United Congregational Church of Tolland
Position Description for the Student Pastor

Primary Position Responsibilities -- The Student Pastor is responsible for assisting the Senior Pastor with the spiritual and practical ministry of the United Congregational Church of Tolland (UCCT). The Student Pastor will provide leadership and program development for the congregation’s Board of Mission and Outreach and help with the planning and implementation of the Youth Fellowship program. The Student Pastor reports directly to the Senior Pastor.

Scope of the Position

• Worship & Preaching
  o Responsible for preaching four times from September-May (October, December, March, May), including creation of the worship bulletin.
  o Assist with worship service when not preaching.
  o Conduct children’s sermons a minimum of two times each month and offer the pastoral prayer a minimum of two times each month.
  o Participate in worship services including baptism, communion, and other special occasions in the life of the church.
  o Participate in special worship services including (but not limited to) Blue Christmas, Christmas Eve (8pm & 11pm), Ash Wednesday, Maundy Thursday, Good Friday, and Easter Sunrise (6am) unless they conflict with courses at Andover Newton at Yale.

• Missions
  o Primary contact for the missions committee, including attendance at the monthly meetings and offering pastoral or administrative support to the committee as required.
  o Responsible for planning Peace & Justice Sunday on January 16, 2022.
  o Assist the Missions Committee with discerning how to be “God’s hands and feet” both here in Tolland and beyond.

• Youth
  o Work with Youth Committee in planning, visioning and implementing youth program.
  o Attend Youth Committee meetings unless they conflict with courses at Andover Newton at Yale.
  o Participate in Confirmation classes and activities led by Senior Pastor.

• Pastoral Care
  o Assist pastors with visits to homebound/shut in members.
  o Assist Senior Pastor with more emergent pastoral care needs (hospitalization, pastoral concerns, end of life, etc.) as necessary.

• Staff Meetings
  o Attend staff meetings, unless they conflict with schoolwork at Andover Newton at Yale.
- **Supervision**
  - Engage with Senior Pastor in supervision/reflection in spiritual and practical ministry in accordance with the Yale Divinity School requirements.

- **Student Pastoral Relations Committee**
  - Participate with a committee composed of three church members; meet monthly (or more frequently if needed) for conversation and reflection on their ministry to help become acclimated to UCCT and the community of Tolland.

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

**Expected Commitment**

The Student Pastor will begin on August 30, 2021 and finish on May 29, 2022 (39 weeks). The expectation is that the individual shall work 20 hours/week with a minimum of two days in the office in addition to Sundays. Compensation will be at a rate of $20/hour for a total compensation of $15,600. Mileage to fulfill job requirements will be reimbursed based on the UCCT mileage policy at IRS rates. Two paid Sundays off will be provided during this period to be coordinated with the Senior Pastor. Any additional approved time-off will be uncompensated.

**Required Expertise**

The position of Student 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 and a clear background check
- Maintains confidentiality
- Strong written and verbal communication skills
- Strong organizational skills
- Strong commitment to educational ministry of the church
- Ministers effectively to people in crisis situations
- Encourages people to relate their faith to their daily lives

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