



**Middle Collegiate Church**

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## **Executive Minister for Care, Education and Membership Growth Middle Collegiate Church**

(Reformed Church in America/United Church of Christ)

[middlechurch.org](http://middlechurch.org)

August 1, 2019

Middle Collegiate Church seeks a passionate, organized, justice-seeking clergy with a compassionate and empathic heart to serve as **Executive Minister for Care, Education and Membership Growth** in our multiethnic, multicultural, fully-inclusive and growing congregation of more than 1,200 members.

**Purpose:** The Executive Minister for Care, Education and Membership Growth will: Create systems for and coordinate care for the growing Middle Church community; create a comprehensive program of education for the human life cycle, offered on site and in digital spaces, collaborating with the Digital Minister to create specific programming for our digital community; create and execute, with colleagues, a system-wide church growth program; collaborate with the Executive Minister for Movement Building on church growth in digital spaces; partner with the Director of Stewardship on growing a just and generous congregation.

**Employment:** Full time with benefits. Salary commensurate with experience. Usual schedule 45 hours per week.

**Supervisor:** Senior Minister

**Responsibilities:** The Executive Minister for Care, Education and Membership Growth

1. Is responsible for the care and nurture of the Middle Church Community
  - Is the first responder to death, dying, and critical care events.
  - Deploys clergy, staff, deacons and lay leaders to hospital, shut-in, crisis, and “well-care” one-to-one visits.
    - Trains staff and lay leaders on best care practices.
  - Provides counseling and some support services for members and adherents; refers community members to outside resources that can help with insurance, immigration, financial assistance, aging and so forth.
  - Supports the ministry of the Deacons, Middle Prays, and Middle Cares
  - In the 2019–2020 Program Year, creates a comprehensive Care Program that sets the stage for the development of a just and generous congregation, understanding that when people feel cared for, they are more generous.



2. Co-creates and executes the Consistory's vision for education and spiritual development for the entire life cycle, as we seek to heal the soul and the world.
  - Plans and executes a program of adult education and leadership development, recruiting and training teachers and facilitators.
  - Plans and executes a program of small groups, recruiting and training teachers, leaders and facilitators to lead them.
  - Collaborates with staff to design and oversee educational programming for toddlers, children, teens and young adults.
  - Creates and collaborates with staff and lay leaders to execute a system-wide care program that includes "well-care," grief and transition support, membership development, and webs of connection for new members.
  - In collaboration with Executive team, supports worship in service of care, education and movement building.
  - In collaboration with the Director of Stewardship, shapes programs and events that grow a just and generous congregation.
  - Collaborates with Executive Minister for Movement Building to grow the Digital Church.
  - Preaches and leads worship as scheduled.
3. On behalf of the senior minister, collaborates with the Director of Stewardship and the Director of Finance, creating and supporting programs and campaigns that grow and manage our financial and human resources.
4. Is on the Executive team with Senior Minister and the Executive Minister for Movement Building, executing the vision for ministry and programs at Middle Church.
5. Leads the staff in the recruitment, development, and retention of members, collaborating with the staff and laity to create and maintain systems, structures, social networks, and relationships that facilitate the achievement of 3,000 members by 2025 goal.
  - Supervises and supports the *Join the Movement* Membership Program.
  - Connects members to clergy, small groups, education programs, and each other to foster rich and deep relationships that retain members (close the back door.)
  - Recruits, supports, and develops lay partners (volunteers) as they live out their call to be in "the priesthood of all believers."



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- Collaborates with Executive Minister for Movement Building on programs in which the giving of “time” (volunteerism) and “treasure” (donations) connect.
- Collaborates with Executive Minister for Movement Building to create opportunities that strengthen an ethic of generosity and lay leadership of ministry.

**Ideal Candidate:** An ordained clergy with a Master of Divinity and five years of ministry experience. An MSW is a plus. Must have a love of God’s people; thirst for justice; and the desire to create a caring environment in which people thrive and become their best selves; Emotional intelligence and the ability to create and lead educational experiences and small groups are essential. Must be able to lead a team and work on one; to collaborate and to work independently; to thrive in a dynamic system in which rapid response and juggling several priorities is the norm. Must be culturally competent, anti-racist, LGBTQIA-affirming and womanist/feminist in ethos.

Middle Collegiate Church is a welcoming, artistic, inclusive and bold community of faith and an equal opportunity employer.

To apply, send resume/vitae and cover letter to [Middleinfo@middlechurch.org](mailto:Middleinfo@middlechurch.org).