**MINISTRY OPPORTUNITY POSTING TEMPLATE:**

**Church Name: First Congregational Church of Evanston (UCC)**

**City: Evanston**

**State: IL**

**Website 1: www.firstchurchevanston.org**

**Website 2:**

**Website 3:**

**Church Size: 130 members**

**Part Time / Full Time: PT position 20-25 hrs/wk**

**Duration: Permanent**

**Type of Position: Minister/Director of Community Life and Communications**

**Salary: $30,000-$35,000 package inclusive of benefits**

**Benefits: see above**

**Housing (Allowance or Parsonage): see above**

**Language Spoken:**

**Ministry Description:**

**External Advertisement – Minister/Director of Community Life and Communications**

The First Congregational Church of Evanston (UCC) is a progressive Christian community whose mission statement is “We express God’s love in action, compassion and justice.”

We are seeking a skilled lay-person, a candidate for ordination, or an ordained minister to be our next **Director/Minister of Community Life and Communications**.

This position may include, but is not limited to, the following:

**Planning and leading Christian education programs:** Plan and lead Christian education programs for individuals and groups of all ages, including children, youth, and adults. This includes developing curricula, selecting resources, coordinating volunteers, and evaluating the effectiveness of programs.

**Drive overall church communication and marketing strategy:** Partner with stakeholders in the church to develop ongoing strategic communications plan and execute on a weekly basis including email, website, and social media.

**Cultivating Community Life:** Work with the Senior Minister and Church Leadership to create events that build community and connect our congregation with greater Evanston. This may include special worship services, potlucks, art shows, street festivals, retreats, and special events, like our Christmas Pageant.

**Recruiting and training volunteers:** Recruit and train volunteers to support the ministry's programs and outreach initiatives. This includes identifying volunteer needs, screening and selecting volunteers, and providing training and support to ensure volunteers are equipped to serve effectively.

**Collaborating with ministry leadership:** Collaborate with the Senior Minister and staff to align programs and initiatives with the overall vision and mission of the organization. This includes participating in strategic planning and decision-making processes.

**Maintaining relationships with stakeholders:** Maintain positive relationships with stakeholders, including volunteers, ministry staff, community partners, and members of the congregation. This includes effective communication and conflict resolution as needed.

**Qualifications for this role** may include a Bachelor's or Master's degree in a related field such as Christian Education, Youth Development, or Social Work along with experience leading and implementing Christian education programs and executing communications strategy. Alternate degree with solid professional experience possible. Strong communication and leadership skills, as well as the ability to work collaboratively with diverse stakeholders, are also important for success in this role.

**Hours and Compensation:** This is a part-time 20-25 hours/week role including work hours on Sunday mornings and occasional evenings and weekends. There is potential for this position to expand in hours and responsibilities. A competitive compensation package will be offered along with benefits and paid time off.

First Congregational Church prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**To Apply:** Please send a cover letter and resume to the First Congregational Administrator, Mahdia Lynn at [mahdia@firstchurchevanston.org](mailto:mahdia@firstchurchevanston.org). To learn more about First Congregational Church of Evanston, please visit our website at [www.firstchurchevanston.org](http://www.firstchurchevanston.org) or contact our Senior Minister, Rev. Jason W. Coulter at [jason@firstchurchevanston.org](mailto:jason@firstchurchevanston.org)

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**\*\*FYI: The information you provide back on this form will be used to create a posting for your church on our UCC Ministry Opportunities’ page. To get an idea of what it will look like, I am including the link below. This link is to BLANK (Pre-Posting) template page. There, you will see exactly how it will be formatted once I enter the information.**

[**https://oppsearch.ucc.org/web/fastdetails.aspx?id=5701&KeepThis=false&TB\_iframe=true&height=&width=**](about:blank)