**Sabbatical Minister**

**United First Parish Church**

**Job Description**

**Reports to:** Board of Governors

**Effective dates:** March 1, 2020 - August 23, 2020

**Status:** Part time, averaging 15 hours / week

**Compensation:** Commensurate with experience, ranging from $540 to $645 / week

**Position Summary**

United First Parish Church, in Quincy, MA, is seeking a part-time Sabbatical Minister to provide spiritual leadership and guidance for members, friends, and children of the congregation during the sabbatical and summer leave of our minister, Rev. Rebecca Froom, from March 1, 2020 through August 23, 2020, with the goal of sustaining the health and vitality of the congregational community and existing church programs.

**Position Responsibilities**

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

*1. Worship Services and Sunday Mornings*

The Sabbatical Minister shall prepare and lead Sunday services a total of seven times from March 1st - June 21st, working within established worship themes and in collaboration with and the support of the Worship Committee. The Sabbatical Minister shall lead one Chalice Circle in July or August, and be present at one additional Chalice Circle (Chalice Circles are a form of small group ministry that are held on Sunday mornings in the summer in lieu of worship services).

*2. Pastoral Services*

The Sabbatical Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the congregation’s own pastoral care program. The Sabbatical Minister will provide ceremonial services and counsel to members of the congregation without fee or honorarium. If the Sabbatical Minister is asked to perform more than two rites of passage that occur outside of Sunday services (such as a wedding or memorial), the congregation shall pay the Sabbatical Minister for these additional services at the appropriate UU Ministers Association rate.

*3. Services to the Board and Committees*

The Sabbatical Minister will be an ex officio nonvoting member of the Board of Governors. The Sabbatical Minister will report to the Board at its regular meeting, bringing to its attention specific concerns as they arise. The Sabbatical Minister will attend the Annual Meeting, currently scheduled for Sunday, May 17th. The Sabbatical Minister will be expected to meet at least monthly with the Sabbatical Committee. The Sabbatical Minister is expected to meet monthly with the Worship Committee and pastoral care team, *or* the chair of those committees; the exact schedule will be determined by those committee chairs and the Sabbatical Minister.

*4. Programming Responsibilities:*

The Sabbatical Minister will facilitate the monthly “Kindred Spirits Discussion Group for Seniors,” which currently meets on the second Tuesday at 10:15. The Sabbatical Minister shall serve as a resource for the Soul Matters small group facilitators.

*5. Relationship to Church Staff*

The Sabbatical Minister will be the head of staff supervising all personnel, with support from the Board as needed. The Sabbatical Minister will be expected to meet twice a month with the Office and Property Manager, and the Director of Religious Education, and to meet once a month with the Music Director. Staff changes must be reviewed and approved by the Board of Governors.

*6. Communications*

The Sabbatical Minister shall write a column for the monthly newsletter.

*7. Feedback*

The Sabbatical Minister shall provide feedback to Rev. Rebecca Froom and the Committee on Ministry about observations and suggestions at the conclusion of their employment.

**Qualifications**

The Sabbatical Minister will have a Master of Divinity or equivalent degree; will be in fellowship with the Unitarian Universalist Association; and will have worked successfully as a minister with a Unitarian Universalist congregation. Well-qualified candidates in the UUA’s ministerial formation process may also be considered.

**Core Competencies:**

* *Mission Ownership:* Demonstrates understanding and full support of the mission, vision, values, and covenant of the congregation.
* *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.
* *Staff and Volunteer Management:* Provides direction, gains commitment, facilitates change, and achieves results through the efficient, creative, and responsible deployment of volunteers and staff; engages people in expressing their gifts and passions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
* *Ethics, 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; abides by Unitarian Universalist Ministers Association’s Guidelines for the Conduct of Ministers.

**Hours**

The Sabbatical Minister is expected to work an average of 15 hours a week, with the understanding that the job will require additional hours during the “worship year” from March 1 - June 21, and will require fewer hours from late June - August.

The details of the Sabbatical Minister’s schedule will be developed in consultation with the Sabbatical Committee. We recommend that the Sabbatical Minister work onsite on Tuesdays, since that is currently when the Minister meets with the staff, and the Board of Governors monthly meeting is held on Tuesday evenings.