



Pastoral Assistant for Church Programming

Date Posted: July 11, 2022

Position: Pastoral Assistant

Reports To: Pastor

Relationships: Church Board, various committees, nursery care providers, UCH members and volunteers, community members, other area churches

Context: The United Church of Hinesburg is a progressive, inclusive faith community in rural Vermont. With historic ties to the American Baptist, United Methodist, and United Church of Christ Protestant denominations, members of the church come from different faith traditions, and no-faith backgrounds. Its members are service-oriented and work to address issues like food insecurity, poverty and homelessness, and environmental justice.

Prior to the pandemic, the church was multi-generational, with an active children's program, a dynamic community youth program, regular adult learning groups, and service opportunities. As we emerge from the pandemic, we are looking for someone to help us rebuild our capacity to meet the spiritual, social, and service needs of our community across the lifespan.

General Description: The Pastoral Assistant will be directly responsible to the pastor as a facilitator of the congregational ministry programs and communications. The Pastoral Assistant will coordinate and/or support work in the following areas: Christian Education (children and family faith formation, Adult small groups), Missions & Social Justice, and other areas of programming and communication as needed.

Hours: 16-18 hours/week including Sunday mornings.

Time Frame: Mid-August – Mid-June (42 weeks/756 hours). The UCH program year, plus additional weeks for planning and wrap up.

Salary/Benefits: Starting \$20-22 per hour. Travel reimbursement, continuing education stipend. Two weeks paid vacation and one-week sick time (accrued). Flex-time available.

DESCRIPTION OF DUTIES:

- With the help and support of the Christian Education Committee, oversee the church life of children ages 0-11.
 - Work with the pastor to select, review, and implement Sunday School curriculum.
 - Facilitate the recruitment and training of Sunday School leaders.
 - Coordinate, promote, and implement events and activities Orientation/Sunday School kick-off, Christmas and Spring performances, monthly movie/game-night events, and children's service programs.

- Welcome new families and assist with Sunday School registration.
- Coordinate weekly paid/volunteer nursery care providers for Sunday mornings.
- Participate in professional development opportunities such as New England Association of United Church Educators (NEAUCE), Community of Practice or other equivalents.
- Coordinate with the Pastor to provide regular/seasonal adult programming e.g., small group learning and book groups, movie nights, day trips.
- Missions & Social Justice
 - Support the work of the Missions & Social Justice Committee
 - Coordinate events/promote community involvement in initiatives that address food security, LGBTQIA rights, women’s rights, environmental and economic justice, etc.
 - Help identify, organize, and implement new service and outreach programs that meet the needs of the wider community.
- Other Areas of Programming and Communication
 - Planning, communication, and administrative support for other church activities. Based on personal interests and congregational need, this could include supporting youth programming, fundraising, social media communication, pastoral care, the monthly newsletter, worship responsibilities, property management, and other areas of ministry.

Qualifications and Characteristics:

- Education: Preferred undergraduate degree in related or adjacent field, or equivalent learning experience.
- Work/Volunteer Experience: Preferred experience working in progressive religious communities, education, and/or community organizing. Prior experience working with children and families.
- Communication: A good writer. Preferred experience communicating electronically (email, website, social media, etc.). General proficiency in off-the-shelf administrative software. Willing to speak in front of large and small groups. Able to facilitate small groups.
- Strong interpersonal and organizational skills.
- Curious, creative, and kind. Inclusive.
- Interested in, and supporting of the spirituality of people across the life span.
- Strong personal ethic. Good with boundaries. Self-managing.

Interested Applicants: Please send your resume to unitedchurch@gmavt.net.