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#### *Job Description*

### **Executive Minister**

#### **Our Vision**

God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy and peace, so that God's healing and hope flow through us to the world.

#### **Statement of Identity and Purpose**

God calls, equips and sends the church to engage the world with the reconciling Gospel of Jesus Christ. We are a community of disciples of Jesus, a part of the Body of Christ, covenanted together as congregations, regional churches, and a nationwide church body. Gratefully responding to God's initiatives, and empowered by the Holy Spirit, we commit ourselves and our resources to calling, equipping and sending the church to engage the world with the reconciling Gospel of Jesus Christ.

#### **Ministry Mandate**

The Executive minister is the spiritual leader of MC Canada and works with the Joint Council, Executive Staff Group and the Regional Churches to promote healthy and spiritually vibrant Anabaptist congregations that are actively engaged in God's mission in the world.

Working together with Regional Church leaders, the Executive Minister supports Regional Churches as they connect congregations to domestic and international witness opportunities, leadership training, and the various resources that they need to thrive in their call to share Christ's reconciling love with their neighbours at home and around the world.

#### **Appointment**

By an action of the Joint Council, upon a recommendation by a search committee appointed by Joint Council

#### **Accountability**

Accountable to and supervised by the Joint Council

#### **Time Commitment:** 1.0 FTE

#### **Qualifications**

- Demonstrated commitment to Anabaptist/Mennonite theology and practice
- Possesses the vision and skills for leading Mennonite Church Canada in its call to be a missional church
- Theological training and ministerial experience
- Holds or be eligible for ministerial credentials
- Attends to and maintains appropriate personal boundaries in all relationships

### **Personal qualities**

The Executive Minister of Mennonite Church Canada demonstrates the following qualities:

- A gift for nurturing, representing and inspiring a unifying vision for the congregations of MC Canada.
- A non-anxious presence who inspires the trust and confidence of staff, leaders, congregations, volunteers, donors, and partner organizations of MC Canada.
- An engaging communicator who is articulate, has excellent listening and written skills, and the ability to connect interculturally.
- A relational style of leadership that is approachable, collaborative, inclusive, and embraces the diversity within the nationwide church.
- An executive capacity to effectively plan, organize, delegate responsibility, and oversee the administration of MC Canada policies and mission.
- A basic competency in the use of communications technology

### **Key Responsibilities**

- 1. Work collaboratively with the Regional Church Executive Ministers to develop and implement a strategic plan consistent with the vision and mission of Mennonite Church Canada, and the policies established by the Joint Council.**
  - a. Produce, update, and execute a strategic plan for implementing the goals established by the Council and approved by the delegates, with appropriate implementation plans.
  - b. Lead the MC Canada staff team in implementing the strategic plan.
  - c. Nurture the fiscal health of MC Canada.
- 2. Lead, organize, and motivate staff for effective service.**
  - a. Communicate to staff the vision, mission and goals of the Church.
  - b. Model and encourage good self-care.
  - c. Inspire staff by example, relationship and direction.
  - d. Oversee the hiring, supervising, and performance reviews of MC Canada staff.
- 3. Manage financial, human and physical resources in a prudent manner consistent with policies established by the Joint Council as well as federal, provincial, and local laws and regulations.**
  - a. Ensure appropriate financial controls are exercised at all levels.
  - b. Ensure a safe and healthy workplace.
  - c. Ensure personnel policies approved by Joint Council are in place and are followed, including compensation and benefit packages.
  - d. Ensure good stewardship of the physical resources necessary for conducting the work of the Church.
  - e. Provide advisory support to the Nominating Committee.
- 4. Relate effectively with the constituency of Mennonite Church Canada, Mennonite Church partnerships and external agencies.**
  - a. Maintain strong relationships with leadership in regional churches.

- b. Nurture, broker, implement, and review Witness partnerships, including receiving invitations from international partners and working with Regional Churches who will convey the opportunities to MC Canada congregations.
- c. Oversee the arrangement of delegate gatherings where the work of the denomination is reported and the Church is built up through worship, fellowship and study.
- d. Represent Mennonite Church Canada in partnership relationships with Mennonite World Conference, Mennonite Church USA, other national Mennonite Churches and organizations; as well as the Canadian Council of Churches, the Evangelical Fellowship of Canada, other inter-church relations, and developing other partnerships authorized by the Joint Council
- e. Speak on behalf of MC Canada to media, government and other public arenas.

**5. Support the Joint Council, the Executive Committee and the Moderator in fulfilling their responsibilities.**

- a. Participate in Joint Council meetings and Executive Committee meetings, reporting regularly and receiving the direction of the Council and Committee.
- b. Assist the Moderator in timely development of an agenda and docket for meetings.
- c. Keep the Joint Council informed of current issues and developments through regular and supplemental reports.
- d. Oversee the arrangement of meetings of the Council and Committee as requested.
- e. Provide, together with the Executive Director of Mennonite Church USA, support for the Joint Executive Committee.

**6. Attend to continuing education and self-care.**

- a. Attend to personal health—physical, mental and spiritual.
- b. Balance work responsibilities with family, personal and congregational time.
- c. Participate in appropriate training and continuing education.

**Mennonite Church Canada expects all staff to demonstrate the following:**

- A personal faith in Christ as Saviour and Lord
- Being active in a local congregation that is a member of a regional church in MC Canada
- Upholding the Confession of Faith in a Mennonite Perspective as a theological guide for the church
- Being committed to the vision of MC Canada as a missional church
- Adhering to the Personnel Policies of MC Canada
- Being energetic, creative and capable of multi-tasking
- Working well with others as a team worker

**Special Considerations:**

- This position requires considerable travel within Canada, and occasional travel outside of Canada
- Residing in or relocating to Winnipeg