



UUA Job Level Rubric

Office of Church Staff Finances
for use with Recommended Salary Ranges

| Job Characteristics  Job Levels  | Authority & Accountability Degree of power accompanying the role to make decisions and take actions; breadth of accountability | Visibility & Impact Degree to which behavior, decisions, and actions influence the congregation and beyond | Qualifications Needed or Expected for the Job Required education or certifications, needed specialized knowledge and skills, expected experience | Responsibilities, Hours, & Conditions Supervision, volunteer coordination, budget oversight. Irregular hrs, on-call, required onsite time. Physical risk, physical labor, noise. |
|---|---|--|--|---|
| Executive/Minister I <i>Highest level of authority, accountability, and influence.</i> Two pay tiers: Executive and Program/Admin | Authority to make high-level decisions; broadly accountable for success of all programs and services. Reports to board. (For called ministers, in covenant with board.) <div data-bbox="588 876 1201 1107" style="border: 1px solid black; padding: 5px;"> Note for Size A congregations and part-time ministries: The solo minister or executive in a small congregation should almost always be placed at the Executive/Minister I level, although accountability may be limited to selected areas, based on agreed-upon priorities, and general </div> | Highly visible and influential. Represents the congregation in the community. | Minister in fellowship OR very high level of relevant specialized training, knowledge, skills, and/or experience. | Typically head of staff and lead executive. Budget oversight. Collaborative relationship with board. Hours flexible but also unpredictable while maintaining appropriate boundaries. Often on call for emergencies and has a 24/7 burden. A lot of evenings and many or most weekends expected. |

| Job Levels | Authority & Accountability | Visibility & Impact | Qualifications Needed or Expected | Responsibilities, Hours, & Conditions |
|--|--|---|--|---|
| <p>Executive/Minister II <i>Secondary position providing broad, high-level leadership with high accountability.</i></p> <p>Two pay tiers: Executive and Program/Admin</p> | <p>Collaborates with lead executive on broad initiatives and policy- and direction-setting. May report to lead executive or board. High authority within assigned areas.</p> <div data-bbox="590 597 1192 695"> <p>Note for Size A congregations: This role is unusual in small congregations.</p> </div> | <p>High visibility and a key influencer within the congregation as a whole.</p> | <p>Minister in fellowship OR very high level of relevant specialized training, knowledge, skills, and/or experience.</p> | <p>Collaboratively with lead executive, provides strategic direction, assists with policy, manages financial areas. Often holds key portfolios such as HR, pastoral care, or membership. Hours can be flexible but also unpredictable while maintaining appropriate boundaries. May have significant on-call hours, as well as substantial evening and weekend responsibilities.</p> |
| <p>Director Level <i>High level of authority and leadership within an area of congregational life; essential input into overall church direction.</i></p> <p>Two pay tiers: Executive and Program/Admin</p> | <p>Collaborates with executive(s). High level of authority within their area of congregational life; key staff member, providing essential input into general church direction and policy.</p> <div data-bbox="590 1128 1199 1380"> <p>Note for Size A congregations and part-time positions: A director-level position in a smaller congregation (or overseeing a small program) may have a more limited job scope but still functions with a high level of authority and influence within their area and provides essential input into general church direction.</p> </div> | <p>High visibility and influence within and beyond their area of congregational life. Typically reports to lead or secondary executive.</p> | <p>Significant experience, specialized education, and/or other specific relevant training expected.</p> | <p>Provides vision and overall strategic leadership within one or more programmatic or administrative areas. High authority and controls budget within assigned areas. Usually substantial volunteer training and oversight and/or staff supervision. Hours may be flexible, but with variable commitments and while maintaining appropriate boundaries. May need to attend to urgent situations off-hours.</p> |

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|---|--|--|--|--|
| Manager Level <i>Moderate level of authority, with high visibility within their area and input into church direction. Generally includes supervisory responsibilities and/or significant volunteer oversight.</i> | Moderate level of authority, with input into church direction beyond their area. | High visibility within their programmatic/administrative area. Typically reports to lead or secondary executive, or director. | Some specific relevant training or experience may be expected. | Provides leadership within programmatic or administrative area. Works autonomously on wide range of tasks. Collaborates with supervisor, oversees staff and/or volunteers to ensure coordinated programs and services. Responsible for staying within area's budget. Hours often flexible, but with variable commitments. May need to attend to urgent situations off-hours. |
| Specialist Level <i>Skills and authority within a particular area.</i> | Authority limited to particular programmatic or administrative area. | May be a low-to-moderate visibility position within their programmatic or administrative area. May report to lead or secondary, or Director/Manager of area. | Specialized skills and knowledge expected. | Works in cooperation with other staff and lay leaders and under the direction of their supervisor. Typically no supervision, limited volunteer management. Generally a regular schedule. |
| Support Level <i>Support position within a programmatic, operational, or administrative area.</i> | A team player with limited independent authority | Limited visibility and impact beyond their programmatic or administrative area. | Specialized skills and knowledge as appropriate for role. | Well-defined tasks supporting a programmatic or administrative area. Generally a regular schedule. |