United Congregational Church of Tolland

Position Description for the Community Engagement Pastor

**Primary Position Responsibilities** -- The Community Engagement Pastor is directly responsible for coordinating and facilitating the spiritual and practical ministry of the membership of the United Congregational Church of Tolland (UCCT) outside its walls and dedicated congregation. This Pastor will provide program development for the congregation's ministry in the community and beyond. The Community Engagement Pastor reports directly to the Senior Pastor.

**Scope of the Position**

- **Community Engagement**
  - Create and facilitate programs and opportunities for the congregation to engage locally with, and within, the community
    - With consideration of identifying several Youth specific opportunities
  - Primary contact for the Outreach and Response team to facilitate living out the mission and vision of the church in the community
  - Attend relevant community meetings and events, establish relationships with community leaders.
  - Engage in advocacy work that is consistent with the core values, mission and vision of the congregation
  - Responsible for planning the annual Peace & Justice Sunday worship service

- **Pastoral Care**
  - Assist Senior Pastor with visits to homebound/shut in members; expect to visit each person (approximately 10 people) twice a year.
  - Assist Senior Pastor with more emergent pastoral care needs (hospitalization, pastoral concerns, end of life, etc.) as necessary. Bring emergent community needs for pastoral care to the attention of the Senior Pastor.

- **Worship & Preaching**
  - Responsible for preaching once per month, including creation of the worship bulletin.
  - Assist the Senior Pastor with worship leadership (including content creation) when not preaching
  - Assist with services that respond to community needs (vigils, ceremonies of witness, dedications, etc)
  - Primary leadership and planning for special services including (but not limited to) Blue Christmas, Ash Wednesday and Easter Sunrise Service (6am)
  - Participate in special worship services including (but not limited to) Christmas Eve (8pm & 11pm), Maundy Thursday, and Good Friday
  - Responsible for creating and leading worship when the Senior Pastor is not present (usually 6x/year)

- **Education**
  - Assist creating content for, and providing weekly co-leadership to, the Confirmation Class from October-May each year
• **Reflection**
  - Engage with Senior Pastor in one hour of reflection in spiritual and practical ministry every other week.
  - Meet with a Pastoral Relations Committee every other month
  - Participate in weekly Staff Meetings

• **Other opportunities (as time permits)**
  - Explore other opportunities in the church that may be of interest (i.e. funerals, meeting with various committees, working on projects of interest, etc.)
  - Coordinate these activities with the Senior Pastor

**Expected Commitment and Compensation**

The expectation is that the Community Engagement Pastor shall work half-time for 52 weeks a year with a minimum of two days in the office in addition to Sunday. This position will be a salary position. Compensation and paid time off will be commensurate with education and experience. It is expected that this individual will be compensated separately for any weddings, funerals, or preaching opportunities beyond the worship services outlined above. These are to be arranged with the couple being married, the funeral home, or church leadership requesting the additional pastoral services. Mileage to fulfill job requirements will be reimbursed based on the UCCT mileage policy at IRS rates.

This position is a two-year commitment that can be extended with the agreement of both parties.

The successful candidate will adhere to the Covid-19 protocol as outlined in the UCCT Employee Handbook as well as the Regathering Team requirements.

**Required Expertise**

The position of Community Engagement Pastor requires an individual with strong faith-based leadership skills and the ability to work with individuals of all ages and diverse backgrounds. Other requirements include:

- High ethical standards
- Maintains confidentiality
- Strong written and verbal communication skills
- Strong organizational skills
- Ministers effectively to people in crisis situations
- Encourages people to relate their faith to their daily lives

**Education**

Master of Divinity or advanced course work preferred

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