

**STORRS CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
Storrs, Connecticut**

**POSITION DESCRIPTION**

**Sabbatical Supply Minister  
(3/4 time)**

The Storrs Congregational Church UCC is preparing for an exciting time of sabbatical for our Senior Minister, the Rev. Matthew Emery, with accompanying work on our congregation's part connected with his sabbatical theme of "Voices: Reconnected, Reclaimed, Renewed." For the August 25 to December 31, 2017, period of this sabbatical, we are seeking a Sabbatical Supply Minister to serve on a three-quarters-time basis in his place as lead pastor and head-of-staff, and to facilitate our renewal of voices as a congregation through the cultivation and encouragement of lay voices of proclamation in our midst.

In summary, through collegial and collaborative relationship with the church staff, the Sabbatical Supply Minister shall:

- proactively and creatively cultivate faith witness, testimony, and/or proclamation from people within the congregation, through activities offered to the congregation at large and through work done with particular individuals, with the hope that such lay proclamation would fulfill approximately 25% of the preaching load during the sabbatical period;
- preach and teach the gospel of Jesus Christ and administer the sacraments and rites of the church;
- supervise all staff members and administer the activities of the church in cooperation with the various elected or appointed lay persons;
- with the assistance of the Minister for Faith Formation and Discipleship, engage in working relationships with our Lead Ministry Coordinators;
- share with our Governing Board primary responsibility for the general welfare of the church and its organizations.

**The Sabbatical Supply Minister will undertake the following roles and responsibilities with the assistance of other staff as appropriate. The precise division of responsibilities between the Sabbatical Supply Minister and the Minister of Faith Formation and Discipleship (Associate Pastor) is open to negotiation with the successful candidate:**

***Sabbatical Project***

- articulate a sense of God's call toward the present and future;
- work on cultivating and forming individuals from the congregation in testimony and proclamation in Christ's name, with the hope that lay witness/preaching/testimony would fulfill approximately 25% of the preaching load during the period;
- promote the building up and unity of this church as a part of the body of Christ;
- empower, nurture and support the development and work of the lay leadership in carrying out the ministry of the church.

***Worship and Preaching***

- working with the Minister of Faith Formation and Discipleship (Associate Pastor), Director of Music Ministry, and Worship Ministries Coordinator, plan meaningful services leading the people of God in worship;
- preach for regular worship approximately 50% of the time, and special services or ceremonies where required or as requested;
- as appropriate, administer the sacraments and rites of the church and provide sacred services.

***Administration***

- provide supervision for the staff;
- in conjunction with the Minister of Faith Formation and Discipleship (Associate Pastor), act as staff liaison to Lead Ministry Coordinators;
- oversee the coordination of activities of all church groups and organizations;
- regularly encourage Ministry Teams to reflect on their effectiveness;
- resource and catalyze the fall pledge campaign for stewardship.

### ***Pastoral Care***

- assist/support the Minister for Faith Formation and Discipleship in pastoral care to members of the congregation in times of crisis, concern, and celebration;
- assist/support in the provision of pastoral services including weddings, funerals, baptisms and routine visitations;
- provide personal counseling as requested and offer referrals to other professionals when appropriate;
- pray for others and demonstrate unconditional love for all.

### ***Education***

- work with the Minister for Faith Formation and Discipleship to determine desired leadership for adult faith formation, and participate in that leadership as appropriate;
- communicate in effective ways through written material and through personal contacts.

### ***General***

In accordance with the customs and traditions of the United Church of Christ, the Sabbatical Supply Minister will embody the personal and professional marks of effective ministry in the pastoral office as understood in this communion. This includes maintaining a strong commitment to personal, professional and spiritual growth; striving for calm, self-assurance, inclusivity, and equality in dealing with the wide-range of issues and interests of members of the church; and participating in the activities of the wider settings of the United Church of Christ as appropriate.

As the primary professional staff member of the church while our Senior Minister is on sabbatical, the Sabbatical Supply Minister shall serve as head of staff and provide oversight and leadership for the church's worship and organizational life and for all of the church's ministries, programs, and activities. Working in covenant relationship with members of the congregation, with other staff members, and cooperatively with lay leadership and the elected officers of the church, the Sabbatical Supply Minister shall be responsible to the Congregation, this relationship being administered by the congregation's Governing Board.

### ***Qualifications***

- The Sabbatical Supply Minister must be an ordained minister in good standing of the United Church of Christ or one of our full-communication partners (the Christian Church [Disciples of Christ], the Evangelical Lutheran Church in America, the Presbyterian Church [U.S.A.], and the Reformed Church in America), having attained the educational and ecclesiastical qualifications necessary for such standing. Ministers of Word and Sacrament from other reasonably compatible mainline Protestant traditions (including the United Methodist Church, The Episcopal Church, the American Baptist Churches, and the Moravian Church) will be considered on a case-by-case basis, assuming the candidate can demonstrate the ability to faithfully and effectively minister under the faith and order of the United Church of Christ and shows alignment with the progressive, Open and Affirming, and Christian theological commitments of Storrs Congregational Church UCC.
- The Sabbatical Supply Minister must have demonstrated pastoral leadership experience in a church congregation, including experience in administration and supervision.
- The Sabbatical Supply Minister must have an interest in the sabbatical project of cultivating lay proclamation, along with relevant skills and/or experience thereto.
- The Sabbatical Supply Minister must be able to work for the Storrs Congregational Church on a three-quarters-time basis (approximately 30 to 35 hours per week) for the duration of the sabbatical term, August 25 to December 31, 2017, including availability to lead worship services on Christmas Eve 2017.

### ***Compensation***

The Sabbatical Supply Minister will be provided with a total honorarium approximately equivalent to our senior minister salary basis (salary + housing allowance), pro-rated for four months of  $\frac{3}{4}$ -time employment. The total of this honorarium shall not exceed \$18,000; portions of the total honorarium may be designated as housing allowance or otherwise allocated as desired by the final candidate. Insurance and pension contributions in addition to this honorarium are not included in the parameters of the position.

*Approved by SCC Governing Board  
May 2017*