



## **Pastoral Associate, Job Description – March 2024**

*Spring Glen Church UCC, Hamden, CT, Southern New England Conference, New Haven Association*

**Vision** – The Spring Glen Church (SGC), an Open & Affirming congregation of the United Church of Christ, understands the importance of ministering to & with community members as they age, particularly those 60 and older. We envision this ministry happening through age-specific programming, intergenerational community, and individual connection. While many secular programs exist in our region to address the logistical needs related to aging, SGC inhabits a crucial niche for the theological & spiritual dimensions of aging including: processing new limitations, discerning call in retirement, grieving many different kinds of loss, assessing medical anxieties, processing logistical shifts, caretaking for loved ones, opening up to receive care, and growing into the elder identity within the congregation.

**Position** – The Pastoral Associate will provide programming and pastoral care that prioritizes the spiritual needs of elders in our community and for people of all ages encountering theological questions related to aging.

**Accountability** – The Pastoral Associate works under the supervision of & in collaboration with the Senior Pastor. The Pastoral Associate works in partnership with the congregation, the staff, & the Steward for Spiritual Life. Annual staff evaluations are conducted by the Senior Pastor in consultation with Spiritual Care Deacons.

**Time & Compensation** – 10-15 hours per week, Compensation Follows Conference Guidelines

- 5 hours of “Aging as a Spiritual Journey” programming
- 5 hours of pastoral care
- 5 hours of flexible hours for extra pastoral care, special projects, & worship leadership

### **Estimate of Typical Week**

- Monday On-Call for Emergency Pastoral Care Needs
- Monday 3:00-6:00pm Semimonthly Aging-related Program Leadership
- Tuesday 11:30am-1:30pm Staff Meetings & one-on-one check-ins with Senior Pastor or other staff
- Tuesday/Wednesday/Thursday 3-5 hours Communications, Planning, Pastoral Care, Special Programs
- Sunday 9:30am-12:30pm Worship & Fellowship

### **Responsibilities**

1. AGING GROUP – Planning, advertising, & implementing special events and regular program on the Aging As A Spiritual Journey in collaboration with lay volunteers
2. WORSHIP – monthly Pastoral Prayer, monthly “pew pastor,” two flexible Sundays, quarterly preaching
3. FELLOWSHIP – Being present after worship for Fellowship & community building
4. PASTORAL – Regular, proactive, & strategic Pastoral Care to community members, prioritizing those in the retirement stage of life & people of all ages encountering theological questions related to aging

### **Potential Special Projects if Time Allows**

1. Helping SGC develop a robust system for lay-led spiritual care, especially for community members who are less able to be present in-person.
2. Building on existing ministries to those caregiving for chronic illness & cognitive decline.
3. Any other pastoral or educational passion projects.
4. Retreat Leadership
5. Funerals & Memorials as requested by bereaved with honorarium
6. Sustaining Contemplative Prayer program

## Requirements

### Personal:

- ~ Rooted in the Christian faith
- ~ Provides spiritual care with compassion & empathy, a calming presence & a pastoral heart
- ~ Relatable, accessible, trustworthy, deep listener
- ~ Ability to work with people of all ages, but especially people in the retirement stage of life
- ~ A passion for the intersectional commitments in our [Open & Affirming statement](#), especially anti-racism, accessible-to-all, and LGBTQIA+ ministries.

### Professional:

- ~ Ordained Standing in the United Church of Christ or theologically aligned partner denomination
- ~ Masters of Divinity or equivalent
- ~ Training in pastoral care, theology, and/or counseling.
- ~ An interest in theological topics related to aging.
- ~ Able to organize complex & confidential information.

### Experience:

- ~ Experience as an ordained pastor, minister, Pastoral Associate, counselor, or equivalent.
- ~ Experience serving the unique needs of elders, including those who identify with historically marginalized groups due to race, gender identity, physical ability, learning differences, and sexual orientation.
- ~ Demonstrated ability to work as both a team member and independently
- ~ Experience connecting people in need to pertinent community resources
- ~ Boundary Training and experience maintaining Safe Church policies with volunteers

### Technology:

- ~ Working knowledge or ability to learn basic computer skills, email etiquette, membership database management software, copier usage, Gmail & Google Suite, etc.

### Staff Training Will Include:

- ~ Orientation provided by the Senior Pastor with support from the Steward for Spiritual Life.
- ~ Minimum of level one (a day-long) Racial Justice Training.
- ~ Background check as required by our church safety policy.

## Application Process

Contact the SNEUCC Search & Call Associate and ask that your ministerial profile be sent to the search team at Spring Glen Church, UCC. [searchcall@sneucc.org](mailto:searchcall@sneucc.org)

## ADAPTED CHURCH PROFILE

**Who is God Calling Us To Become?** Our current [Strategic Plan](#) can be viewed at the link below:

<https://springglenchurch.org/strategic-plan/>

**Who Are We Now?** Our May 2023 & January 2024 [Annual Meeting Reports](#) can be viewed at the link below:

<https://springglenchurch.org/leadership/>

**Who is Our Neighbor?** Some of our [ministry partners](#) are listed on the link below:

<https://springglenchurch.org/partners/>

**References** Available upon request