

## Interim Pastor Scope of Work

### **Objective**

First Congregational UCC seeks a full-time Interim Pastor to support our congregation as we continue the process of hiring and transitioning to a new settled pastor. The Interim Pastor will be expected to provide worship leadership, pastoral care, management and support of our church staff, and guidance and support to our existing church leadership.

The Interim Pastor will not be considered for the long-term position of a settled Pastor. Those interested in the long-term position should apply for the long-term position and not the interim position. We expect to have a job posting for the settled Pastor role available sometime in mid 2023.

### **Background**

First Congregational UCC of Naperville is a thriving and progressive church that values both traditions and new ideas. We are located in a rapidly growing, family-oriented western suburb of Chicago. We have 254 members (2022) and are an active faith community grounded in 189 years of history. Our congregation, the oldest organized church in DuPage county and the second Congregational church in Illinois, began worshipping together in 1833. We have been at our present site since 1846.

We are an Open and Affirming church committed to welcoming all who come to our place of worship and who desire to praise God and to seek Christ. We aim to have an accepting, caring, and nonjudgmental spirit and to renew faith and restore power for living. A central foundation of our church is a dedication to justice and peace issues. Our domain name is "[loveandjustice.org](http://loveandjustice.org)" for a reason; we actively denounce acts of discrimination and violence against any person. We care for each other, the community, and the planet, and we take concrete steps to prove it. We aim to spread Christ's radical message of love and justice throughout the world.

Our church is a busy place; every day of the week something is happening at First Congregational UCC. Here are some of the things we are up to:

- *Sunday Worship:* We currently hold in-person services that are live streamed each Sunday morning. Music is an integral and vital part of our services. We are blessed to have many people in our congregation willing to share their diverse musical skills and talents to enrich the worship experience. Prior to the pandemic, average in-person program-year attendance was 125; in 2022, average in-person program-year attendance has been 89.
- *Youth:* The Christian Education Ministry has a strong commitment to the spiritual and everyday life issues our youth face. We have programming available for all ages including the nursery, elementary and middle school Sunday school on Sunday mornings, and middle school and high school youth groups on Sunday evenings. We have a part-time Director of Christian Education who keeps volunteers organized and engaged. (Confirmation classes are held every other year by the Pastor.)

- *Music:* We have a part-time Director of Music Ministry for our thriving musical program. Music throughout the calendar year includes offerings from the Chancel Choir, Chancel Band, Bell Choir and Spirit Band. In addition to providing regular Sunday morning music, the Chancel Choir also has a special Lenten Music Program during one Sunday in Lent and expanded musical offerings for the Christmas Eve service. Summer music is voluntarily provided by individuals (or small groups). The Director also organizes four “Music with a Mission” concerts per year, described under Community Partners, below.
- *Mission and Social Action:* We have a very active and engaged focus on mission and social action. Each year, 4.5% of our offerings are dedicated to this work, often contributing to local, national, and global charities aligned with our values. For 30 years, we were a PADS emergency shelter site hosting unhoused individuals and families one night per week, but recently a new location is being used and these services are no longer needed. Currently we participate in a partnership with a church in Angola (Africa), Chicago’s Night Ministry, Feed My Starving Children/ Feed the Need MobilePack, and the CROP hunger walk. Our work also involves supporting refugees in our community as well as local activism, particularly on issues related to gun control and climate change.
- *Community Partners:* We rent or share our space with community groups for meetings, concerts, classes, and other programming; these groups include Community Access Naperville (a group that provides daytime activities for adults with developmental disabilities), Youth Outlook (a group that supports LGBTQ+ youth), and various recovery groups. Many of these groups are ones whose mission we support, and several were started by members of First Congregational. Each quarter, our Director of Music Ministry organizes a “Music with a Mission” concert advertised to the wider community; each concert has free admission but collects a free-will offering for a different local charity.
- *Social Activities:* Our congregation offers a variety of activities throughout the year to help members and visitors connect with each other. Activities include Women’s Spirituality Group, Book Club, Men’s Lunch, Ladies Do Lunch, Pick-A-Party, Epiphany Party, and Music with a Mission Concerts (described above).

In addition to the above, we support a Member in Discernment, a seminarian studying at Garrett Evangelical Seminary.

## **Scope of Call**

**Duration:** Estimated 9-15 months. The Interim Pastor will step down from this position once a settled Pastor begins working at the church.

**Schedule/Classification:** Exempt, Full-time (Paid an annual salary on semi-monthly basis). The interim pastor should plan to be off two full days per week.

## **Relationships and Accountability:**

The Interim Pastor is:

- Primarily responsible to the Council of Ministries
- Accountable to the Fox Valley Association Committee on Ministry for compliance with the association’s guidelines on pastoral service
- Expected to adhere to the UCC Minister’s Code of Ethics

## **Summary of Responsibilities:**

### **1. Provide Transition Support**

- Support the church leadership and congregation in the process of discernment as we continue to reflect on the past and establish our vision for the future of our church.
- Assist the congregation in acknowledging and processing emotions and concerns related to the uncertainty and discomfort of transition.
- Work with the Pastoral Search Committee to identify the appropriate qualities and goals for our next long-term pastor. Feedback from congregants and staff on this topic is currently being obtained.
- Work with the congregation and Council of Ministries to establish an effective support/assistance program for a new settled pastor.

### **2. Provide worship leadership**

- Organize regular and special services of worship, presiding, preaching and administering the sacraments according to the Church's customs.
- Work with the Worship Ministry to set worship, special services and communion schedules.
- Prepare sermons, preach and preside at weekly and special worship services.
- Coordinate worship music with the Music Director and Organist.
- Plan, coordinate and officiate at special services.

### **3. Work with Ministries and Committees**

- Attend meetings of the Council of Ministries and Worship Ministry.
- Provide input to and attend other Ministry meetings as appropriate. Ensure Ministry activities are aligned with the Church's Mission Statement.
- Provide for equipping, training and nurturing, of lay leaders in both their administrative and spiritual development.

### **4. Provide for the faith formation of children, youth, adults and families in cooperation with Christian Education and other Ministries**

- Coordinate with the Director of Christian Education, and support as needed, in nurturing and developing the Church's children, youth and family ministries.
- Provide development and evaluative leadership for Christian Education and faith formation ministries and programs.
- Serve as a professional resource to the Director of Christian Education, the Christian Education teachers, and the Christian Education Ministry.
- Lead the Confirmation program beginning in the fall of 2024 if a new settled pastor has not begun working by this time.
- Work with the Community Life Ministry to facilitate confirmands' integration into the Church community.
- Work with Christian Education Ministry to ensure that the Church is "Child and Youth Friendly" and upholds its Safe Church Policy.
- Provide pastoral and professional guidance and support for youth and youth ministry leaders, including supportive engagement with youth programming.
- Support development and nurture of adult education programs and serve as a teacher where appropriate.
- Lead Children's Time during the Sunday service once a month.

**5. Provide pastoral care leadership for the Church**

- Provide and support pastoral care ministries as appropriate.
- Offer short-term personal, family and pre-marriage counseling.
- Call on the sick and homebound, visit members in hospitals and nursing homes, provide crisis and bereavement care.
- Officiate at weddings, baptisms, funerals and memorial services as appropriate.
- Refer members and friends of Church to other community resources.
- Encourage development and sustaining of a caring network for responding to crisis and special needs of members/friends.

**6. Perform Church administrative duties and supervision**

- Perform administrative duties related to the Church office, directing staff as required for ongoing operation and ministry of the Church according to the Church's bylaws. The Pastor supervises the work of the office manager and bookkeeper; the Pastor also shares oversight of the custodial contractor in partnership with a representative from the Trustees Ministry.
- Assist the development and refinement of the administrative structure of the Church (including organizational roles and responsibilities), working regularly with Church Ministries, committees and leaders to equip, develop and assist them in carrying out their assigned duties.
- Supervise new and on-going activities of Church employees and conduct annual performance reviews of staff.
- Meet with staff regularly.
- Work with committees in the hiring of personnel.
- Provide for regular communications with the congregation through newsletter, email, etc.

**7. Provide leadership in the Church's community life and fellowship ministries**

- Work with the Ministry for community life to enhance and develop new and ongoing fellowship and faith nurturing opportunities (e.g., small groups).
- Encourage and participate in appropriate social and fellowship ministries of the Church.
- Support special events such as the Music with a Mission concerts; for example, by introducing the event and welcoming guests.

**8. Lead and promote evangelism as part of Church growth and development**

- Lead the Church in systematically reaching out to and actively welcoming visitors and prospective members.
- Visit prospective new members.
- Support the Community Life Ministry in nurturing and assimilating new members. Currently, new member meetings are held after Sunday services at church, as needed.
- Encourage outreach to inactive members as appropriate.

**9. Provide stewardship leadership (Time, Talent and Treasure)**

- Encourage a wide range of opportunities for Church members and friends to participate in and lead the ministries and mission of the congregation.
- Provide guidance and support for an effective financial stewardship ministry to develop and sustain the Church's vital human resources, property, ministries, and programs.

**10. Provide leadership and participate in mission and social witness through appropriate congregational, denominational, ecumenical, and interfaith ministries**

- Further missions and social justice outreach of the congregation; participate in denominational / ecumenical / interfaith events and activities.
- Provide guidance and support to congregational ministries for missions, social concerns and social justice in fulfillment of FCC Just Peace Covenant and “Open and Affirming” Statement.
- Participate and encourage lay involvement in appropriate community organizations as a witness to FCC’s values and mission of inclusivity.
- Offer ministry of caring support to those in need beyond the Church
- Represent and encourage congregational participation in UCC activities.
- Attend as a delegate the meetings of the Fox Valley Association and the Illinois Conference UCC.