other.
4. The members of Mt. Vernon will respond to this recommendation through a congregational vote.

## Specific Instructions or Limitations

1. There shall be no misuse of funds or use of church funds for personal gain.
2. There shall be no disrespect demonstrated to anyone due to gender, ethnicity, disabilities or social position.
3. All communications should be clear, above-reproach, and free of sexual innuendo.
4. Doctrinal teaching, whether formal or informal, shall not undermine or disregard Biblical teaching and doctrine as understood and defined by Mt. Vernon's Elder Board; should there be any questions concerning doctrinal matters, these should be openly discussed with the Elder Board in a timely manner.

**Questions** concerning this role may be addressed to the Elder Board of Mt. Vernon. In the case of a pastoral search inquiry, this may be addressed to the Pastoral Discernment Commission.

**Changes** to this job description may be made by the Elder Board in communication with the pastor.

Edits affirmed by:

Person in Role: \_\_\_\_\_ Date:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Sign)

Print Name: \_\_\_\_\_

Oversight/Supervisor: \_\_\_\_\_ Date:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Sign)

Print Name: \_\_\_\_\_

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