

Winnetka Congregational Church

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Goal:

Seeking Interim/Temporary Staff Person for Associate Pastor Position

Timing:

Immediate (person to begin as soon as possible)

Tenure:

At a minimum: until we Call our next Associate Pastor. Open to minimum contract period with the option to extend the contract, if necessary.

Background:

- We are in search for our next Associate Pastor for Children, Family and Youth (AP for CFY).
- The AP for CFY is a Full Time position (40+ hours weekly) that oversees the full range of programming for our children, and their families.
- The AP for CFY also has other responsibilities (including worship and (depending on the gender of the person in the position) women's ministry).
- The interim person will only manage a subset of the AP for CFY responsibilities as described below.

Position Overview:

Our ministry to CF&Y comprises six main areas. The interim will manage the following areas:

- Church school (JK - 6th grade):
 - Managed directly by our Church School Coordinator
 - Meets Sunday mornings during the latter half of worship hour (10-11 A.M.).
- Navigators (6-7th grades):
 - Meets weekly on Sunday
 - This could possibly be overseen by a lay team.
- Confirmation (8th grade):
 - Usually co-taught by AP for CFY and Senior Pastor
 - Meets weekly on Sunday early evening
- Servants (9-12th grade):
 - Usually led and managed by the AP for CFY
 - Meets weekly on Sunday afternoons
- Christmas Pageant (JK-12th grade):
 - usually overseen by AP for CFY with significant assistance from Dir. of Music, as well as support from Church School Coordinator and laity
 - Rehearsals begin in mid-to-late November
 - Pageant is during worship the third Sunday of Advent
- Safe Church:
 - Overseeing our safe-church policy (ensuring it's implemented, background checks are up to date, etc.)

Interim Focus:

We are looking for an interim person (best if ordained, but not a necessity) to be the chief administrator and process-manager for Navigators, Confirmation, and Servants.

- Ensuring our well-documented and organized curriculum is ready each week (printed out, organized) to be used by the person/people in the classroom for Navigators, Confirmation, and Servants.
 - Navigators:
 - If the interim person has aptitude and interest, he/she/they would lead this group with help from lay volunteers (Faith Guides).
 - If not, then this group would be led by a lay team.
 - Confirmation and Servants:
 - Will be led by our Senior Pastor, with support from lay volunteers (Faith Guides).
 - If the interim person has aptitude and interest, he/she/they might also be aside to help during class meetings.
- Communicate regularly with the children, youth, and families involved in our Navigators, Confirmation, and Servants programs.
 - Coordinate/work with our Administrative Assistant on the communications.
 - Communications to include: emails, mailings, calls, possibly texts (group or individual), social media posting (Instagram), electronic newsletter, etc.
- To provide any collaboration, coordination, or assistance necessary for our church school programming.
 - Primary leadership of this is handled by our Church School Administrator.
- Coordinate/manage any Safe Church tasks that need to be taken before or as we begin our new program year.
 - Interim person would work with our Executive Director of Operations and our Administrative Assistant on this front.
- Work on site and be available for in-person meetings with various staff and laity involved in CFY ministry, though there is flexibility as to when the person is here.
- Be available weekends (primarily Sunday), with work to include some combination of:
 - Possible attendance (to be determined) at Navigators, Confirmation, Servants
 - Attendance (to be determined) at worship (weekly? periodic?), which is a great time for contact with the interim's key constituents (children, youth, their parents).