
Position Title: Community Connector (Part-Time, Temporary)
Reports to: Senior Minister
Position Type: Non-Exempt
Schedule: 30 hours per week flexible, must include
9am-1pm most Sundays on site
9:00 - 3:30 Tuesday on-site
7:00 - 9:00 pm 1 evening per month virtual
Other weekend and evening hours may be required.

This is a temporary, part-time position anticipated to end June 30, 2027. Continued employment beyond that date is not guaranteed and is subject to organizational needs and available funding.

Salary Range: \$27-\$33/hour

Benefits: The position is eligible for paid sick and vacation leave. Should the position meet the requirements for a qualifying year of employment, the church will also make contributions to the Unitarian Universalist Organizations Retirement Plan.

Application Process: This job will be posted internally and externally. External candidates may submit applications by emailing a resume and cover letter to the Senior Minister, the Rev. Eric Banner, at application@firstuniversalist.org

At Will Statement: Nothing in this job posting or subsequent employment relationship shall be construed as creating a contract of employment. Employment is at will except as otherwise provided by law.

Context

First Universalist Church of Denver is a mid-sized church located in southeast Denver, with liberal and progressive theology. We are a sanctuary for spiritual growth, community, and connections, building the world we dream about together. Our membership is diverse theologically and includes agnostics, atheists, theists, religious humanists, Buddhists, Jews, liberal Christians, spiritual but not religious, and more. Founded in 1891, First Universalist has a long history of social justice and caring both within our religious community and beyond our walls. To learn more, go to our website at www.firstuniversalist.org.

As an employer, First Universalist fosters a collaborative, supportive, and energized work environment. All of our highly skilled staff prides themselves on providing meaningful and helpful service to members of the congregation in the faith tradition of Unitarian Universalism. We work hard together, we help each other, and we have fun!

Job Summary

The Community Connector works to fulfil the mission of the church by actively seeking out members and visitors and helping them integrate in the life of the church. The Community Connector will meet with congregants, whether they are new to the community or have been at

First Universalist for decades, to understand the longings that drew them to the congregation. This position will support the Senior Minister, coordinating engagement in the congregation, recruiting volunteers for roles across the church, and keeping a finger on the pulse of the community.

Essential Functions

- **Staff Leader for the Membership Committee**

1. Organizes, recruits, trains, and leads the Membership Committee, in all functions outlined in the [Committee Charter](#).
2. Guides member volunteers in supporting the work of the [Three Phases of Membership Committee Work](#).

- **Sunday Morning Leadership**

1. Ensures a warm, welcoming, and well-organized Sunday experience for newcomers and regular attendees
2. Serves as the “eyes and ears” of the church staff on Sundays, identifying and resolving issues as they arise, engaging other staff as necessary
3. Partners with volunteer leaders to oversee hospitality and safety roles ensuring adequate staffing and contingency plans for absences
4. Guides the work of the Sunday morning volunteers to ensure that critical tasks, including welcome, ushering, and attendance are tended to, as well as partnering with key lay leaders for hospitality related programs.

- **Making Connections and Fostering Belonging**

1. Develops relationships with lay leaders, understanding the opportunities and needs on each team
2. Supports the Small Group Ministry program, recruiting facilitators and participants for groups meeting October to May
3. Assists the ministerial and program teams to develop and implement opportunities for adults to build connection and community, while fostering spiritual growth, in partnership with other staff and lay leaders. This may include working with a team that evaluates new program proposals, supporting the church auction, or training new leaders on how to use church resources in support of their program.
4. Connects 1:1 with between 5 to 10 members or visitors weekly to ascertain their interests, abilities, and availability to participate in programming, reporting findings to the Senior Minister and other staff.
5. Assist with tracking member and visitor interests and training certifications.

- **Pathways to Membership and Beyond**

1. Supports recruitment and logistics for four Pathways to Membership classes, typically held on the 1st Sunday of the month, quarterly, scheduled based on the Senior Minister’s availability.
2. Creates opportunities for congregants, new and old to connect with existing programs and share their experiences, whether as a part of the Faith Formation and Religious Exploration, Social Justice, Caring, Music, or Worship ministries.

3. Developing a volunteer team to continue to foster new connections throughout the congregation, whether through congregation-wide events, new program development, or other emerging avenues.
4. Ensures timely updates to the church database in collaboration with other staff. .

Minimum Qualifications

- Ability to perform the essential functions of the position, with or without reasonable accommodation.
- Physical activities may occasionally include lifting, carrying, pushing, pulling, or moving office supplies, event materials, chairs, folding tables, and carts. Assistance and reasonable accommodations may be available as appropriate.
- Curiosity about and empathy for people
- Ability to work effectively across generational, cultural, and theological differences
- Proven ability to chair and facilitate committee meetings with diverse members
- Demonstrated ability to build relationships, establish trust, communicate effectively, and engage people from diverse backgrounds.
- Technological adaptability, including comfort with church management databases and cloud-based collaboration tools.
- A growth mind-set with a commitment to ongoing professional development that results in greater capacity to connect people over time
- (Preferred) Experience in a church or congregational setting (paid or volunteer)

Core Competencies

- Interpersonal Skills: Builds rapport, maintains positive relationships, communicates with tact, respect, enthusiasm, and avoids triangulation.
- Influencing Others: Encourages participation and inspires commitment to existing ideas and programs. Provides resources and makes decisions in service to the work at hand. Generates energy and passion around new ideas and programs that help fulfill the mission of church.
- Personal Resilience: Adapts to change, manages uncertainty, and maintains calm presence during challenges.
- Team Orientation: Prioritizes group goals, collaborates effectively, and supports colleagues.
- Verbal Communication: Communicates clearly and appropriately across settings and audiences.
- Self-Differentiation: Maintains healthy boundaries, demonstrates emotional maturity, and sustains a non-anxious presence.
- Confidentiality: Maintains appropriate confidentiality and exercises sound judgment when handling personal, pastoral, membership, and volunteer information

Work Environment:

- This position is primarily office based and may include work in professional office settings, conference spaces, and shared work areas.
- Periodic community-based monitoring, meetings, or site visits may be required based on organizational needs.
- The role typically involves the use of standard office equipment and electronic systems, including computers and related technology.
- Work may involve alternating between sitting and standing and moving within office or community environments throughout the workday.

Equal Employment Opportunity Statement

First Universalist Church of Denver is an Equal Opportunity Employer. We welcome applicants of all faiths, spiritual traditions, and non-religious backgrounds. Employment decisions are made without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable law. Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

As a Unitarian Universalist congregation, we seek employees who can support and further the mission and values of First Universalist Church of Denver.