

## **JOB DESCRIPTION -- ASSOCIATE MINISTER**

The First Congregational Church, UCC  
Darien, Connecticut  
July 14, 2015

The First Congregational Church of Darien, United Church of Christ, seeks an engaging and energetic Associate Minister, comfortable in our open and liberal church setting. The Associate Minister will have a significant focus on ministry to youth and the young families of our growing church, as well as on preaching, pastoral care, and education for the entire congregation and outreach in the community. Approachability and passion for the Christian message are qualities essential to the position.

Darien, in coastal Fairfield County, is an affluent suburb of New York, which poses both challenges and opportunities for ministry. Thus, we seek an Associate Minister who is confident, self-assured, and willing to work collaboratively and respectfully with an involved membership. This candidate would consider himself or herself a people person and open-minded, compassionate, caring, creative, and well organized, with a positive attitude and a sense of humor. She or he reports to the Senior Minister, and communicates collegially and often with all staff and lay leaders. We seek ordained—or soon to be ordained—candidates for ministry who have a gift for youth work, diverse life experiences, and the ability to inspire and communicate.

The Associate Minister will assist the Senior Minister in the broad range of worship, service, and administrative duties, including:

- Taking the lead in developing an integrated vision for youth ministry, encompassing the youth group (including service outings and mission trips), confirmation program, and church school. Central to the role are skills at connecting with and mentoring youth, visibility at school and community events, and availability to youth (for example, by including some posted office hours in his or her schedule).
- Leading the confirmation program, including teaching and organizing its regular events.
- Working along with our Church School Director, parents, and lay leaders to organize and gather youth events; developing a cadre of student and parent leaders to share in youth ministry. Regular communication with youth and parents is instrumental.
- Expanding upon our ministries of adult education, teaching, and fellowship for both newer and longer-tenured members.
- Assisting the Senior Minister as liturgist in leading Sunday morning worship, with shared preaching duties (typically, preaching once a month).
- Helping to build on the early success of our new "Come as You Are" Sunday evening services.
- Sharing pastoral care responsibilities with the Senior Minister and our lay Care Circle. Assisting the Senior Minister in reaching out to new members by making First Congregational visible in the community, welcoming guests at worship, orienting and receiving new members, and helping to guide and receive them into church life.
- Sharing with the Senior Minister the priestly duties of baptisms, confirmations, weddings, and memorial services, as well as special community-wide observances where First Congregational, as the original church in town, often takes the lead.
- Assisting the Senior Minister in expanding our partnership with the FCC Nursery School.
- Working with and attending meetings of church Boards (in coordination with the Senior Minister).
- Assuming full responsibility for church leadership in the absence of the Senior Minister.