



**Updated:** December 14, 2016  
**Position Title:** Congregational Life Field Staff  
**Staff Group:** Congregational Life, Southern Region  
**Reports To:** Regional Lead  
**Location:** Southern Region  
**Grade:** 13, full-time (benefits eligible)

**Application Deadline: Monday, January 30, 2017**  
**Expected Start Date: Flexible, preferably spring, 2017**

### **Purpose**

To provide support and resources for congregations, Unitarian Universalist religious professionals, and missional communities, and organizational development and expansion of our faith for the Southern Region of the Unitarian Universalist Association.

### **Principal Responsibilities**

1. As a member of the regional Congregational Life staff group, serves the Unitarian Universalist faith and values, our congregations, members, and other constituencies in the Southern Region of Unitarian Universalist Association (UUA). With the staff group, determines staffing and service priorities consistent with our UUA Ends.
2. Works in covenant as a team member of the Southern Region of the UUA.
3. Provides direct consultation to congregational and regional leaders.
4. Supports healthy, innovative, covenantal, purposeful congregational and cross-congregational ministries by providing or arranging for appropriate consultation and programming.
5. Guides congregational leadership toward training in a variety of skills conducive to healthy, vibrant ministries.
6. Assists/coaches/teaches new, emerging and existing congregations and clusters through appropriate workshops, webinars and conferences.
7. Along with other regional staff, actively encourages collaboration among congregations to share resources and strategies; helps to organize cross-congregational learning communities both by geography and affinity; Facilitates and advocates covenantal support and accountability between congregations.
8. Organizes resources from the districts, region and the UUA to meet congregational, cluster and "beyond congregations" needs. Draws on congregational, cluster, district, regional, and national resources to provide a predictable and valued set of learning opportunities.
9. With the regional staff team, identifies growth opportunities and encourages within and beyond congregational efforts toward growth in numbers, organizational health, associational connectivity, depth of faith, and outreach to extend and promote Unitarian Universalism.
10. Serves as or ensures a representative of the region and/or the UUA will be present for ceremonial functions, interfaith efforts, and to ancillary organizations.
11. Participates actively in and in covenant with the UUA Congregational Life and regional staff teams, including retreats or other staff meetings.
12. Other principal responsibilities as indicated in the Addendum.
13. Performs additional duties as requested by the supervisor, the Director for Congregational Life, the Chief Operating Officer, or the President.

### **Qualifications**

This is a Grade 13 position (expected hiring range of \$62,000-\$72,000 depending on experience). Requirements include:

- Bachelor's degree or equivalent.
- In-depth knowledge and understanding of Unitarian Universalism; ability to speak and write confidently about Unitarian Universalism.
- Commitment to congregational innovation and interdependence.
- Commitment to our Unitarian Universalist Association.
- A minimum of ten years' active involvement with Unitarian Universalist congregations and organizations.
- Personal religious depth.
- Ability to work flexibly and collaboratively as part of a regional staff team.
- Ability to take initiative, to be self-directing, to set priorities and to manage time well.
- Ability or willingness to learn how to be proactive for racial justice and/or advocacy for other justice-related matters.

- Knowledge and willingness to learn strategies for handling difference (notably around historically marginalized people) and prizing diversity at many levels, including theologically.
- A commitment to and understanding of organizational development.
- Ability to teach Systems Thinking.
- Knowledge and experience of group and organizational change dynamics.
- Excellent communications and public speaking skills, including use of presentation technologies and social media.
- Knowledge or willingness to learn the use of emerging communications and remote learning technologies.
- Knowledge of volunteer organizations.
- Ability to perform work that involves regular travel and weekend work.
- Must live in or be willing to relocate to the Southern Region.

### How to Apply

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating “Congregational Life Field Staff—Southern Region” in the subject line—via e-mail to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred. **The application deadline is Monday, January 30, 2017.** We expect interviews to take place during February and to extend an offer in mid-March.

### About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice.

We offer an excellent benefits package: We pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at [UUA.org](http://UUA.org) or [uuworl.org](http://uuworl.org).

### About the Congregational Life Staff Group

The Congregational Life staff group is made up of our UUA’s field staff consultant teams divided into five collaborative regional teams ([www.uua.org/directory/staff/congregationallife](http://www.uua.org/directory/staff/congregationallife)). The core purpose of the Congregational Life staff team is to cultivate connections between congregations, to inspire and coach new and innovative models of “doing church,” and to companion and empower existing congregations and their leaders to their next level of impact. Put simply, “We serve interconnection, innovation, and impact.”

### About the Southern Region

The Southern Region includes 215 congregations in twelve states in the southern United States, Mexico and the U.S. Virgin Islands. It makes up what had been four historic Districts: Florida, Mid-South, Southeast, and the Southwest Conference. The Region is served by a ten-member team, who are part of the larger UUA Congregational Life staff group. Team members serve the Region and report to the Regional Lead, who also serves as a member of the Congregational Life staff group Leadership Team, advising the Director of Congregational Life.

For more information on the UUA, visit us online at [UUA.org](http://UUA.org), [uuworl.org](http://uuworl.org), and [uwasouthernregion.org](http://uwasouthernregion.org).

### Addendum

1. Southern Region staff members are Elders and Ministers of our faith first and foremost.
2. Southern Region staff members are expected to have a deep commitment to teamwork and a collaborative approach to the work.
3. Southern Region staff members teach or coach a variety of congregational developmental needs:
  - Worship arts
  - Creating the Beloved Community—within congregations
  - Creating the Beloved Community of love and justice—beyond congregations
  - Multicultural ministry and intercultural competency
  - Board and congregational leadership process
  - Stewardship
  - Ministerial transitions and relations

- Strategic planning
  - Congregational governance
  - Conflict management and transformation
4. Southern Region staff members each assume project manager portfolios in keeping with the team's and the Association's priorities.
  5. Southern Region staff members each are responsible for roughly 35 congregations as the congregational "primary contact."
  6. Southern Region staff members are committed to racial and social justice; thus, all team members participate in active antiracism training.