

Position Description

Date: October 2020

Job Title: Assistant Minister for Congregational Life

Position Reports To: Senior Minister

Positions Reporting to This Job: Administrative Coordinator responsible for membership support

Status: Full-time (with the option to work virtually until UUCF re-opens its campus, currently planned for no earlier than April 2021)

Position Summary: The Assistant Minister for Congregational Life is charged with supporting four primary functions in congregational life: development and engagement of UUCF members across the entire membership continuum, leadership development, spiritual enrichment and pastoral care.

This includes exploring and implementing innovative strategies and programs to engage UUCF congregants in the life of the congregation. The Assistant Minister is a member of the Coordinating Team - the senior leadership group charged with implementing and overseeing day-to-day congregational activities and programs - and also actively participates in worship leadership and preaching.

Essential Duties and Responsibilities:

1. Working at the intersection of the congregation's programs and activities to holistically facilitate integrating UUCF community members into the life of the congregation. Such facilitation includes leadership development and spiritual enrichment for the members of the UUCF community.
2. Working with staff, the Lay Minister for Membership and Outreach, and the Membership and Outreach Committee to develop and implement strategies to attract a broad diversity of people to UUCF and help them move from visitor to actively engaged contributor of time and talents.
3. Designing and leading visitor orientations and new member receptions, classes and events.
4. Working with staff and lay leaders to lead efforts to expand UUCF's awareness and reach in the surrounding community with special emphasis on providing innovative opportunities to gather for worship, spiritual development, justice work, cross cultural understanding, and service to others as methods for increased meaning and involvement.
5. Developing and implementing strategies to effectively use technology and other means to facilitate member-to-member connections and volunteer involvement.
6. Being a welcoming presence at Sunday services and other UUCF events and activities to interact with visitors and new members.
7. Working to cultivate spiritual exploration and practice by expanding congregants' participation in UUCF's small group ministries and ensure that all groups covenant to focus on spiritual connection and advancing UUCF's mission.
8. Working with staff and lay leaders, plan and coordinate regular opportunities for congregants to connect socially to experience joy and deepen connection.

9. Working with the Leadership Development Team and the Nominating Committee, support the process for identifying potential leaders, training them and discerning how their gifts can best be used within the congregation.
10. Sharing in worship leadership and preaching with the ministerial team, preaching approximately one time per month. Serve as a member of the Worship Team.
11. Providing leadership for pastoral care services, including supervising the work of the Lay Minister for Caring and Wellness and helping to lead and coordinate the work of the Pastoral Care Associates.
12. Providing ceremonial (weddings, memorial services, etc.), pastoral counseling and spiritual direction to congregants as requested.
13. In collaboration with the Operations Manager, supervising the functions assigned to the Administrative Coordinator related to this position.
14. Working during the pandemic and when we are able to regather to creatively utilize an online presence to meet the needs outlined in this description.

Knowledge, Skills and Abilities Required:

- Minister in fellowship with the UUA
- Commitment to dismantling white supremacy culture
- Understanding of current trends and challenges in congregational ministry
- Worship leadership and preaching skills
- Small group facilitation skills
- Strong time management and organizational skills
- Knowledge of effective staff and volunteer supervision
- Program development/management experience
- Basic computer hardware and software competency
- Ability to effectively use social media to further congregational goals

Competencies Required:

Critical Competencies Required to Succeed in This Role:

- Self-awareness and ability to reflect on systems of supremacy and suppression
- Creative curiosity about new ways of doing ministry
- Positive and encouraging approach to people and ministry
- Passion to expand the reach and impact of Unitarian Universalism
- Active spiritual life
- Outgoing and warm personality
- Ability to effectively communicate the mission and vision of UUCF
- Trustworthy and able to maintain confidences
- Proactive and resourceful approach to problem-solving
- Willingness to take risks to try new ideas
- Collaborative and empowering approach to leadership
- Respect for UUA principles, support for the UUCF mission and willingness to enter into a covenantal relationship with staff and congregants.
- High level of energy and enthusiasm
- Entrepreneurial spirit
- Follow through