
EMPLOYEE POSITION DESCRIPTION

First Congregational Church of Bellingham
United Church of Christ

Chaplain

*Join the team of a progressive, LGBTQ+ affirming congregation committed to serving peace through justice in Bellingham and beyond. This position begins immediately at 10 hours per week (.25FTE). Starting annual salary \$18,000 +paid vacation and holidays. Find more about First Congregational Church of Bellingham UCC at www.fccb.net. **To Apply:** Send résumé and cover letter addressing the preferred and required qualifications to fccbsearch2021@gmail.com.*

PURPOSE:

To provide in-person and telephone spiritual care and support to members and friends of our congregation through prayer and presence. To confidentially document visits. To support the Called to Care Ministry.

ACCOUNTABILITY:

The Chaplain reports to the Lead Pastor (Head of Staff) and is accountable to the Church Council through the Personnel Committee.

The Chaplain works closely with the Called to Care Ministry.

As Head of Staff the Lead Pastor will coordinate an Annual Performance Review.

RESPONSIBILITIES:

1. At the direction of the Lead Pastor, provide spiritual care and support to members and friends of the church, including in-person and telephone visitation, hospital and convalescent care visitation, and emergency care in time of spiritual or personal crisis.
2. Meet regularly with the Lead Pastor to coordinate spiritual care.
3. Attend monthly Called to Care Ministry meetings and support the work of that team, which includes Stephen Ministry, Parish Visitors, and Health Ministers. Support may include continuing education, coaching and mentoring activities for/ with team members.
4. Respond to the Pastoral Care Emergency call line (serving 1-2 weeks per month).
5. May include periodic support with Memorial Services.

QUALIFICATIONS:

Knowledge, Skills and Abilities Include

- Bachelor's degree in theology, counseling, social services or relevant field that provides the skill set required to complete duties of this position. (Note: Relevant work experience may be substituted for educational degree.)
- Certification from an organization recognized by the Association of Professional Chaplains preferred.
- Completion of at least one unit of Clinical Pastoral Education (CPE) or willingness to acquire within first year of employment.
- Current Boundary Training Certificate by a body approved by the Pacific Northwest Conference UCC or the ability to acquire within first 6 months of employment and every three years thereafter.

Demonstrated experience in and ability with:

- working collaboratively and independently
- understanding of and how to set clear and healthy boundaries in a caring and pastoral manner
- active and empathetic listening skills that include analytical thinking to discern needs and strengths of others
- confidentiality, including discernment about what needs to be shared with others

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- comfort with praying according to others' needs
- diligent record-keeping
- welcoming manner toward all people without regard to race, gender, sexual orientation, gender identity, country of origin, religion, socioeconomic status

Preferred experience with:

- Pastoral visitation

TERMS OF EMPLOYMENT:

- The Employee Policy Handbook contains detailed information on terms of employment.
- A Letter of Agreement for the position will specify the work hours and the compensation for the position.
- Must submit to Criminal History Record Information (CHRI) check (see Employee Policy Handbook for details).