

Boulder Mennonite Church (BMC) Transitional Minister Job Description

01/08/26

BMC is seeking a full-time Transitional Minister to serve starting as soon as possible for a 9-15 month time period. The Transitional Minister, in addition to supporting ongoing congregational ministry, will provide leadership focused on congregational self-study, identity, vision and structure work. The Transitional Minister will champion BMC's mission: Boulder Mennonite Church is a vibrant, Christ-centered community welcoming all people to know God and to be ambassadors of God's love, healing, and peace. As a Christian community, called by Jesus to be inclusive, caring, and peace-minded, we affirm that people of any race, ethnic identity, gender identity, sexual orientation, ability, age, economic status, or life situation are welcome to be in full participation in our congregation and in our denomination, MC USA.

QUALIFICATIONS desired in the Transitional Minister:

- Ordination in good standing in a Christian tradition/denomination.
- Familiarity with Mennonite beliefs and practices.
- Minimum of 5 years experience as solo, associate, interim or transitional minister.
- Transitional/Interim ministry training and experience.
- Training and experience leading and managing congregational systems and processes, conflict transformation.
- Knowledge of current broader church trends with creative ideas for a future church.
- Ability to practice healthy self-care, balancing personal needs for nurturing of own soul, mind and body.

TASKS for the Transitional Minister/Transitional Process include (but may not be limited to):

A. TRANSITIONAL TASKS

The Transitional Minister will lead/chair a Transition Team made up of 2-4 congregational leaders who will all work together to design and implement a transitional process.

1. Teach/educate as needed in support of a healthy transitional process.
2. Prioritize fellowship, socializing and community building for members in addition to facilitating the work of the transition process.
3. With the congregation, review (celebrate and learn from) BMC's history and ministry.
4. With the congregation, review BMC's financial situation.
5. Lead congregation in articulating/owning forward-looking missional vision and identity.
6. Lead the congregation in exploring options for and envisioning a leadership structure with staffing needs that will support the vision and identity.
7. Provide guidance to the BMC Search Committee for determined pastoral staffing needs. (The Transitional Minister will not be a member of the BMC Search Committee.)
8. Attempt to surface and address any unresolved congregational conflict in order to provide the best possible scenario for the success of a future pastor.
9. Provide time, space and support for grieving the loss of a long-term pastor.
10. Help the congregation prepare for and anticipate new pastoral leadership.

B. ONGOING CONGREGATIONAL MINISTRY TASKS:

1. Maintain the viability, presence and outreach of the congregation. Encourage and support congregational leadership, programs, peace and justice ministries already underway. Encourage programs that may emerge as BMC continues to seek to be a relevant community following in the ways of Jesus. Meet monthly with Council.
2. Be responsible with Worship Committee for the development and delivery of meaningful weekly Sunday morning worship services.
 - a. Work with the Worship Committee for planning of themes and relevant worship service components. Typically, Transitional minister will choose scriptures and offer sermon and pastoral prayer during worship; suggestions for other service components are welcome also.
 - b. Preach at least 3 times per month.
 - c. Perform rituals of dedications, baptisms, marriage, communion, funerals as needed.
 - d. Transitional Minister will be present at Lenten, Easter, Advent and Christmas season services unless advance arrangements are made.

- e. Create awareness within the Congregation of local and global peace and justice concerns and challenge the Congregation with examples of peace.
3. Support Deacons in providing pastoral care in crisis or significant situations as appropriate (severe illness, special needs, etc.). Meet monthly with Deacons.
4. Coordinate with part-time Church Administrator for office operations.
5. Participate as time allows in Mountain States Mennonite Conference (MSMC) pastor support gatherings and in other MSMC and Mennonite Church USA functions and relationships.

ACCOUNTABILITY

The Transitional Minister is accountable to the BMC Council and will make reports in person at monthly Council meetings.

The Pastor-Congregation Relations Committee (PCRC) will meet at least quarterly with the Transitional Minister to maintain good relationship between the Transitional Minister and the Congregation.

The Transitional Minister will develop a relationship with Mountain States Mennonite Conference Minister Amy Zimbleman for support and advocacy in the Transitional Minister role.

ADDITIONAL NOTES:

The Transitional Minister will not be considered as a candidate for the future long term pastoral position. The intent is to free the Transitional Minister to ask questions or offer any counsel they deem appropriate during the transition process whether the questions/counsel be easy or difficult for the congregation to hear.

An agreement/contract/covenant of understanding will be negotiated using MC USA's Transitional Pastor Policy as a starting point for conversations.

Approved by BMC Council, 1/8/2026.

Sources consulted include -

Boulder Mennonite Church Pastoral Job Description 2025 Draft.

MC USA Interim Ministry: Supply or Transitional Pastor document.

MC USA Transitional Pastor Policy.

First Mennonite Church Denver Interim Pastor Job Description 2024.

Classified Ad:

Boulder Mennonite Church, Boulder Colorado, a member of Mountain States Mennonite Conference, seeks a 1-year full-time Transitional Minister. The Transitional Minister will support ongoing congregational ministry and will provide leadership for congregational self-study, identity, vision and structure work. To learn more about us visit <https://bouldermennonite.org/>. For inquiries contact churchadmin@bouldermennonite.org.