

Title: Minister of Congregational Care and Leadership

Purpose: The Minister of Congregational Care and Leadership will nurture an environment of robust communal care by building and sustaining intergenerational networks of care and supportive structures - both practical and spiritual. This position also directs and coordinates the work of ministry circles, providing support and oversight to circle leadership, ensuring that the work of ministry circles aligns with congregational values and touchstones and that environments of inclusivity, civility, and healthy dialogue are being fostered.

Accountability: This position reports to the Senior Minister as Head of Staff

Qualifications:

1. Deep commitment to a progressive Christian faith
2. Enthusiastic team builder with the ability to teach and delegate
3. Administrative and organizational skills including strong written and oral communications
4. Approaches leadership from a place of vision, creativity, intentionality, authenticity, and spirituality
5. Divinity degree and ordination within the UCC
6. Previous pastoral experience preferred

Primary Responsibilities

Public Leadership plays a key role in creating transformational, relational, and communal gospel living. Often, this manifests in the worship space. This position's **responsibilities for worship and public leadership include:**

1. In collaboration with the Senior Minister and other staff, facilitates liturgical leadership for all services of worship. Preaches during Sunday worship service on average once/quarter.
2. For members, officiates or facilitates leadership at all related services including weddings, funerals and similar services as directed by the Senior Minister.
3. Works with a team of paid staff and volunteers to develop the online worship community.

Spiritual Formation is foundational for faith development and understanding how our personal lives/stories interact with God's story. Spiritual Formation is rooted in relational living with God, the church, and the broader community. It fosters personal connections to biblical teachings, spiritual disciplines, and spiritual activism. This position's **responsibilities for spiritual formation include:**

1. Facilitates some form of group spiritual formation (i.e. 9am hour on Sunday mornings, or another day/time offering).
2. Plans and leads special classes (i.e. Lectionary, confirmation, lenten groups, etc.)

Pastoral and Communal Care often looks like paying close attention and practicing deep listening. Practicing taking good care is a foundational element for building the Beloved Community. It focuses on developing connections, creating communities of practice, celebrating life, being present in suffering, and re-memorizing each other's Belovedness. Through exquisite attention we find deeper connections to God, our faith, our community, and ourselves. This position's responsibilities for **pastoral care and relational development include:**

1. Directs the training required for and participates in pastoral care, supported by the Parish Nurse and Senior Minister.
2. Provides oversight and develops leadership within the congregational care network
3. Oversees the work of Ministry Circles through the life cycle of each group
4. Facilitate the integration of Ministry circles ideas and objectives into the context of our congregation through worship, activism, and community building
5. Support Ministry circles by providing spiritual care and theological grounding for actions and study
6. Facilitate connections between ministry circles where appropriate
7. Facilitate the mobilization of new groups in the church community based on the expressed interest of congregational members and discernment of leadership (council and staff/clergy)
8. Support circles in clarifying, discerning and communicating their work alongside First Congregational's Touchstones to the broader congregation and community

Administration is one of the foundations for ministry. It helps to establish guidelines, policies and procedures that make wider ministry possible. It also equips and empowers lay leaders to service more fully within the community. This position's **administrative responsibilities include:**

1. Attends regular staff meetings
2. Supervise employed staff and volunteer leadership as directed by the Senior Minister
3. Facilitates staff evaluations as appropriate and directed by Senior Minister
4. Serves as an ex-officio, non-voting member of the Church Council and all Ministry Circles, Committees, and Working Groups. Attendance at Ministry Circle, Committee, and Working Group meetings is invitational, not mandatory.
5. Prepare and submit an annual report to the congregation
6. Oversees budget line items including purchasing, approving and reimbursing purchases as directed by the Senior Minister