



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

The Warburton Director of Outreach Ministries is a position that will continue to enhance our ministries in the city of Hartford in non-traditional ways by offering a new variety of worship and service 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 weekly; salary \$40,000
- Benefits include health and dental insurance coverage, as well as UCC pension and disability insurance
- Two weeks' vacation and two weeks continuing education annually
- Position is a three-year term, beginning in May, 2017, with sixty (60) days' notice, either the congregation or the Warburton Director may terminated the employment agreement

General expectations:

- Work closely with the Minister of Center Church and the Board of Outreach
- Preaching, teaching, and administering the sacraments, possibly licensed annually within the Connecticut UCC Conference Guidelines
- Participate fully in the life of Center Church, keeping a flexible schedule allowing time to attend meetings and church social gatherings

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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 at the Warburton Resource and Outreach Center of Center Church's drop-in center ("WROCC") Wednesdays (9:30am-1:30pm) and Thursdays (1:00pm-5:00pm) in order to assist people in need, and outside of these hours in order to assist the Minister in administering charitable funds (Hartford Hospital Bed Funds, 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, newsletters, and postings in front of our buildings, and by being a presence at/during Sunday Worship
- Identify and solicit funding and other resources to support Center Church's urban ministries
- Coordinate and oversee the WROCC's Sunday Meals program: maintain strong ties with participating churches, work closely with the Board of Outreach to promote WROCC in the city, and to increase the number of partners
- 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 Church Cathedral), Walk Against Hunger, MANNA Food Drive, MANNA Coat Drive, and other church initiatives as they arise

Evaluation/Reporting:

- The Warburton Director will be evaluated on a quarterly basis, and meet with the Trustees annually to provide a full report of his/her role in the church and in the city
- The Warburton Director reports directly to the Minister

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Education/Skills/Attributes Desired

- Master of Divinity or seminary training desired
- Knowledge of and experience in how to make social services available to those in need
- Fluency in use of MS Office applications, social media (Facebook, Twitter, LinkedIn, etc.) and 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 is essential that the applicant embrace the following Guiding Principles of the First Church of Christ in Hartford:
 - We seek to be a growing community of service and caring
 - Opening our buildings and our hearts to ministry and sanctuary, we embrace the diversity of the city in all its richness of human expression
 - 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.

Application deadline: January 31, 2017.

Apply to:

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