

Updated: August 29, 2023
Title: Ministerial Credentialing Director
Staff Group: Ministries and Faith Development
Reports To: Co-Director of Ministries and Faith Development
Location: Open
Grade: 14
Hours/Week: 35, full-time with benefits

Purpose

To manage the ministerial credentialing process and provides guidance and support for aspirants and candidates seeking ministerial fellowship with the Unitarian Universalist Association (UUA) to help them become religious leaders who embody the values, mission and aspirations of Unitarian Universalism.

Principal Responsibilities

1. Supports ministerial Aspirants, Candidates and individuals interested in preparing for ministerial fellowship with the UUA through the credentialing process, including:
 - a. Provides counsel regarding career goals, academic and professional preparation, internships and scholarship availability and application procedures on the fellowshiping process, and Ministerial Fellowship Committee (MFC) waiver applications and feedback to aspirants and candidates.
 - b. Helps them successfully navigate the credentialing process, paying special attention to those who are BIPOC, LGBTQIA+, disabled, or have otherwise been historically marginalized.
 - c. Oversees maintenance of the ministerial aspirant and candidate database, constituent relationship management system (Capsule) and the creation and maintenance of up-to-date information about ministerial credentialing on the UUA website.
2. Serves as a staff liaison to the Ministerial Fellowship Committee (MFC) and specifically to the Candidacy Working Group. Recommends and implements changes to the credentialing process to ensure greater equity and access, including changes aligned with the initiative of “Widening the Pathway to Ministry” and the recommendations from the 2020 *Widening the Circle of Concern* report from the UUA Commission on Institutional Change. Serves on one of the interview panels during MFC interviews and all business meetings. Ensures any necessary investigations are conducted for misconduct/complaints against Aspirants/Candidates. Supports the Executive Committee of the MFC in providing information for its deliberations on complaints against fellowshiped ministers.
3. With the help of the Ministerial Credentialing Administrator, manages scholarship funds, publicizes their availability, and oversees their distribution to aspirants and candidates in alignment with the UUA’s values, mission and aspiration.
4. Manages the work of the Internship Clearinghouse. Gives feedback on Learning/Service Agreements. Publicizes, reviews applications, and distributes funds for the Internship Salary Grant.
5. Serves as official UUA liaison to key institutions involved with the credentialing process. This includes the UUMA’s Ministerial Formation Network program, Starr King School for the Ministry and Meadville Lombard Theological School, and ensures these partners are appropriately consulted and informed about aspects of the credentialing process which affects them. Maintains relationships with multid denominational seminaries preparing aspirants and candidates for UU ministerial fellowship so that their students have full access to the credentialing process. May serve on the board of the Center for Career Development and Ministry and/or St. Lawrence Foundation for Theological Education, depending on term limit.
6. Serves as the Executive Secretary of the Panel on Theological Education, including maintaining records and monitoring its budget.
7. Supervises the Ministerial Formation Specialist and the Ministerial Credentialing Administrator and oversees the ministerial credentialing budget.
8. Works collaboratively to support the larger professional development mission of Ministries and Faith Development. Helps develop and incorporate anti-racism, anti-oppression, multicultural, and dismantling white supremacy initiatives into the credentialing process and within Ministries and Faith Development, and various UUA programs.
9. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

Qualifications

This is an exempt Grade 14 position (expected hiring range \$81,000 - \$99,200 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Must be a Unitarian Universalist minister in Full Fellowship.
- Demonstrated understanding of current dynamics in ministerial and other professional pathways in Unitarian Universalism, including a personal and professional commitment to shared ministry.
- Exceptional understanding of structural and institutional dynamics and impacts of racism and other oppressions.
- Prior experience mentoring, teaching and supporting students, especially students in seminary, is of high value.
- Demonstrated ability to manage highly complex and demanding organizational priorities and to interact with diverse sets of stakeholders with sensitivity and diplomacy.
- Excellent verbal and written communication skills.
- Ability to support individuals in the credentialing process with empathy, compassion and a pastoral approach.
- Ability to maintain confidential information, and display the highest personal standards of ethics.
- Strong experience as a team player, and in working with volunteers.
- Supervisory experience is expected, and the demonstrated ability to manage and motivate diverse teams.
- Proficiency in Microsoft Office applications (Access, Excel, Outlook, PowerPoint, and Word) and Google Suite.
- Some travel required.
- Knowledge of basic budgeting skills required.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

* Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Ministerial Credentialing Director” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% 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 and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity,

and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.

- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.