

Job Description

Job Title: Assistant Minister of Congregational Life

Reports To : Senior Minister

Position Status: 0.75 FTE, Exempt.

The First Religious Society Unitarian Universalist is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

On-site Work Expectations: Normally expected to be on-site on a regular schedule agreed upon with the Senior Minister. Present for Sunday programming and services with one Sunday off per month. Evening meetings and programming as needed in person and on Zoom.

The Assistant Minister of Congregational Life holds an integral role, partnering with and supporting the Senior Minister, working with, and ministering to parishioners of all ages, collaborating with staff members, church committee members, and church officers to foster a healthy, vibrant, and emerging congregational life.

Core Responsibilities

MEMBERSHIP

- Cultivate relationships with prospective and newer members, helping them to find their home at FRSUU and engage in life-nurturing ways that support their relationship to the church and the church's Values and Mission.
- Grow church membership building on the existing very interested prospective membership body.
- Co-create a meaningful and adaptive "pathway to membership" program.
- Engage, inspire, and empower our new Connections Team (Membership Team) which is already full of members who are eager to see this develop to the next level.
- Facilitate membership programming in collaboration with other staff and members.
- Supervise and collaborate with the Special Events and Facilities Manager and the Communications Specialist as their work supports the membership ministry.
- Engage with the local and surrounding communities at large to grow our membership and supporter base.

LIFESPAN FAITH FORMATION: ADULT PROGRAMMING

- Create a vibrant, relevant, and attractive adult programming model that includes a lay leadership team to help run the program, intergenerational opportunities, as well as faith development, social, intellectual, and interest programs for young adults, adults and elders.
- Work with the Exploring Elderhood programming to ensure this ministry continues and expands.
- Reinvigorate our Journey of Faith program where members share their faith journeys in worship.
- Reach out to the community at large and partner with area organizations and congregations to offer and co-sponsor programming that furthers our mission and justice initiatives.
- Engage membership and staff to design and develop programming that meets the needs and desires of our members and elevates intersectionality within the various parts our church life.

- Supervise and collaborate with the Special Events Manager and Communications Specialist to organize and promote adult programming.

SUPERVISION OF DIRECTOR OF YOUNG CHURCH AND YOUTH PROGRAMMING

- Supervise our Director of Young Church and support her in the evolving and changing needs of families today.
- Ensure that Young Church is integrated into the life of the church and that Young Church staff are receiving the mentorship and support they need and desire.
- Support Director of Young Church in developing thriving youth and young adult programming.

CO-COLLABORATOR OF VIBRANT AND GROWING CHURCH LIFE

- FRSUU is a collaborative work environment with engaged and committed lay leaders and a thriving staff team.
- We are committed to working together and supporting one another and the mission of the congregation.

PREACHING AND PASTORAL CARE IN SUPPORT OF SENIOR MINISTER

- Serve in Senior Minister's place during her vacations and study leave and other unplanned absences.
- Preach as agreed upon with Senior Minister and as meets Assistant Minister's hopes and interests.

Required Knowledge, Skills, and Abilities

The Assistant Minister of Congregational Life should have the following knowledge and skills:

- Strong interpersonal skills and a natural ability to foster a connected and mutually empowering growing and diverse congregation.
- Passionate about and committed to the FRS Mission, values, and justice issues.
- Ability to focus and accomplish precise tasks.
- Willing to work a flexible and adaptable schedule throughout the church year.
- Good prioritization skills.
- Communicates well with others.
- Balanced and able to handle uncertainty.
- Strong Emotional Intelligence.
- Works well in a changing environment.
- Thrives in the second minister position within the organization.
- Ordained UU minister in good standing with the UUMA.
- Demonstrated ability to work effectively and collaboratively in a team.
- Experience working with membership and Life Span Faith Formation is desired.
- Familiarity with policy governance in churches is a plus.

Compensation

The salary for this ministry is \$76,000 (adhering to the newly updated UUA salary guidelines). We offer generous benefits.