



FIRST CONGREGATIONAL CHURCH OF SAN JOSE

UNITED CHURCH OF CHRIST

Title: Assistant to the Interim Minister

Purpose: Membership Development & Communications

About the Position:

First Congregational Church of San Jose, UCC, is looking for someone who loves people and knows how a congregation works.

In this role, you'll help welcome newcomers, support volunteers, coordinate pastoral care, streamline communications, and keep the relational life of the church healthy and sustainable. You'll work closely on the priorities set by our Senior Minister during an Interim Season (approximately 18 months), with particular attention to helping an older, engaged congregation do ministry that is meaningful and manageable.

Seminary graduates, Ministers in Discernment, and Retired Ministers are encouraged to apply.

About Us:

We are an energetic, welcoming, Open and Affirming church of 200 members with a progressive theology, a sense of community, and an active lay leadership. We have one Sunday worship service and additional special services throughout the year. Our services are filled with a joyful spirit, a sense of God's presence, music, scripture, pastoral meditation, and prayer. We provide both in-person and online worship services. We have an outstanding music program, a well-attended adult education program, and a vital ministerial staff, both lay and ordained.

We offer multiple, vibrant small groups engaged in a wide range of activities, such as spiritual exploration, caregiver support, and various social activities. We also have an enthusiastic participation in community outreach and civic engagement, including Rebuilding Together Silicon Valley (repairing homes for residents in need), Silicon Valley Allied For The Common Good (addressing issues such as housing insecurity and mental health in the community), and hosting Silicon Valley Safe Parking

Specific Responsibilities:

Membership - Starting with new members and using a list of those who joined in the last five years, be in touch with them to determine their integration into the life of the church. Find ways to nurture connections within the congregation based on that information.

- Coordinate lay pastoral visitation with the Lay Ministry Team, with attention to older and less active members
- Develop Usher Ministry Team;
- Attend and support Board of Congregational Life and Fellowship Ministry Team
- Attend staff, Council, and Board of Congregational Life meetings

Communications - Review and track social and print media to create more effective and streamlined communication with members and visitors.

Leadership - Offer a weekly Bible study; Assist with worship leadership as needed.

Meetings - Weekly staff meetings, monthly Council and Board of Congregational Life meetings (each with Zoom options)

Time Required: Approximately 10–15 hours per week, including Sunday mornings and occasional evenings.

Qualifications/Skills

- Qualifications:**
- Prior church leadership experience required
 - Lay Ministerial Authorization or Ordination (active or retired) preferred
 - Familiarity with the United Church of Christ (UCC) and/or Disciples of Christ (DOC) or similarly aligned, progressive churches strongly preferred
 - Strong relational, organizational, and communication skills

Employment Type: Non-Exempt, non-benefited, approx. 18 months in length

Salary Range: \$35-\$40 an hour, depending on experience

Immediate Supervisor: Interim Senior Minister

Responsible Committee: Board of Congregational Life

Last Updated: June 3, 2026