



# FIRST CONGREGATIONAL CHURCH OF SAN JOSE

UNITED CHURCH OF CHRIST

**Title:** Church Profile  
**Location:** 1980 Hamilton Ave, San Jose, CA 95125  
**Date:** February 12, 2024

## About Us:

First Congregational Church of San Jose, UCC, in partnership with the United Disciples Fellowship, a Disciples of Christ Congregation, is looking for a full-time Designated Term, Senior Minister, for a period of time between 3 to 5 years, to start as soon as possible. We expect the DTM Minister to serve from early-June 2024 through June 2028.

We are an energetic, welcoming, Open and Affirming church of 243 members with a progressive theology, a sense of community, and an active lay leadership. We have one Sunday worship service and additional special services throughout the year. Our services are filled with a joyful spirit, a sense of God's presence, music, scripture, pastoral meditation, and prayer. We have successfully implemented live streaming and now provide both in-person and online worship services. We have an outstanding music program, a well-attended adult education program, and a vital ministerial staff, both lay and ordained. Our youth group and children's programs are growing since the pandemic. Our Director of Youth and Family Ministries is providing weekly activities and various kinds of support directly to our families, including Family Nights, Little People Players theatre program, and annual holiday events.

We offer multiple, vibrant small groups engaged in a wide range of activities, such as Bible study, spiritual exploration, and grief support. We also have a growing, enthusiastic participation in community outreach and civic engagement, including Rebuilding Together Silicon Valley (repairing homes for residents in need), Silicon Valley Sponsoring Committee (addressing issues such as housing insecurity and mental health in the community), and hosting Silicon Valley Safe Parking.

The church is fiscally sound, with no debt and a stable tenant (Springbridge International School). This complements our members' financial support as we grow our ministry both locally and in the wider world. This spring, our we completed our Sanctuary Improvement Project and invested over \$1M back into the church campus and Sanctuary.

After a three-year ministry, our Senior Minister is leaving on good terms to relocate to Sacramento to be closer to family. We are therefore looking for an experienced Designated Term Minister to maintain the continuity of the church's ministry and mission. The DT Minister will be responsible for the spiritual leadership of the church during a specified period of time, generally between three to five years. The Designated Term Minister may also apply to the role of Settled Minister at the end of their term.



"We are a diverse and accepting community that welcomes everyone, regardless of race, ethnicity, sexual orientation, gender identity, gender expression, age, socio-economic status, or physical, mental, or emotional abilities, to participate fully in all facets of the life and ministry of our congregation."





**Title:** Senior Minister

**Designated Term:** June 1, 2024, through June 2024 (estimated)

**Purpose:** The Senior Minister is responsible for:

- The spiritual leadership of the church
- Leading the membership in fulfilling their call to be faithful witnesses of Christ's presence through word and works.
- Engaging with the congregation in the discernment process to envision who God is calling us to be as we move into a future which will clearly be different than our

*First Congregational Church of San Jose, United Church of Christ worships in partnership with United Disciples Fellowship*

408.377.7121 • 1980 Hamilton Avenue, San Jose, CA 95125 • [www.firstccsj.org](http://www.firstccsj.org)

recent past.

The Senior Minister will help the congregation identify and drive the changes, both large and small, that are necessary to maintain the viability of FCCSJ, as a messenger of God's all-inclusive love, and as a force for realizing Jesus' vision for a just and loving world, well into the 21<sup>st</sup> century.

FCCSJ is already engaged in multiple activities and initiatives (listed below) which are part of this church transformation process. The Senior Minister will work with lay leaders, who will drive administrative and logistical components of these activities, to help provide vision, guidance, leadership, and coordination across these activities to ensure they act synergistically to transform FCCSJ. This will specifically include guidance on implementing these challenging and potentially uncomfortable changes in a caring and loving way.

- Engaging with UCC Building and Loan Fund to provide their Visioning and Strategic Planning services to help FCCSJ articulate our Mission in actionable terms.
- Evaluating different options for the development of our church campus property to determine the path which will best support the mission of FCCSJ moving forward.
- Continuing our engagement with community groups like the Silicon Valley Sponsoring Committee and the Silicon Valley Safe Parking organization, as we seek ways to alleviate the hardships of people dealing with housing insecurity.
- Building on our live streaming capabilities to create a more engaging hybrid worship service to meet the needs of our immediate church family and to extend our reach into the wider community.
- Supporting our Community Communications Ministry Team to enhance our communications to outside groups and individuals, to better "tell our story", and to expand our use of social media to better connect with individuals using their preferred channels of communication.

### **Senior Minister Job Responsibilities:**

- Lead the congregation through intentional reflection and assessment of current practices to identify how we can improve on the ways we pursue our mission.
- Plan the weekly worship service with staff, and then lead the worship team in delivering the in-person (and live-streamed) worship service.
- Participate in counseling, weddings, baptisms, and funerals as requested by members of the congregation and the community.
- Participate in providing pastoral care to all members of the congregation, as needed, in conjunction with the Minister of Pastoral Care and Connections.
- Communicate regularly and effectively with the staff and congregation, including observations about the condition and health of the church.
- Manage the office and pastoral staff to maximize the efficiency, effectiveness, and engagement of the staff.
- Facilitate weekly staff meetings to share pastoral concerns, discuss weekly-activities, and develop plans to enhance mutual ministry.
- Provide guidance and support to staff and lay leadership as they plan and implement ongoing programs.
- Work with the Music Director to plan and support the music program.
- Maintain the vitality of the church's ministry and mission by encouraging and supporting the ongoing programs of the church, including our small group programs.

- Be available as a leadership resource to boards, committees, and ministry teams.
- Participate in the adult education program, as needed.
- Meet regularly with the Pastoral Relations Committee to address any issues with staff or congregant interactions, and to receive general support.
- Share leadership of information sessions for potential new members, as needed.
- Participate in UCC Conference and Local Association activities as time allows.

**Management:**

The Senior Minister is the manager of the following staff:

- Associate Minister of Pastoral Care and Connections (P/T)
- Director of Music (P/T)
- Director of Family Ministries (P/T)
- Office Manager (P/T)
- AV Manager (volunteer, P/T)
- Web Master (contractor, P/T)

**Time Required:**

40-45 hours per week with work preferably performed on the church campus (subject to health and safety criteria). Work to be performed off-campus should be coordinated with the Moderator and the Pastoral Relations Committee.

**Qualifications/Skills:**

**Personal:**

- Deals amicably and patiently with people
- Demonstrates quality and professionalism in all work
- Maintains confidentiality in all counseling relationships, personnel issues, and appropriate financial matters
- Applies the concepts of faith, worship, and theological education in carrying out Bridge Minister duties.

**Professional:**

- Able to use required computer software system
- Familiar with use of social media to communicate and promote the work and programs of the church
- Able to drive informed decision-making in collaboration with staff and/or lay leadership, as appropriate
- Demonstrate commitment to collaborative style of management and leadership

**Credentials:**

- Ordination through a recognized ecclesiastical body and ministerial standing granted by the Committee on Ministry, Northern California Nevada Conference of the United Church of Christ
- Interim Minister training is highly desirable

- Experience:**
- A minimum of five years serving in an ordained capacity with a multi-staff church
  - Prior experience as an Interim Senior Minister is highly desirable

**Employment Terms/Organization:**

**Compensation:** We follow UCC Northern California Nevada Conference Guidelines for compensation and benefits, including medical, dental, annuity, and Social Security offset

**Employment Type:** Exempt

**Immediate Manager:** Moderator with support from the Pastoral Relations Committee

**Responsible Committee:** Church Council

**Last Updated:** February 12, 2024