



**Position Posting for the First Church of Christ,
UCC (Center Church) in Hartford, CT**

The Warburton Director of Outreach Ministries is, a new position inviting creative ideas for enhancing and expanding our ministries in the city of Hartford in non-traditional ways by offering a new variety of worship opportunities, meeting people where they are, literally and spiritually. The Warburton Director will carry out the mission and vision of Center Church to connect its members with the community, and assist the community through its membership.

Terms of Employment:

- 35 hours a week salary \$37,500
- Benefits include but are not limited to: health and dental coverage (Anthem Blue Cross/Blue Shield); pension and disability insurance (UCC); other benefits to be negotiated
- Two weeks of vacation and two weeks of continuing education
- 3-year program, with two additional years possible extension, beginning in August/September of 2012; with ninety days' notice, either the congregation or the Warburton Director may terminate the employment agreement

General Expectations

- Work closely with the minister of Center Church and the Board of Outreach
- Preaching, teaching and administering the sacraments.
- Participate fully in the life of Center church, keeping a flexible schedule allowing time to attend meetings and social gatherings of the church

Specific Responsibilities

- Nurture partnerships with the city's organizations and institutions in order to further the vision and mission of Center Church and the Warburton Trustees (e.g. Hands on Hartford, Christian Activities Council, Charter Oak Cultural Center, Trinity College, Goodwin College, Family Life Education)
- Keep office hours in the Church House at least once a week in order to assist people in need and to assist the minister in administering charitable funds (Bed Fund, Social Services Fund);
- Develop new initiatives in consultation with the minister and the Board of Outreach in order to increase awareness of our ministry to the city of Hartford
- Interact with organizations in the city to provide referrals for specific services that are needed by those who come to us for help, and to make these organizations aware of resources available through Center Church
- Provide information about volunteer and mission opportunities to both church members and the larger community through our e-news, website, bulletins, newsletter and postings in front of the Meeting House
- Identify and solicit funding and other resources to support Center Church's urban ministries
- Coordinate and oversee the Center Church Community Breakfasts: maintain strong ties with participating churches, increase the number of Saturdays the breakfast is served, work closely with the Board of Outreach to promote CCCB in the city and to increase the number of partners; offer ministerial services such as communion, anointing for healing and prayers to the participants in the CCCB
- Coordinate the Sunday Morning Coffee Ministry: purchase supplies, line up volunteers, promote participation by members and by potential partners in the wider community;
- Coordinate volunteers for other initiatives including Community Meals (at Christ Cathedral), Walk Against Hunger, Manna Food Drive, Manna Coat Drive and other initiatives the church supports.

Evaluation/Reporting

The Director will be evaluated on a quarterly basis. The Director will meet with the Trustees every year to give a full report of his/her role in the church and in the city.

Education/Skills/Attributes Desired

- Masters of Divinity preferred
- Knowledge of and experience in how to make social services available to those in need
Fluency in use of Microsoft Office applications, social media (Facebook, Twitter, LinkedIn), Internet functions (Google, etc.)
- Ability and desire to work with people of all ages and backgrounds
- Ability to work within a community of faith and help the community reflect theologically about the intersection of faith and public life
- Ability to function as a team-worker as well as a self-starter
- Ability to balance multiple priorities
- Strong work ethic, excellent interpersonal and communication skills
- Finally, it would be essential that the applicant embrace the following Guiding Principles of the First Church of Christ in Hartford, as established in the fall of 2011:

- 1. We seek to be a growing community of service and caring.**
- 2. Opening our building and our hearts to ministry and sanctuary, we embrace the diversity of the city in all its richness of human expression.**
- 3. As an open community, we seek to connect with people through worship and outreach. Honoring our heritage of responding to the changing needs of the city of Hartford, we celebrate God's presence among us.**

If interested, please contact :

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