

First Congregational Church, United Church of Christ
38 South Winooski Avenue
Burlington, Vermont 05401
www.firstchurchburlington.org



Job Description for Director of Congregational Life

Position Title: Director of Congregational Life

Reports to: Lead Minister

Status: Full-time salaried with benefits

Location: First Congregational Church of Burlington, Vermont - United Church of Christ

Fair Labor and Standards Act (FLSA): Exempt

Apply: Please send cover letter and resume by email to: office@firstchurchburlington.org; or by mail it to: Search Committee, First Congregational Church Burlington, 38 South Winooski Avenue, Burlington VT 05401

The First Congregational Church, UCC, of Burlington, Vermont is a progressive faith community, intentionally and enthusiastically in a time of visioning and transition. The Director of Congregational Life (DCL) will be passionate about creative and transformational ministries, working with the Lead Minister, church staff, and congregation to steward this progressive faith community into its next manifestation. This position will be the primary professional staff working to assist and guide member-driven teams in the creative development and implementation of programming throughout the church community. They will focus on two main areas of oversight: Congregational Care and Welcome; and designing and activating engaging faith experiences for all life stages.

Short Description:

First Congregational Church UCC of Burlington VT, is seeking a creative self-starter to bring to life a progressive church's vision of faith, community, and service that is relevant for today. Passion for relationship-building, creativity, and faith in action, is needed to transform our congregation and our ministries.

Responsibilities of the Role

- Work with the Lead Minister to implement creative strategies around the church's vision for the future
- Act as ambassador for FCCB to our visitors, members and to the larger communities in which we reside.
- Work with our lay leaders to integrate new members into the life of the church.
- Work with our Pastoral Care team to support families and individuals who are isolated or in times of need
- Develop and implement creative experiences and environments for faith formation, worship, and service that offer congregants of all ages different pathways to explore and experience faith and connection
- Maintain cohesion between various ministries, so that they do not become "silos" that develop a life or culture of their own, apart from the vision of the church

CONGREGATIONAL CARE

- **Connections + Welcome:** Work with the Connections team to foster a sense of welcome and belonging during worship each Sunday and throughout the week. Be the face of the church on Sundays, and ensure people are greeted, followed-up with, and nurtured into community; help new

members find skill-based ways to plug in to the life of the church; cultivate and encourage authentic community through intentional relationship building.

- **Team and Capacity building:** Work with church staff and lay leadership to recruit new Team members and build leadership capacity among team members. Work with paid staff and volunteer leaders to formulate measurable goals for their ministries, that are in line with the goals and vision of the church. Follow-up to ensure these goals are met.
- **Spiritual Nurture and Care:** Be attentive to the needs of congregation members, working with our lay pastoral care team to ensure members across all life stages are engaged, and cared for in their times of need, bringing in Lead Minister as appropriate.

FAITH EXPERIENCES

- **Worship:** Work with the Lead Minister, the Director of Faith Formation, and Music Director to cultivate new, creative worship experiences that offer people of all ages a variety of pathways to experience God and the Christ
- **Faith Formation:** Work with the Director of Faith Formation to develop special programming for families and youth that are particularly innovative + creative; Design and ensure programming is available and meaningful across the life and diversity spectrum, particularly those who are aging and find traditional connections difficult
- **Special Events:** Work with the Lead Minister and other church leaders to evolve and develop special events in creative ways that are relevant to the current needs and resources of our community, manage special events and projects as they come up.

ENVIRONMENT

- **Art + Creativity:** Work with the Lead Minister and the Faith Formation team to imbue the currently institutional + traditional structure with artistic, creative elements inspired by the congregants, the community, and the Creator.
- **Identity and Welcome:** Work with the Lead Minister, the Building and Grounds team, and the Connections team to develop spaces and signage that offers a visual identity which aligns with the mission and vision of the congregation and invites people to join.
- **Functionality:** Work with the Buildings and Grounds team to update the church property in ways that function better for its current and future role in the community, as well as the needs of current and prospective members
- **Community Education:** Work with our Vision Implementation Team to help foster a multi-purpose use of our space to become a downtown hub of educational and creative pursuits.

You are...

- Passionate about faith and the future of the progressive church
- Highly relational + people-oriented
- Value working within a team, and flexible in meeting needs
- Knowledgeable about theology and how Biblical + spiritual themes manifest in the world today
- Have an eye for the whole, but a heart for the details
- Generally creative with a keen sense for how spaces/environments influence experiences
- Value multi-generational community and have experience working with children, youth, families, and elders
- Experienced in creating meaningful events, performances, or activations
- An entrepreneurial self-starter and willing to take initiative
- Self-motivated and high-energy
- A Type-A Creative who values the artistic process *and* gets things done
- A servant-leader

We are...

- Proudly progressive, intellectual, and social-justice oriented
- Open and affirming
- An aging church with a dynamic new Lead Minister and a small, but mighty core of young families
- In the midst of organizational transformation
- Located in the center of downtown Burlington, Vermont
- Historic and value tradition
- Looking with hope to the future
- Home to JUMP (Joint Urban Ministries Project), The Possibility Shop
- Host to Lumunos, AA, New Alpha Missionary Baptist Church, Small Potatoes (among others)
- Supporter of Dismas House, Meals on Wheels, Small Potatoes, Committee On Temporary Shelter, King Street, Howard Center, the Ronald McDonald House, and other local organizations

Requirements:

- BA in a related field
- Theological experience preferred; seminary not required
- A member of a UCC church or similar congregation