

EMPLOYEE POSITION DESCRIPTION

First Congregational Church of Bellingham
United Church of Christ

Director of Community Life

Join the team of a progressive, LGBTQ+ affirming congregation committed to following Jesus' example of building peace through justice. With 7 full and part-time staff, we have fun while working for good in the world. The position is a .75 FTE (30 hrs/wk), with a flexible schedule. **Compensation:** Budgeted at an annual salary of \$60,000 or \$38.46/hr., DOE. Benefits include medical stipend, paid vacation, and sick leave. Visit www.fccb.net to learn more about us. **To Apply:** *Send résumé with cover letter addressing the preferred and required qualifications to fccbsearch2021@gmail.com.*

PURPOSE:

This newly created position is chartered to facilitate/encourage/coordinate members and attendees of First Congregational Church of Bellingham (FCCB) to grow into our vision as a nurturing, beloved community, growing authentic Christian faith and living Christ-inspired action as the FCCB community transitions and grows towards a lay-led/staff-supported faith community model.

ACCOUNTABILITY:

The Director of Community Life reports to the Head of Staff and is accountable to the Church Council through the Personnel Committee. This position works closely with FCCB's various boards and committees, ministry staff and the Pastor (Head of Staff.)

As Head of Staff the Pastor will coordinate regular performance reviews. As a new and developing position, reviews will occur at six-month, 12-month and 18-month time periods. These assessments will take a broad view of the overall health and vitality of the congregation in relation to the Director of Community Life's efforts. It is anticipated this job description may be amended. The assessments will be conducted by the Pastor with assistance from two Personnel Committee members.

RESPONSIBILITIES:

The FCCB congregation established this position to:

- Identify, develop, promote and support connections within the FCCB community, as well as with FCCB's greater community.
- Seek out, nurture, support and promote congregants to develop and share their talents, interests and spiritual gifts; nurture and promote lay leadership development.
- Direct the discernment, development and on-going support of lay-led ministries.

It is anticipated that the following specific responsibilities of this position will evolve as the vision of "lay-led" becomes more defined

- During worship services, assumes the role of "Primary Greeter," modeling the presence of extravagant welcome; serves as the primary staff point person for our online community during worship services, as well as training others to assume "Primary Greeter" role and assigned "point person" for our online community during worship services.
- Is actively present and welcoming at various FCCB events, services and programs, as negotiated with the Pastor.
- Works closely with FCCB's Membership Board, supporting and facilitating their mission of introducing new members into the life of the church and engaging long-time members.
- Collaborates with and supports Called to Care ministries in their mission of reaching out to less-active members, facilitating and/or problem-solving barriers to participation in our faith community.

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- Communicates to the congregation opportunities for participation and engagement in the life of the church by attending various established board meetings (Faith Formation, Arts in Worship, Mission & Justice, etc.) on an as-needed basis, to learn about their events and special programs. Examples of effective communication tools include but are not limited to:
 - Monday Mission email
 - Friday Announcements email, announcements from the pulpit and pre-service slide show
 - September Ministry Fair that occurs with Gathering In Sunday.
- Promotes coordination of effort among various boards and committees. Example: Quarterly Round Table Discussions where action groups or ministries share efforts and coordinate activities.
- Works with staff and lay leadership to support and enhance adult, youth and child faith formation programming.
- Supervises and conducts an annual review of the Nursery Attendant; assures Background Check is completed per FCCB policy.

QUALIFICATIONS:

- Commitment to the Christian Faith; theological compatibility with the United Church of Christ and progressive Christianity.
- College graduate (education, counseling, social services, coaching, or comparable subject) with minimum two years of experience working with volunteers in a non-profit setting, OR combined education, training and experience that reflects skill set to execute responsibilities of this position.
- Demonstrated leadership, group facilitation, volunteer recruitment/management skills.
- Demonstrated ability around organization, self-direction, collaboration and innovation skills.
- Demonstrated community-building and conflict management skills.
- Demonstrated effective verbal and written communication skills, including active listening, feedback and clarification techniques.
- Welcoming manner towards all individuals without regard to race, gender, sexual orientation, gender identity, country of origin, religion and/or socioeconomic status.

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.
- Hire is contingent on a background check (see Employee Handbook for details).