

United Congregational Church of Tolland
Position Description for the Part-Time Director of Community Engagement

Primary Position Responsibilities -- The Director of Community Engagement helps to facilitate the ministry efforts of the United Congregational Church of Tolland (UCCT) with organizations and opportunities outside of its walls. This Director will provide program development for the congregation's ministry in the community and beyond. The Director of Community Engagement reports directly to the Senior Pastor.

Scope of the Position

Responsibilities of the Director of Community Engagement include, but are not limited to, the following:

- Work with the Outreach and Response Team to coordinate on-going community engagement opportunities and to create new ones.
 - The goal is to facilitate the congregation engaging the community, not to do the engagement for the congregation.
- Oversee the planning, scheduling, and implementation of a summer mission trip every other summer (attendance not mandatory; compensated separately if attending).
- Collaborate with the Senior Pastor, when appropriate, on opportunities to participate in worship, including a worship service following the mission trip, and on other opportunities to bring community engagement work into worship.
- Collaborate with the Outreach and Response Team to plan an annual Peace and Justice Sunday.
- Collaborate with the Director of Family Programs, when possible, to create intergenerational opportunities.
- Work to familiarize themselves with community leaders for partnership opportunities.

Expected Commitment

The Director of Community Engagement will work 5-8 hours per week, including some evening hours. Weekly hours may only be exceeded with the Senior Pastor's permission. Attendance on Sunday mornings for worship is not required. Mileage for job requirements will be reimbursed in accordance with the UCCT mileage policy at IRS rates.

Compensation

This is an hourly position. Scheduling and time off may be negotiated with the Senior Pastor.

Expectations

The Director of Community Engagement requires:

- Being comfortable working with diverse groups of people and being comfortable with connecting with new people in the community.
- Knowledge of the community and church structure is a plus.
- Strong communication and organizational skills.
- High ethical standards and a clear background check.
- Maintaining confidentiality.