

**First Unitarian Church
(Second Parish In the Town of Worcester)
90 Main Street
Worcester, Massachusetts**

Sabbatical Minister

Reports to: Prudential Committee

Effective date: August 26, 2019—November 30, 2019

Directly supervises: Directors, Sextons & Office Staff

Status: 0.50 FTE, Temporary

FLSA: Exempt

Job Summary

Provide spiritual leadership and guidance for members, friends, and children of the First Unitarian Church during the Fall 2019 sabbatical of the Minister, with the goal of sustaining the health and vitality of the congregational community and existing church programs.

Essential Functions

In collegial and collaborative relationship with the church staff and lay leaders, the Sabbatical Minister will:

- Be responsible for the worship life of the church, with the expectation of preaching and leading worship twice a month (beginning September 8th), working within established worship themes
- Provide pastoral services to members of the Church including weddings, funerals, baptisms, and routine visitations. (The Sabbatical Minister may conduct rites of passage for non-members for an additional stipend.)
- Meet with the Prudential Committee (the church board) monthly and at any specially called meeting, as needed
- Meet with the Sabbatical Committee at least monthly
- Meet monthly with the Worship Arts Collaborative to plan worship services

- Provide supervision for the staff, and conduct staff meetings at least twice monthly, with support from the Prudential Committee as needed. Staff changes must be reviewed and approved by the Prudential Committee.
- Maintain 8-10 hours of office hours every week, preferably on Tuesdays and Thursdays
- Maintain open communication with the congregation as a whole, including monthly newsletter columns and regular Facebook posts

Other Functions

- Support the membership process for the Fall 2019 class of new members
- Support the Stewardship team as appropriate

Minimum Qualifications

- Ordained in a liberal church tradition, and in good standing with their denominational body
- Experience in congregational ministry, supervision and demonstrated pastoral leadership experience.
- The sabbatical Minister must be able to work for First Unitarian Church on a half-time basis (approximately 20 hours per week) for the duration of the sabbatical term, August 26 to November 29, 2019

Core Competencies

- **Worship Leadership:** Designs and facilitates relevant and inspiring worship, following the broad outlines of the church's standard liturgy; works with worship staff and lay leaders to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.
- **Safety:** Affirms and follows all recommended safety guidelines for the protection and well-being of all; assesses risk wisely; takes on appropriate responsibility for the safety of those in their care.

- **Interpersonal Skills:** Establishes good working relationships with all who are relevant to work completion; works effectively with people at all levels and builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change, and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in expressing their gifts and passions.
- **Integrity and Trust:** Is seen as practicing direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.