

Dated: October 30, 2023
Title: Deputy Director of Ministries and Faith Development
Staff Group: Ministries and Faith Development
Reports To: Director of Ministries and Faith Development
Location: United States*; Boston-accessible preferred
Grade: 15

Purpose

Working closely with the Director, jointly guides and manages the Ministries and Faith Development staff group to support, sustain, and advance multicultural, anti-oppressive, justice-centered, welcoming, and innovative Unitarian Universalist lay and professional leadership and ministry for all ages.

Principal Responsibilities

1. Shares the duties to direct and supervise the Ministries and Faith Development (MFD) staff and their budgets with the Director of MFD, including the offices of Church Staff Finance, Credentialing and Professional Development, Ministerial Transitions, Worship Arts, Lifespan Faith Engagement, and Multicultural/LGBTQIA+ Ministries.
2. Ensures MFD staff work collaboratively with staff and volunteers to train, credential, settle, support, and develop professionally those staff serving congregational and community ministries across a range of professional disciplines. Ensures credentialing and professional development programs are preparing leaders for the evolving religious landscape. Provides support for the process to engage ministers, religious educators, musicians, administrators, professional leaders, and congregational leaders on professional and ethical issues and concerns in collaboration with Congregational Life staff.
3. Guides and develops an integrated system of supports for UU lay and professional leaders to equip and encourage them in dismantling white supremacy culture and working toward the beloved community of justice and liberation, in collaboration with other UUA staff. Leads the UUA's support for religious professionals to center the needs of those who are Black, Indigenous and People of Color (BIPOC); LGBTQIA+ with an emphasis on those who are transgender/nonbinary; and who are disabled and works with an intersectional justice lens.
4. Supports the credentialing, developmental, and disciplinary work of the Ministerial Fellowship Committee, the Religious Education Credentialing Committee, and the certification of UU musicians. Serves as Executive Secretary of the Ministerial Fellowship Committee. Serves on the Panel on Theological Education. Serves as the UUA liaison to the UU Ministers' Association and to the Shared Covenant Working Group of UU professional organizations. Participates in planning the annual Service of the Living Tradition.
5. Acts as an organizational representative to key constituency groups, including UU professional organizations, identity-based organizations, and other key independent stakeholder groups who interact with UU lay and professional leaders.
6. Serves on the MFD Coordinating Council and the Staff Group Directors Team and works closely with other mission and program staff teams to further the mission and Ends of the Association, and to help lead the UUA's strategy in supporting and developing credentialed and professional leadership.
7. Performs additional duties as requested by supervisor(s).

Qualifications

Note that qualifications can be met as a result of lived experience, professional experience, formal and informal training.

- Deep understanding of Unitarian Universalism, including 10-15 years of experience with UU or similar congregations, with a preference for experience in multiple UU settings.
- Inherent respect for shared ministry and collaboration across professional religious disciplines and credentials.
- Exceptional skills in leading diverse teams, delegating tasks, managing change, and aligning operations with mission and strategy.
- Comfort with acting as a public faith leader, with a sense of inner spiritual grounding.
- Commitment to training and supporting leadership for the 21st century in Unitarian Universalism. This includes following the lead of people of color, as appropriate.

- Demonstrated skill set with developing leaders and staff teams to counter systems of oppression and cultural marginalization, and with promoting a staff culture of intercultural fluency and humility.
- Worked or lived experience with communities of color or indigenous peoples is of value.
- Supportive of religious and spiritual diversity. A strong understanding of culture, social location, and internationalism (and globalism) is desired.
- Exceptional judgment and discretion in acting on a wide range of sensitive and ethical topics, including personnel matters. The highest level of personal and professional integrity is expected.
- Excellent interpersonal and communication skills, including written and speaking ability.
- Experience in innovative or entrepreneurial organizations and settings is preferred.
- Experience as a staff member in a UU congregation preferred.
- Bachelor's degree expected, and advanced degree in a relevant area preferred (e.g., management, theology, education), but note that this qualification can be met as a result of other professional, educational, and lived experience.
- The Deputy Director shall be a minister in full fellowship with the UUA, due to their role with the Ministerial Fellowship Committee.
- Proficiency in Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Comfortable with using social media, Google Suite and other web-based applications, Zoom virtual meeting software, and other emerging communications and remote learning technologies.
- Regular travel and weekend work is required, including attendance at the annual UUA General Assembly in June.
- Residency in the United States is required.

Compensation

This is an exempt Grade 15 position. Anticipated hiring range of \$115,000 - \$135,000 depending on experience. The UUA offers an excellent benefits package: We pay 80% of the UUA Health Insurance Plan premiums, 10% towards retirement (after one year), and have generous paid time-off policies.

* 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 “Deputy Director of Ministries and Faith Development” in the subject line—via email to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. Email 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.

As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.