

**Job Description: Assistant Minister
First Unitarian Universalist Church of Columbus**

Title:	Assistant Minister of Pastoral Care
Reports To:	Senior Minister
Coordinates and Supports:	Volunteers on Pastoral Team, Caring Team, Senior Gatherings and related teams in partnership with other senior staff
Primary Areas of Responsibility:	Pastoral Ministry and Worship
Employment Status:	Part-Time (20 hours week average)
Commencement Date:	9/1/2020

I. Job Summary

The Assistant Minister will work closely with the Senior Minister to provide leadership and support to the First Unitarian Universalist Church of Columbus in the areas of (1) Pastoral Care, and (2) Worship. The Senior Minister defines the scope of these functional areas and performance expectations in consultation with the Assistant Minister. The Assistant Minister is to accomplish these functional areas as a visible and regular participant in the life of the congregation.

II. Essential Functions

1. Pastoral Care Oversight

- Serve as primary coordinator of pastoral care to the First UU community, including relaying information as appropriate to staff and lay caregivers.
- Serve as Minister Liaison for and consultant to the Caring Team and Pastoral Team. Support and coordinate the congregation's caring ministry, specifically the Pastoral Team and the Caring Team, as well as support groups offered from time to time.
- Serve on the Pastoral Team Council, to coordinate the activities of the Pastoral Team.
- Work with the Pastoral Team members, including providing initial and ongoing training in partnership with Pastoral Team Leader.
- In situations when a minister's presence is important, directly provide pastoral care to members of the First UU community, including hospital and other site visits.
- Keep the Senior Minister informed about pastoral care at First UU and advise the Senior Minister about the need for the Senior Minister to engage directly in pastoral care.

- Officiate at rites of passage for members of the First UU community in collaboration with the Senior Minister.

2. Worship Leadership

- Plan worship and preach at least once a quarter. Participate as a worship leader approximately 2 additional weekends per month.
- Collaborate with the Senior Minister as requested in planning worship services for which the Senior Minister is responsible.

3. Governance Participation

- Attend meetings of the Board of Trustees and/or Coordinating Team as requested by the Senior Minister or the Board.
- Provide information for the Senior Minister's reports (typically monthly) to the Board of Trustees.
- Attend staff meetings.

4. Congregational Life Participation

- Be an accessible and visible presence at congregational meetings, forums, retreats, fellowship activities, and other major events, in coordination with the Senior Minister.

5. Wider UU Participation

- Be a member of the UU Ministers Association and participate in its activities as time allows.

III. Core Competencies

1. Integrity and Spirituality: Possesses and adheres to values consistent with Unitarian Universalism and behaves in a manner consistent with these values and ethical standards. Demonstrate personal depth and spiritual grounding, is trustworthy and authentic, and articulates a clear and consistent theology. Build and maintain trust with others.

2. Preaching and Teaching: Is a consistently effective preacher and worship leader; communicates a clear message through sermons and other oral presentations that are skillfully prepared and delivered.

3. Interpersonal Skills: Demonstrates warmth and empathy in interpersonal interactions and effectively uses active listening to understand others, identify issues, build relationships, and motivate to action; maintains appropriate professional relationships and boundaries with others.

4. Oral and Written Communication Skills: Comfortable speaking in a variety of settings inside and outside the congregation; effectively addresses both factual information and controversial topic; gets messages across with the desired effect. Writes succinctly and effectively to a variety of audiences.

5. Program Management Skills: Manages programs and projects effectively; thinks systemically to understand the congregational system and structures; designs and implements viable plans (including, e.g., resources, issues, action steps, timetables and outcomes); and yields timely and effective outcomes.

6. Initiative and Creativity: Demonstrates initiative for self and the congregation; is highly motivated, action-oriented, and full of energy for challenges; seizes opportunities, and motivates self and others to achieve desired results; thinks creatively to leverage resources and achieve desired outcomes.

7. Teambuilding and Collaboration: Understands and identifies common interests, and motivates people to work together by listening, empowering others, building solutions for mutual gain, and employing fair and respectful dialogue processes; instills a sense of group purpose and belonging; shares successes; and accurately assesses others' strengths and limitations.

8. Performance Management: Develops performance expectations in collaboration with those supervised; establishes performance measures; and leads effective performance management conversations.

IV. Specific Job Prerequisites:

- Fellowshiped as a UU Minister, or on the path to become fellowshiped.
- Respect for UUA principles, support of the First UU mission, and willingness to enter into a covenantal relationship with other staff members.
- Be able to demonstrate an understanding of and experience with UU congregational life.
- Satisfactory completion of an approved clinical pastoral education (CPE) program.
- Must demonstrate a strong motivation for our ministry.
- Must demonstrate a balanced and healthy personality, a capacity for self-understanding, a concern for others, and ministerial leadership skills.
- Must pass a background check.

June 16, 2020, reviewed and approved by Personnel Committee