



## **Pastoral Associate Community UCC**

The Pastoral Associate collaborates with the Minister and the Caring Ministry Committee to support the mission and vision of CUCC (See addendum). This person reports directly to the Minister. The Pastoral Associate must have pastoral care skills and experience, and compassion for others. Additional required skills include: leadership and organizational skills; an ability to communicate effectively; and a willingness to delegate when appropriate. A rich prayer life and a commitment to radical inclusion are required.

### **The Pastoral Associate responsibilities include:**

- \* In cooperation with the Minister and the Caring Ministry Committee, the Pastoral Associate determines visitation and pastoral priorities.
- \* Collaborates with Caring Ministry to offer periodical, training and skill building opportunities.
- \* Communicates regularly with the Minister and other CM's, including coordination of schedules for visitation.
- \* Supports members of the community interested in involvement with or applying for Caring Ministry.
- \* Will meet/communicate regularly with the Minister.
- \* When Minister is unavailable, the Pastoral Associate will be on call for pastoral emergencies, as negotiated.
- \* Helps maintain the congregational list of important dates, including birthdays, anniversaries of deaths, etc. for congregational members and all new members and oversee the implementation.

**Qualifications:** M. Div. and/or chaplaincy training required. Comparable experience will be considered. Experience with training and facilitation a plus.

**Hours:** Approximately 6 hours a week or 25 hours a month. The contract is for one year and is renewable upon negotiation.

**Compensation:** Compensation based on experience.

Please respond to [personnel@cuccboulder.org](mailto:personnel@cuccboulder.org)