



THE INCARNATION FUND

of New City Church

Director of the Incarnation Fund of New City Church

Date Established: July 2025

Supervisor: Pastor of New City Church

About New City

[New City Church](#) is a United Methodist community led mostly by queer people of color. Our mission is *to create inspired and skilled communities that join God in transforming the world.*

Background

[The Incarnation Fund](#) financially supports BIPOC community members in accessing:

- (1) spiritual direction
- (2) therapy, especially somatic experiencing
- (3) nature-based therapy.

The Incarnation Fund convenes a new, 9-month cohort every year. After the conclusion of the cohort experience, Incarnation Fund alumni can 'pitch' a Community Healing project, where they lead 'outward transformation' in their broader community with New City support. Embodied healing, we believe, is what will ultimately lead to the transformation of the world.

Desired Outcomes, Responsibility, and Authority

Pay rate: \$22.49/hr

The hours for this position can vary by candidate. This program requires a minimum of 12 hours per month, but could scale to include more fundraising, facilitation, and networking.

Job Description

- **Program Leadership**

- Create space for BIPOC healing by envisioning new initiatives, problem solving, and recruiting participants
- Design and evaluate programs (i.e., finding a way for the Incarnation Fund to be the most transformative, accessible, faithful, and broadly impacting program possible)
- Be timely and responsive by e-mail, text, etc., from New City Church leadership regarding Incarnation Fund work

- **Managing participant experience**

- Three times a year, design and lead a nature-based retreat for Incarnation Fund participants
- Serve as the primary contact if Incarnation Fund participants have concerns or questions. While administrative tasks can be completed by the Incarnation Fund Support, interpersonal work will live more with the Director.

- **Collaborating on grants**

- Collaborate with the Incarnation Fund Support by seeking out and applying for grants to continue to grow our financial base

- **Community Healing projects**

- It is the Director's responsibility to communicate with alumni about this opportunity and set up these projects for success, although the Director will not be responsible for the individual projects

Qualifications Needed

- Committed to New City's vision and mission
- Highly-developed, critical understanding of intersectionality and social location
- Competency and responsiveness in e-mail and telephone communication
- High level of organization and attention to detail
- Ability to facilitate group discussions on sensitive topics with a diverse group of people