**SMALL CHURCH SEEKING SETTLED PASTOR – PART TIME (1/4 Time)**

**The Hadlyme Congregational Church**

**47 Town Street, P.O. Box 332**

**Hadlyme CT 06423**

* **Reply to:** **Hadlymecc@gmail.com**
* **Weekly:** It is expected that the Pastor will spend approximately 10 hours per week (actual time spent is at his/her discretion) on:
* Sunday Service preparation and conducting such service, including baptisms for church members if they occur during regular services. Conduct communion the first Sunday of each month. Worship generally lasts for 45 minutes to an hour, followed by a social gathering. We believe Christian fellowship and interaction with each other is important to our continued faith.
* Providing hymns to the organist/pianist a minimum of 5 days prior to each Sunday service
* Preparing, typing and making copies of Sunday bulletins\*. Some occasional help available, but there is no office staff. Church has a copy machine. Paper and bulletin cover/template will be provided. Basic office supplies are provided. No other office equipment or computer are at the church.

\*We are currently using a pre-printed Order of Service. The Clerk will make copies for each Service. The Pastor’s role is to provide the Call to Worship, Scripture readings and hymns on an insert or by announcing them during the service. Bulletins for special services (such as Easter or Christmas Eve) may be typed and copied by the Clerk, if needed.

* Attend and participate in three quarterly Church Council meetings and one annual Church-wide meeting by offering a prayer to start each meeting prior to beginning the agenda. Occasional special meetings may be called and the Pastor may be asked to participate. All meetings are held on Sunday mornings immediately following worship.
* Provide an annual Pastor's report for inclusion in the church's Annual Report.
* Write a brief Pastor's letter (if desired) for the church newsletter (2 -3 a year, generally)
* Provide compassionate Pastoral care for sick members or shut ins when needed (minimal - Deacons handle routine visitation). There is no requirement to maintain office hours at the church or to make home visits. Both are at the pastor’s discretion.
* There are currently no evening or mid-week meetings. Committees (such as Deacons, Trustees, etc.) arrange and conduct their own meetings as needed. Much of this is done informally.

**In addition** to the duties described above:

* Conduct weddings and funerals for church members as needed or assist the Deacons in securing an alternate pastor. Schedule and fees will be negotiated with the requesting parties.
* Participate in the community Easter Sunrise service if it resumes post-COVID (in conjunction with other area churches this is held at Gillette’s Castle around 7:30 a.m. on Easter morning and our Pastor has participated). Additional pay for this service will be at the regular weekly rate.
* Christmas Eve service takes place on December 24th at 5:00 pm. Additional pay for this service will be at the regular weekly rate.
* **Related Duties:**
* Ability to deliver inspirational, meaningful and relevant Bible-based sermon messages that apply Christian principles to everyday life. Avoid openly controversial or contentious political issues.
* Ability to relate and minister to parishioners of all ages, cultures and ethnicities.
* Establishment and maintenance of relationships with area pastors for the benefit of the community
* **Salary**:
* Negotiable – (starting salary up to $350) for each Sunday worship service plus each special service, such as for Easter Sunrise or Christmas Eve. Pay for any additional time over the 10 hours per week will be negotiated, based on UCC guidelines. Such time must be approved by the Church Council in advance. Total compensation will be reviewed annually at the Annual Church Meeting in January.
* Payments will be made at the end of each calendar month via on-line banking unless another schedule is agreed upon. Payment will be made by check. No direct deposit or wire transfer is available.
* Paid time off for vacation/sick leave is 4 weeks per calendar year. This is accrued at one (1) week per completed calendar quarter. Up to four (4) weeks total may be accrued and carried forward or paid at termination. Additional unpaid time off can be arranged as needed. Pastoral coverage for time off will be arranged by the Deacons.
* Pastor will be classified as an independent contractor and as such will be provided with a 1099-NEC Form at end of each calendar year. Income taxes, insurance, Social Security, pension and any other deductions/taxes will be the responsibility of the Pastor (i.e., no additional income provided for taxes, retirement or any insurances).