

## **UPCOMING EVENTS AND REMINDERS**

**BE SURE TO CHECK THE ASSOCIATION WEBSITE FOR:  
NEWLETTERS, UPDATES ON MEETINGS AND EVENTS, REPORTS AND MUCH MORE  
WITHIN YOUR ASSOCIATION**

**The Conference offices will be closed Friday September 2, 2011 and Labor Day, September 5, 2011. We will resume our regular schedule, 9am to 5pm Monday thru Friday, beginning on Tuesday, September 6, 2011.**

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September 3, 2011 Christ Reformed Church, Middletown - Blood Drive from 8:00AM – 2:00PM.

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September 10 - 11, 2011 – Christ Reformed Church, Middletown - Camp-Out here at the church with Rally Day/Breakfast on Sunday morning. Please go to [www.christreformeducc.org](http://www.christreformeducc.org) for details and registration form.

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September 20, 2011 - Please mark September 20th on your calendars for the Interfaith Forum on Homelessness. It will be held at Goucher College from 9:00-3:30. This year's theme is ***"Increasing Understanding; Diminishing Fear"***. Hope that you all will be there.  
**(See Flyer Below)**

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September 29, 2011 – October 1, 2011 - The UCC Disabilities Ministry and Mental Illness Network will be holding a convocation in Columbus, OH

**(See Information Below)**

## MISCELLANEOUS POSTINGS

**Campus Minister** -- United College Ministries in Northern Virginia is seeking a full time campus minister to serve George Mason University in Fairfax, VA. UCMNV is an ecumenical partnership of the United Methodist Church, Presbyterian Church (USA), United Church of Christ, Christian Church Disciples of Christ and the Episcopal Church. Responsibilities will include student outreach, developing and directing the ministry and fund development. Theological education required. Ordination and previous experience preferred. Salary commensurate with experience. Position available January 2012. Applications should be submitted by October 1, 2011. Interested persons should contact [ucmnv@aol.com](mailto:ucmnv@aol.com) for an application questionnaire – do not send resumes.

Claudia Pauline Newhart  
Claudia P. Newhart  
Office Administrator  
United College Ministries in Northern Virginia  
[www.gmu.edu/org/ucm](http://www.gmu.edu/org/ucm)  
"Changing lives....Connecting People to God and to Each Other."  
703.426.1939

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### **POSITION ANNOUNCEMENT MINISTER OF MUSIC & ARTS**

Amistad St. Paul United Church of Christ (UCC) seeks a knowledgeable, well-trained, experienced and creative musician to serve as **Minister of Music & Arts**.

We are a people of God's love who are empowered by the Holy Spirit, insists on proclaiming Jesus Christ's resurrection and teaching God's Word, and focused on liberating and restoring all of God's children to their place in God's community. We believe God is transforming us into a new creation. God is resurrecting a *new church, with new life, new vision, new mission, new name and new focus*.

The Minister of Music & Arts will work to build and lead a new Music & Arts ministry that is contemporary and diverse, yet speaks to the needs and souls of youth and young adults, and that is a driving force of a transformative worship experience.

The Minister of Music & Arts will:

- Provide overall direction and leadership to the Music and Arts ministry;
- Develop and plan overall music and arts programming for worship services and special events;
- Provide music for worship services and special events;
- Direct the choir and lead rehearsals, including providing training and support for choir members;
- Build a youth choir and others as the Spirit leads;
- Work with and supervise a team of two musicians;
- Develop and maintain a church music library;
- Develop and manage Music & Arts ministry budget.

#### **Qualifications**

Ideal candidates must have:

- A commitment to the Christian faith;
- A passion and love for building the body of Christ;
- Four-year college degree, graduate degree in Ministry preferred;
- Music background and professionally trained;
- 3+ years of experience as a musician in a local church;
- Ability to read music and play music by ear;
- Experience building, directing and leading choirs, including providing training and support;
- Knowledge of Christian calendar and music appropriate to it;
- Budget and program development skills;
- Excellent interpersonal and communications (written and oral) skills;
- A commitment to continue their professional and personal growth and development in music-related and ministry-related studies.

**To apply send a cover letter, resume, and a list of three references to [amistadstpaulucc@gmail.com](mailto:amistadstpaulucc@gmail.com). Reference "Minister of Music & Arts" in the subject line of e-mail.**

## MISCELLANEOUS POSTINGS CONTINUED

**CHRIST'S REFORMED CHURCH  
DIRECTOR OF MUSIC 2011 -- 2012**

If interested, please send a resume via email to [crc1854@myactv.net](mailto:crc1854@myactv.net),  
with "Music Director application" in the subject line.

### SPECIFIC RESPONSIBILITIES

Our part-time (~12 hours per week) Director of Music will

1. Work within the CRC vision (*growing people of faith who live in Jesus, love one another and bear abundant fruit*) and denominational heritage (Reformed and UCC)
2. Recruit, develop, direct, prepare and coach all choirs for children and adults
3. Select all musical anthems, and oversee all the musical selections for CRC worship services (not including hymns)
4. Work with the minister to select hymns for CRC worship services
5. Schedule the choirs to sing beginning the Sunday after Labor Day, and ending on the second Sunday in June
6. Schedule special music from the third Sunday in June through Labor Day weekend
7. Develop and incorporate instrumental musicians (including handbell choirs) into worship as appropriate
8. Prepare the music ministries annual budget
9. Oversee all music department files, including the music library, and add to the library as appropriate and within the budget
10. Oversee the care and stewardship of all church musical instruments and choir robes
11. Attend at least one professional growth opportunity each year

### GENERAL PERFORMANCE GOALS:

1. The quality of work is accurate, consistent, timely and largely without error.
2. Is efficient (does things well).
3. Is effective (does the right things) and prioritizes tasks and time well.
4. Demonstrates the appropriate technical skills for his/her job performance.
5. Has an enthusiastic, cooperative and willing attitude and spirit.
6. Takes initiative, is self-directed, sees and does the things that need doing without being asked.
7. Dependable, responsible, follows through on projects, meets deadlines.
8. Communicates well with parishioners, co-workers, and supervisors.
9. Is a person of integrity.

Christ's Reformed Church, 130 W. Franklin Street, Hagerstown MD 21740  
Phone: 301.733.4144 Email: [crc1854@myactv.net](mailto:crc1854@myactv.net) Web: [crucc.org](http://crucc.org)

### **OPENING FOR INTERIM MINISTER**

Bethesda United Church of Christ, which is an Open and Affirming UCC church located northwest of Washington, DC, is seeking a full-time Interim Pastor to begin work on or around October 1, 2011.

Responsibilities include:

- Preaching and leading our worship service every Sunday
- Providing spiritual leadership and pastoral care to our congregation of 155 members
- Assisting and counseling in our search for a permanent called pastor
- Working with lay leadership
- Providing administrative direction and leadership
- Encouraging and participating in new member outreach

Our church recently completed a successful capital campaign in which members and friends pledged over \$450,000, so we're now turning our attention to the various projects for which this money was raised. Accordingly, it would be helpful if the Interim Pastor has experience or skills in project management.

The value of the compensation package is consistent with Conference Guidelines and includes salary, housing allowance, health insurance, and other benefits.

BUCC is much beloved by its diverse members and supporters, who include folks of all ages and from all walks of life. We are proud of our tradition of "Faith in Action" and mission focus.

We are located at 10010 Fernwood Road, Bethesda, MD 20817. For more information and to get a better feel for BUCC please visit our website at: [www.bethesdaucc.org](http://www.bethesdaucc.org).

Feel free to e-mail any questions to: Chair, Interim Search Committee, at [admin@bethesdaucc.org](mailto:admin@bethesdaucc.org).

Please send all applications e.g. resumes and profiles to the Central Atlantic Conference office, Rev. Kwame Osei Reed, at [kwameoreed@gmail.com](mailto:kwameoreed@gmail.com). We ask that you also please copy Angela Megna at the Conference office at [amegna@cacucc.org](mailto:amegna@cacucc.org).

# MISCELLANEOUS POSTINGS CONTINUED

Rev. 8/8/11

## **Job Description for Director of Development Shaw Community Ministry**

The Development Director (DD) will be responsible for developing and implementing the resource development strategy for Shaw Community Ministry (SCM). The Development Director will be responsible for helping the Executive Director and other staff to maintain and expand SCM's funding from churches, church members, private foundations and government sources as well as to develop new sources of income from individuals, events, and governmental grants, among others.

This is a part-time consultant position, averaging 20 hours per month, at a negotiated hourly rate. Once retained, the ED and the DD shall execute a mutually agreed-upon consultant contract. This is a time-limited retention of 6 months with a 1 month probationary period: July 1, 2011 to December 31, 2011.

**Responsibilities:** Under the primary supervision of the Executive Director, the Development Director will be responsible for the following tasks:

1. Research & Planning - Engage in research to identify new individual, foundation, and government prospects.
2. Research & Planning - Research and match SCM with existing and potential grant funders.
3. Donor Development & Fundraising - By the end of the first month of engagement, set up and schedule the monthly Resource Development call and assist in setting agenda.
4. Donor Development & Fundraising - By the end of the second month of engagement, update and revise SCM's resource development plan.
5. Marketing & Brand-Building - By the end of the second month of engagement, develop a roadmap of potential PA UCC churches that could support SCM, *e.g.*, as reps to our Board, support SCM with funds as part of its social action and mission efforts, etc.
6. Donor Development & Fundraising - By the end of the third month of engagement, coordinate board members to make thank you calls to donors from churches not their own.
7. Donor Development & Fundraising - By the end of the fourth month of engagement, identify and develop a 2012 fundraising calendar to submit proposals to targeted foundations and/or government sources to support SCM's core programs.
8. Donor Development & Fundraising - By the end of the fourth month of engagement, the DD would meet with at least 6 interested church boards and pastors and/or coordinate with the ED and current Board members to meet with them.
9. Donor Development & Fundraising - By the end of fifth month of engagement, with the assistance of board members, develop email list based on donor contact information.
10. Support the ED in Board Development & Capacity Building - By the end of the sixth month of engagement, coordinate with the Resource Development committee to develop job descriptions, tasks and a schedule of delivery for this committee.
11. Marketing & Brand-Building - Coordinate with Communication and Outreach Committee (Gail Edie and Anne Ellis) on the quarterly newsletter as well as proof and revise articles contained therein.
12. Marketing & Brand-Building - Manage the website; revise and update as needed. Coordinate with Metamor Technologies (ICT support) to ensure that newsletters, videos and photos are posted soon after the event.
13. Donor Development & Fundraising - Coordinate with Communication and Outreach Committee (Laura Jackson) for bi-annual fundraising letters and appeals.
14. Proposal Development & Submission - Attend grant meetings accompanying the ED or when the ED is unavailable.
15. Proposal Development & Submission - Assist the ED in writing grant applications, as needed.

### **Education:**

Bachelor's degree or higher

### **Additional Qualifications:**

The ideal applicant will have the following qualifications:

- \* At least 2 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience.
- \* Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- \* Excellent written communication, research, and organizational skills.
- \* Ability to develop and manage budgets and prepare financial reports.
- \* Computer literacy, with experience with fundraising databases preferred.
- \* Interest, enthusiasm, and affinity for fundraising and working with people.
- \* High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.

The successful applicant works well in multicultural teams and with diverse constituencies. S/he will be self-motivated, work well under pressure and be able to handle several projects at one time. S/he will have good judgment and, ideally, a sense of humor.

**Please send your resume to [annetroy@cox.net](mailto:annetroy@cox.net)**

# MISCELLANEOUS POSTINGS CONTINUED

Little River United Church of Christ is looking for an Interim Associate Pastor for children, youth, young adults and families. Strong skills in Christian Education across the ages with special focus on youth ministries. As Interim Associate Pastor you may also be called upon for worship leadership.

## POSITION ANNOUNCEMENT

**INTERIM ASSOCIATE MINISTER  
FOR CHILDREN, YOUTH, YOUNG ADULTS, AND FAMILIES  
Little River United Church of Christ (LRUCC)  
--welcoming diversity, independent thought, & faithful action--**

### Background

LRUCC is an inclusive, progressive congregation; we take seriously these truths:

- ❖ "God is still speaking," and
- ❖ "Our faith is two thousand years old—our thinking is not"

We appreciate pastoral leadership that helps us on our spiritual and intellectual journeys. Our church, which is 56 years old, has had just two senior pastors in its history. We are proud of our denomination. We are proud that our church has its origins in the civil rights movement. We celebrate being an open and affirming congregation. We believe in the concept of God's "extravagant welcome," and as a community of faith, we lend prayerful support and thoughtful action to the concept of loving all of God's creation, regardless of differences. We have members who came to LRUCC from other denominations that practiced less inclusive and less accepting ideologies.

### Our Interim Search

We are in a time of transition, as our Senior Minister of 23 years will retire in June. An Interim Senior Minister has been selected and will begin this position on July 1<sup>st</sup>. We are now seeking an Interim Associate Minister; the individual selected for this position will report directly to the Interim Senior Minister. We expect the Interim Associate Minister position to exist for a two-to-three year period to allow for continuity and overlap with the selection of a new Senior Minister.

Our current needs are many, including the provision of pastoral care, Christian education, as well as enhancing the provision of services to children, youth, young adults, and families, both within our church and the community-at-large.

We know that one person cannot do all of these activities; thus, we are looking for an Interim Minister who can help us identify the strengths and skills within our own congregation and partner with us to accomplish these tasks with faithfulness.

Transitional periods are accompanied by a myriad of emotions—excitement, hope, fear, to mention just a few—and this has led us to think about what type of individual can best help us on our journey. As a result, we have opted to provide information on the major areas of emphasis, as well as consider the characteristics that we are searching for in an interim pastor. It is our hope that you will read these qualities, consider our needs, and prayerfully determine whether you could be a candidate for this position.

## POSITION ANNOUNCEMENT

### Major Areas of Emphasis

- ❖ Be an energizing resource to our church school program and volunteer staff.
- ❖ Develop and strengthen an inclusive and vibrant youth community.
- ❖ Work in tandem with the Interim Senior Pastor to assist the church in transition to new leadership.
- ❖ Assist in continuing to create connections between generations through fellowship programs, education and worship.
- ❖ Share in the responsibility for pastoral care and worship.
- ❖ Inspire new ideas that reflect our current need for flexibility, growth and change, while respecting our church's history and traditions.

### Characteristics needed\*\*

- ❖ Faithfulness
- ❖ Facilitation/coaching skills
- ❖ Strong organizational skills
- ❖ Creativity
- ❖ Spirit of Joy
- ❖ Empathy

Compensation guidelines will follow those of the Central Atlantic Conference—see the following URL:

[http://www.cacucc.org/Portals/134/Annual%20Meeting%202009/2009-10\\_Ministers\\_Comp\\_Guidelines%5b1%5d.pdf](http://www.cacucc.org/Portals/134/Annual%20Meeting%202009/2009-10_Ministers_Comp_Guidelines%5b1%5d.pdf)

To apply send your ministerial resume to: Little River United Church of Christ  
8410 Little River Turnpike  
Annandale, VA 22003-3710

For more information about LRUCC, please visit our website at <http://www.lrucc.org/>

\*\*Please note: The person selected for this position needs to have Safe Church Training

## MISCELLANEOUS POSTINGS CONTINUED

**NEW** This is a quick reminder that the deadline for early registration for the "A Byte of the Future" technology conference at Union Presbyterian Seminary is September 1. Dates for this innovative and informative event are October 18-20, 2011. The conference, including two keynotes, plenaries, and workshops, is available for \$150 including lunch on Wednesday and dinner on Tuesday and Wednesday. After September 1, the cost goes up to \$195, so register now at <http://www.regonline.com/Register/Checkin.aspx?EventID=973952>.

*The Center for Ministry and Leadership Development at Union Presbyterian Seminary in Richmond, Virginia, is excited to announce an innovative technology event called, "A Byte of the Future – A Conference on Using Technology in Worship and Education." The conference will be held on our Richmond campus October 18-20, 2011, and features keynotes, workshops, and model worship and education segments to show what can be done with technology in the church while remaining faithful. Visit our website at <http://www.upsem.edu/Leadership/workshops/index.html> for more information and to register. There is a significant discount in cost for registrations received by September 1. Keynotes are free and open to the public.*

Marilyn Johns, D.Min.  
Director of Program Development  
Center for Ministry and Leadership Development  
Union Presbyterian Seminary  
3401 Brook Road  
Richmond, VA 23227  
804-278-4383 or 800-229-2990, Ext 383  
[mjohns@upsem.edu](mailto:mjohns@upsem.edu)

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The National Listening Campaign on Women's Ministries in the United Church of Christ is being conducted from July 1 to September 16 in order to gather information from UCC members that will assist us in shaping the future of women's ministries for our church.

We seek input from women of all ages (high school through 90+!) about what matters to you in your lives and faith experiences. We seek input from pastors and other church leaders, both men and women, who have or want to have activities designed especially for women in their congregations. We want to know what matters to you and why!

[Click here to take survey](#)

### ***The Rev. Loey Powell***

Executive for Administration & Women's Justice  
Justice & Witness Ministries, United Church of Christ  
700 Prospect Ave., Cleveland OH 44115-1100  
Ph: 216.736.3715 Fax: 216.736.3703

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Job Announcement  
Interim Director of Children's and Youth Ministries  
Westmoreland Congregational United Church of Christ  
1 Westmoreland Circle  
Bethesda, Maryland 20816

Westmoreland UCC invites applicants for the post of Interim Director of Children's and Youth Ministries.

This is a part-time position, at a maximum of three-quarters time, with duration of at least one year. While there is a preference for a single individual to carry out all the functions of the job, we are open to expressions of interest from individuals who would want to specialize in some component of the job (e.g., children's ministry, youth ministry).

Consideration of candidates will begin July 18 and continue until the post is filled. The goal is to have the post filled by September 1.

Details of the job description are below and also available on the Westmoreland web site, [westmorelanducc.org](http://westmorelanducc.org).

Questions about the search or opening should be directed to Miriam Hill, E-Mail [rmiriam@gmail.com](mailto:rmiriam@gmail.com) or phone 512 203 4040.

To apply send a cover letter stating your interest and skills for the position and your resume to:

Miriam Hill  
[rmiriam@gmail.com](mailto:rmiriam@gmail.com)

**Job Description for  
Interim Director of Children's and Youth Ministries  
Westmoreland UCC**

The *Interim Director of Children's and Youth Ministries* is the primary member of the professional staff responsible for developing spiritual formation and nurturing relationships with children, youth, and families. This includes direct responsibility for the planning and operation of the Christian educational program for children and youth. The *Interim Director* works under the direction of the Acting Senior Pastor in collaboration with the Interim Senior Minister and in consultation with the Board of Christian Education (BCE) and the Executive Committee.

With respect to Church School, Children's Education, and Youth Ministry, the *Interim Director* will:

Direct the Church School program to include:

- Select, implement, and evaluate age-appropriate curricula for the church school and youth in consultation with the BCE.
- With the support of BCE members, select and recruit teachers for Church School and oversee the paid nursery childcare provider.
- To train and support church school leaders including: a) Conduct training sessions. b) Prepare curriculum materials and advise leaders on activities and resources. c) Assist in planning lessons and gathering resources. d) Visit classrooms regularly to assist with lessons and to get to know the children. e) Maintain the resource room, purchase supplies, and ensure needed materials are available to teachers. f) Organize special events, such as field trips and special theme assemblies, for the church school children and youth. g) Promote dialogue with teachers about lesson content and encourage use of prayer and music in classes.

In collaboration with the Acting Senior Pastor and the Interim Senior Minister, assist as needed with the 2011-2012 confirmation class.

Plan and lead children's and youth programs in worship to include:

- Work with the Director of Music in planning appropriate programs for integrating the education of children and youth into the music and worship life at the church. Work with the Acting Senior Pastor and the Interim Senior Minister to plan and execute the annual Christmas Eve afternoon service and Youth Sunday service.
- Prepare and present during worship a Children's Moment and worship experience in collaboration with staff worship planning.

Direct Youth Ministry activities, to include:

- Plan and implement the overall spiritual enrichment of the church's youth through fellowship programs, including service projects and social events such as overnight "lock-ins" in church. This includes organizing monthly youth meetings and a possible mission week during the summer.
- Convene the Youth Task Force for periodic review of youth programs.

Oversee outreach aimed at Children, Youth, and Families to include:

- Prepare brochures and material that inform the congregation and visitors about the religious education programs for children and youth, including writing articles for the Church's newsletter, *The Westmorelander*, to keep the congregation informed of the Christian Education program.
- Consider and implement strategies for outreach, in consultation with the Acting Senior Pastor, in collaboration with the Interim Senior Minister, and appropriate committees to encourage more families to join the church.

With respect to Intergenerational Programming, the *Interim Director*, in consultation and with the support of BCE, Deacons, the Acting Senior Pastor, Interim Senior Minister, and other staff members will:

- Plan and implement intergenerational events including helping to organize activities during the annual All Church Retreat.

With respect to Administrative Relationships and Responsibilities, the *Interim Director* will:

- Work under the direct supervision of the Acting Senior Pastor.
- Attend the meetings of the BCE and its sub-groups, Executive Committee, and Church Council meetings.
- Attend weekly program staff and full staff meetings.

The *Interim Director of Children's and Youth Ministries* will participate in worship and perform general ministerial and pastoral duties as needed, at the request of the Acting Senior Pastor, consistent with the other duties of this position.

Westmoreland UCC is currently in an Interim Position and is searching for a Senior Minister. Until that position is filled the *Director of Children's and Youth Ministries* will be an interim position.

Please reply to this position by sending a cover letter stating your intent and skills for this position and your resume to:

Miriam Hill (Search Committee member)

E-Mail [rmiriam@gmail.com](mailto:rmiriam@gmail.com)

Phone: 512 203 4040

## MISCELLANEOUS POSTINGS CONTINUED

Christ's Reformed Church, UCC in Hagerstown, MD is seeking a youth leader to start in September, 2011. The position is for 12 hours a week at \$15/hr. We are looking for someone who will mentor and challenge our youth to become disciples of Jesus Christ, and not just entertain them! We currently have 8-10 youth in middle school and high school, with another 15-20 becoming middle school students in the next couple of years. If you are interested, please send an email to [crc1854@myactv.net](mailto:crc1854@myactv.net) with "youth leader position" in the subject line, with a resume attached.

**CHRIST'S REFORMED CHURCH, UCC ~ HAGERSTOWN, MD  
YOUTH LEADER 2011 -- 2012**

If interested, please send a resume via email to [crc1854@myactv.net](mailto:crc1854@myactv.net),  
with "Youth leader application" in the subject line.

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Our Youth Leader will

*Seek to fulfill the CRC vision by*

- Aligning the youth program with the congregation's Vision 2020 of *growing (young) people of faith who live in Jesus, love one another and bear abundant fruit*
- Personally modeling a life of faithful discipleship to Jesus Christ
- Challenge our youth to become active disciples of Jesus Christ by mentoring them in a life of faithful discipleship to Jesus Christ, which includes knowing Jesus Christ and making him known, knowing the Bible, knowing the Christian faith, making faith a way of life, and equipping them for witness and service

*Provide energetic and creative leadership to the youth program that*

- Demonstrates a competent theological, theoretical and practical grasp of youth ministry
- Communicates clearly and regularly with youth and parents
- Establishes a caring, safe and welcoming environment
- Is well organized and planned
- Develops quality relationships with youth and adult youth mentors
- Supports and mentors youth leadership within the youth program
- Supports and develops adult youth mentors of the youth program
- Uses many approaches (regular weekly meetings, annual youth Sunday, retreats, denominational youth activities, service projects, social media, mission trips, worship, Bible studies...)
- Incorporates biblical teaching that considers and addresses the full range of contemporary youth life issues (such as social media, conflict and bullying, sexuality, drugs and alcohol, understanding parents/adults, family relationships, social justice, etc.)

*Plan, organize and lead regular activities/meetings with middle and high school youth*

- In the fall there will be about 4-5 High School students, and 4-5 middle school students. Over the next two years there are about 10-15 students who will move into the middle school age group

*Work in conjunction with a Parent/Adult Leadership Team (to be developed by the youth leader)*

*Attend Sunday worship services, help teach Sunday school classes, possibly assist with Confirmation classes, and occasionally assist in leading worship*

*Work 12 hours per week, @ \$15 per hour (September through June, summer hours negotiable)*

*Report to the senior minister, with secondary oversight by the Board of Christian Education Ministries*

# MISCELLANEOUS POSTINGS CONTINUED

## **INTERIM ASSOCIATE PASTOR Position Description Chevy Chase Presbyterian Church**

### **Job Summary**

The Interim Associate Pastor provides spiritual and pastoral leadership, with particular responsibilities focusing on congregational care, mission ministries, youth ministries, teaching and worship leadership.

**Reports to:** Congregation and Session, through the Personnel Committee

**Supervisor:** Senior Pastor/Head of Staff

**Status:** Full-time

**FLSA:** Exempt

### **Duties and Responsibilities:**

#### **Congregational Care and the Board of Deacons (30%)**

1. Oversee, develop and lead the work of the Board of Deacons in their ministries of care and compassion; orient, train, and support the Deacons in their service to the congregation; support the individual Deacons in their faith development and community building.
2. Provide direct personal pastoral visitation and congregational care to members in times of crisis, hospitalization, rehabilitation, grief and other events, and to the homebound and less mobile members of the congregation.
3. Be available to church members desiring short-term counseling and support.
4. Present pastoral care concerns at weekly staff meetings and communicate to the staff concerns as they arise during the week.
5. Coordinate with the Head of Staff the tasks of congregational care provided by the staff, deacons and church leaders.
6. Provide ongoing training and support to the Care Teams.

#### **Mission Ministries (30%)**

7. Provide leadership to the Mission Committee in its ministries of outreach and mission for social justice, with the congregation and in the community.
8. With the committee and individual church members, provide leadership for various opportunities for individuals of all ages and availability to engage in short and long-term mission service.
9. Serve as resource and staff support person to the Mission Committees, particularly in areas of financial administration and congregational communication, and interpretation of mission programs and support.
10. Represent CCPC in various mission ministries in consultation with the Head of Staff.

#### **Youth Ministries (20%)**

11. Supervise the Interim Youth Ministries Associate.
12. Direct the planning and leading of mission experiences for Jr. and Sr. Highs
13. Assist with the development of worship on Youth Sunday
14. Edit Gateway, News and Notes and weekly calendar to correctly reflect youth activities; facilitate email distribution to youth and families
15. Enter youth activities on church calendar and represent Youth Programs in annual staff calendar creation
16. Teach confirmation classes in coordination with Christian Education Committee.

#### **Worship, Preaching, and Teaching (15%)**

17. Coordinate the Adult Education Open Forum classes.
18. Coordinate Men's Ministries.
19. Teach adult education classes/series regularly.
20. Assist regularly in the leadership of Sunday worship services and other special seasonal services as scheduled; preach 12-15 times per year as scheduled.
21. Provide worship leadership at funerals and memorial services as scheduled or requested by the Head of Staff; provide worship leadership at weddings as scheduled or requested by the Head of Staff.
22. Provide staff leadership and support to other CCPC groups or committees in planning and leading worship services.

#### **Administrative Responsibilities (5%)**

23. Serve as acting Head-of-Staff, as designated by the Senior Pastor.
24. Represent CCPC and participate in ecumenical and community affairs as requested by the Head of Staff.
25. Fulfill responsibilities through serving in the Presbytery and higher governing bodies, with prior consultation with the Head of Staff.

Candidates wishing to apply for this position must submit a resume with a cover letter to [isc@chevychasepc.org](mailto:isc@chevychasepc.org). All applications must be received no later than July 15, 2011 to be considered. For more information about our church see our website [www.chevychasepc.org](http://www.chevychasepc.org).

## **MISCELLANEOUS POSTINGS CONTINUED**

Jackie Adams of Baltimore City DSS would like to share some important information about food vouchers with pastors.

Emergency Food Vouchers are available for city residents in need. The food includes the following:

- Dry milk
- Quick oats or corn flakes
- Vegetables
- Fruits
- Spaghetti sauce with meat
- Spaghetti noodles
- Peanut butter
- Macaroni and cheese
- Tuna fish
- Prepared meat

And if there are infants in the household:

- 3 cans of Similac
- 12 diapers

Anyone who would like to request a voucher can visit their local DSS district office. There is no limit to the number of requests that can be made. Please pass this information on to anyone who could benefit from it.

**END MISCELLANEOUS POSTINGS**



The Second Annual Interfaith Forum on Homelessness  
**“Increasing Understanding; Diminishing Fear”**

Tuesday, September 20, 2011  
Goucher College  
9AM - 3:30PM

To Register: Contact Sheila Helgerson  
410-522-0225  
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