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## First Congregational Church, United Church of Christ, Camden Maine

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**Position:** Director of Congregational Life

**Hours:** Full time, exempt

**Reports to:** Minister

**Partners with:** Membership Committee and Deacons

**Responsibilities:**

Promote the ministries of the church by connecting the unique gifts of individuals with meaningful opportunities to serve. Work in partnership with the Membership Committee, Board of Deacons and other staff to identify and initiate ministries that nurture and provide fellowship for all members, new and current. Working in partnership with the minister, develop and implement approaches to meet the pastoral needs of the congregation while maintaining confidentiality.

1. Identify ministry needs and opportunities at First Congregational that will strengthen and deepen the relationship members have with their faith and with each other and support vitality in congregational life. Promote and coordinate ministries that engage members with a particular focus on special programs on relevant topics, new member integration, leadership development and faith in action. Current examples include women's programs, lay liturgy, hospitality ministries, Prayer Shawl Ministry, Soup's On, and others.
2. In collaboration with the minister and relevant committees, identify those in the congregation who may need or appreciate pastoral care and coordinate home visits and needed care for those who are ill or homebound. Work with Care Team to develop effective pastoral approaches and skills.
3. Identify, train and support volunteer leadership to take responsibility for shared ministries.
4. Work with the minister and relevant committees to establish ways to assess the effectiveness of ongoing ministries and change where change is needed.
5. Develop and implement a broad array of communication strategies to ensure that:
  - a. Congregation members are aware of ongoing activities, programs and ministry opportunities;
  - b. Volunteer opportunities are identified and promoted, and
  - c. Community members are well informed regarding opportunities to participate in the life and work of the church.
6. Work collaboratively and enthusiastically with other members of staff to support the entire vision and mission of the church.

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7. Establish individual and program goals and objectives annually and take part in ongoing professional development. Review progress routinely with minister.
8. Develop and manage a budget specific to this role.
9. Submit a written annual report for inclusion in the church annual report
10. Develop and maintain documentation of standard operating procedures related to this position to ensure activities can be carried out consistently over time.

### **Minimum Qualifications:**

**Education:** Strongly prefer Bachelor's Degree in church ministry, social services, education, communication, or other related fields.

**Experience:** Must demonstrate the ability to fulfill responsibilities in a compassionate, self-directed and flexible manner. Excellent organizational, verbal and written communication skills and computer literacy are essential. Experience with outreach and service work preferred. Familiarity and experience of church life a strong asset. Familiarity with the United Church of Christ denomination is helpful. Must be able to travel locally as needed.

### APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter and a resume with contact information to [churchoffice@camdenucc.org](mailto:churchoffice@camdenucc.org). Indicate **Application / Director of Congregational Life** in subject line.

Deadline for applications is April 11, 2017. We will confirm receipt of all applications by email, and will contact those qualified to move forward in the search process.

This is a full time, salaried position. In order to develop and maintain strong connections with the congregation, occasional evening and weekend time will be required. Compensation and benefits will be commensurate with the selected candidate's qualifications and experience and with the guidelines of the Maine Conference, UCC. While this is not an ordained position nor is it intended to lead to ordination, all qualified individuals are encouraged to apply.