



SPRING GLEN CHURCH

UNITED CHURCH OF CHRIST

Outreach and Care Coordinator (Part-time)

Spring Glen Church, UCC
Hamden, CT

Reporting to the Senior Pastor, the Outreach and Care Coordinator is a part-time role responsible for partnering with ministers at Spring Glen Church to ensure we are meeting the care needs of our congregation and maintaining ties to our community. As Spring Glen experiences the phased retirement of our Associate Minister, we are searching for someone to ensure these critical ministries continue and the Senior Pastor is engaged appropriately in these areas. This is temporary, part-time role working 15 hours per-week through the end of 2021.

Outreach & Care Coordinator will provide staff support and/or leadership within the existing church ministry programs for pastoral care and community outreach. They will also seek to identify creative and appropriate ways to engage the Senior Pastor and empower lay leaders in these ministries.

Essential Job Functions

- The Coordinator will support the Senior Pastor & the Chaplain in our church's Pastoral Care outreach efforts including but not limited to Lay Caregivers, Deacons, Contemplative Prayer, Aging as a Spiritual Journey, Women's Retreat, Men's Breakfast, Caregiver Peer Support Group, and one-on-ones.
- The Coordinator will support the Christian Action Committee and Benevolence Committee in developing a cohesive strategy for implementing our Open & Affirming vision by working alongside the wider community and our non-profit partners including but not limited to: CONECT, Columbus House, Habitat for Humanity, New Reach, United Way New Haven, the New Haven Pride Center, Simply Smiles, IRIS, and more.
- Demonstrates understanding of spiritual care in an Open & Affirming Christian context across many diversities including, but not limited to race, gender, age, nationality, economic circumstance, physical ability, mental condition, or sexual orientation.
- Responds to referrals & prayer requests from lay leadership and members, engaging other staff as appropriate.
- Maintains ethical principles, professional standards of practice, healthy boundaries, and safe church practices.
- Possess the ability to build relationships and work effectively with diverse groups of members, colleagues, and community members.
- Discern critical areas of involvement for the Senior Pastor and other church leadership and provide direction for this involvement to take place
- Meet established deadlines and assure accurate completion of assigned projects.
- Other duties as assigned.

Percentage Breakdown of Duties

60% Pastoral Care Ministry
30% Community Outreach Ministry
10% Staff Collaboration

Candidates should send a statement of interest and resume addressed to Jim Kenny, Personnel Committee Chair, at jakthird@gmail.com

Required Qualifications

- Bachelor's Degree
- 2+ years of related work experience including counseling experience and volunteer management
- Possess the ability to build relationships and work effectively with diverse groups of members, colleagues, and community members.
- Superior written and verbal communication skills as well as a high level of comfort with the use of multiple technologies and communication platforms (email, Google suite, Zoom, Breeze member database app, etc) in order to deliver that communication
- Ability to work efficiently on several initiatives and projects at once, often with ambiguity and varying timelines.
- Ability to work independently as well as within a team to meet deadlines.
- Valid CT driver's license and current auto liability insurance
- Commitment to the mission statement of Spring Glen Church and a passion for the intersectional values in our Open & Affirming statement, including anti-racism, accessible-to-all, and LGBTQIA+ ministry.

Preferred Qualifications

- Experience in an Open & Affirming church or faith-based work setting
- Master's in theology/divinity or equivalent with the Ecclesiastical endorsement and standing in their religious body.
- Coursework or certificate in Pastoral Care