

## **Glencoe Union Church**

### **Associate Minister Position Description and Application**

#### **Overview of Position:**

Glencoe Union Church, a progressive, mainline Protestant church on the Northshore of Chicago, is seeking a person experienced in ministry who is eager to be a part of a collaborative, dynamic pastoral team. The Associate will work collaboratively with our Senior Minister, Rev. Erin Raska—and with our staff and lay leadership—to provide leadership for the overall ministry of GUC and will have a pivotal role in helping to generate and launch new initiatives. GUC is at an exciting time in its life and ministry as it continues to grow and flourish in its 150<sup>th</sup> year of ministry. While the Associate will have particular areas of focus, such as Youth, Children and Family Ministry and working with certain committees, she or he will also share in preaching tasks and planning and leading of weekly worship. The Associate will participate in the pastoral care ministry of the congregation and assist in various administrative tasks as well.

The following list enumerates the basic competencies we are hoping to find in our candidate:

#### **Spiritual Competency:**

- A genuine spiritual life— an experience of faith that exceeds (even as it informs) one's role as a Pastor
- A life shaped by spiritual practices/experience that can be shared with others in a natural and inviting manner
- A mentor to congregants, as a fellow pilgrim on the way, not as a high spiritual achiever

#### **Emotional Maturity/Relational Competency:**

- Ability to work closely with colleagues in cooperative (vs. competitive) mode
- Ability to freely give and receive feedback, valuing feedback as essential to the experience of shared ministry
- Strong sense of self, possessing an accurate appraisal of one's skills and competencies and, at the same time, eager to grow, develop, and improve
- Ability to negotiate relational intimacy and distance with parishioners

- Genuine care for others—ability to communicate that care appropriately across the spectrum of age and life situation

### **Communicative/Performative competency:**

- Conveys a relaxed presentation, and understands the importance of being well-prepared, thoughtful, and well-spoken—in preaching and liturgical leadership
- Capacity to think on one's feet and not appear scripted or stilted
- A communicative style that puts people at ease
- Thrives on collaboration
- Strong work ethic -- sets a high standard for oneself in terms of job performance
- Ability to generate ideas and take initiative in collaboration with colleagues
- Contributes creative energy and ideas to worship planning
- Assists with technology in worship and congregational communication

### **Intellectual Competency:**

- Curious, inquisitive, reader of books, lover of ideas, an insatiable learner
- Facility with Scriptural interpretation and ability to communicate a knowledge and love of Scripture in a way that cultivates in listeners a desire to know and read more
- Theologically multilingual, with a strong center of gravity...able to speak confidently of one's own convictions in a way that does not close off conversation and interaction with others, and instead invites and stimulates engagement

Below we list the basic responsibilities and terms of the job.

### **Scope of Responsibilities:**

- Worship Leadership
  - Collaborate with the Senior Ministry and Director of Worship and Music in the planning and leadership of the Worship Life of the congregation
  - Preach, at least once a month and perform weddings, funerals, interments, baptisms as needed

- Pastoral Leadership
  - Oversee work with children, youth and their families:
    - Cultivate a ministry to youth that invites youth to explore and grow their faith while also building a supportive and engaging community
    - Plan and lead Confirmation
    - Oversee Children's Ministries, including supervision of the Director of Children's Ministry and Sunday School staff
    - Nurture relationships and build a community with and among parents of youth and children
  - Contribute to Adult Education offerings in line with interests and capacities
  - Collaborate in pastoral care and visitation
  - Work with pastoral team and lay leaders in developing new member initiatives, fellowship gatherings and other strategic initiatives
  - Perform tasks related to worship communication; set-up technology/equipment to support communications
- Outreach Ministry (service and justice work) Leadership, along with the Outreach Committee, engaging GUC members in the work of our nonprofit partners
- Administrative and Communications Leadership
  - Attend Board of Directors meetings. Leverage technology to support communications, particularly the GUC website

### **Training and Experience:**

- Completion of a Master of Divinity degree from an accredited seminary
- Ordination, or seeking ordination, within a Protestant denomination
- A minimum of five years of experience in ministry preferred

**Compensation:**

We will offer a competitive compensation package, including healthcare and retirement and manse.

**Application Process:** Please submit the following materials via email to [careers@glencoeunionchurch.org](mailto:careers@glencoeunionchurch.org)

A cover letter in which you respond to the following questions:

- Why does this position appeal to you at this point in your ministry?
- From the brief outline of the position and competencies we have provided, share two or three questions that have come to mind.

Your résumé—if you have a denominational profile that you would be willing to share with us, please include it with your materials.