



UUA Job Level Rubric

Office of Church Staff Finances
for '23-'24 Recommended Salary Ranges

Job Characteristics  Job Levels 	Qualifications Needed or Expected for the Job Required education or certifications, needed specialized knowledge and skills, expected experience	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	Responsibilities, Hours, & Conditions Supervision, volunteer coordination, budget oversight. Irregular hrs, on-call, required onsite time. Physical risk, physical labor, noise.
<p>Minister/Executive I <i>Highest level of authority, accountability, and influence.</i></p> <p>Two pay tiers: Minister and Program/Admin</p> <p>Common job titles: Minister, Lead Minister, Interim Minister, Exec Director</p>	<p>Minister in fellowship OR very high level of relevant specialized training, knowledge, skills, and/or experience.</p>	<p>Authority to make high-level decisions; broadly accountable for success of all programs and services. Reports to board.</p>	<p>Highly visible and influential. Represents the congregation in the community.</p>	<p>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.</p>

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 Minister/Executive I level, although accountability may be limited to selected areas, based on agreed-upon priorities, and general expectations may be more narrowly defined. They are still involved with broad level decisions and have a high level of influence.

Job Levels	Qualifications Needed or Expected	Authority & Accountability	Visibility & Impact	Responsibilities, Hours, & Conditions
<p>Minister/Executive II <i>Secondary position providing broad, high-level leadership with high accountability.</i></p> <p>Two pay tiers: Minister and Program/Admin</p> <p>Common job titles: Associate or Assistant Minister, Minister of Congregational Life, Executive Director, Director of Finance and Operations</p>	<p>Minister in fellowship OR very high level of relevant specialized training, knowledge, skills, and/or experience.</p>	<p>Collaborates with lead minister on broad initiatives and policy- and direction-setting. May report to lead minister or board. High authority within assigned areas.</p>	<p>High visibility and a key influencer within the congregation as a whole.</p>	<p>Collaboratively with lead minister, 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. May have significant on-call hours, as well as substantial evening and weekend responsibilities.</p>
<p>Note for Size A congregations: This role is unusual in small congregations.</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: Minister and Program/Admin</p> <p>Common job titles: Assistant Minister, Director of Religious Education, Director of Music, Director of Membership, Business Administrator, Congregational Administrator</p>	<p>Significant experience, specialized education, and/or other specific relevant training expected.</p>	<p>Collaborates w/minister(s). High level of authority within their area of congregational life; key staff member, providing essential input into general church direction and policy.</p>	<p>High visibility and influence within and beyond their area of congregational life. Typically reports to minister or secondary executive.</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. May need to attend to urgent situations off-hours.</p>
<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>				

Job Levels	Qualifications	Authority & Accountability	Visibility & Impact	Responsibilities, Hours, & Conditions
<p>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></p> <p>Common job titles: Office or Cong Administrator, Director of RE, Choir Director</p>	<p>Some specific relevant training or experience may be expected.</p>	<p>Moderate level of authority, with input into church direction beyond their area.</p>	<p>High visibility within their programmatic/administrative area. Typically reports to minister, secondary executive, or director.</p>	<p>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.</p>
<p>Specialist Level <i>Skills and authority within a particular area.</i></p> <p>Common job titles: Youth Group leader, Children's Music Coordinator</p>	<p>Specialized skills and knowledge expected.</p>	<p>Authority limited to particular programmatic or administrative area.</p>	<p>May be a low-to-moderate visibility position within their programmatic or administrative area. May report to minister, secondary executive, or Director/Manager of area.</p>	<p>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.</p>
<p>Support Level <i>Support position within a programmatic, operational, or administrative area.</i></p>	<p>Specialized skills and knowledge as appropriate for role.</p>	<p>A team player with limited independent authority</p>	<p>Limited visibility and impact beyond their programmatic or administrative area.</p>	<p>Well-defined tasks supporting a programmatic or administrative area. Generally a regular schedule.</p>