

# Capsule Job Descriptions

For use with UUA Salary Recommendations

## Ministers



*Choose the best fit job, based on the descriptions below, regardless of the position title in your congregation. For some employees, it may be appropriate to blend two jobs, using a straight or weighted average.*

- These definitions apply to called, hired, contract, and developmental ministers.
- Special note: **Interim minister\*** salaries should be at midpoint or above.

### **Lead Minister (solo, senior, or co-lead)**

Performs all of the expected duties of ministry. Typically serves as head of staff and as executive for administrative purposes. Has a collaborative relationship with the governing board. Represents the congregation in the community. “Co-lead” ministers are of equal rank.

### **Second Minister**

In collaboration with and under the direction of a lead minister, a second minister performs assigned ministerial duties. The title and responsibilities of a secondary minister can vary widely. Some secondary ministers partner with the lead minister on broad initiatives and direction-setting, in addition to overseeing numerous ministries of the congregation, while others manage one particular program.

Traditionally, an Associate Minister has helped develop the congregation’s vision and is called by a vote of the congregation while an Assistant Minister is focused on implementation and is hired by the senior minister or governing board. These distinctions may come into play in making compensation decisions. However, when setting salaries in a multi-minister setting, we expect congregations to put their emphasis on internal equity, i.e., the level of responsibility, authority, and impact of the second minister relative to the lead minister (and other lead staff).

### **\* Interim Minister**

An Interim Minister carries out the customary responsibilities of a minister and engages the congregation in an intentional transition-related process during a 1- to 2-year period as the congregation searches for a new settled minister. An interim minister often has specialized training in congregational transitions and organizational development.

# Religious Educators



*Choose the best fit job, based on the descriptions below, regardless of the position title in your congregation. For some employees, it may be appropriate to blend two jobs, using a straight or weighted average.*

## **Credentialed, Master Level**

A person who has achieved Master Level status in the UUA Religious Education Credentialing Program. See [RE Credentialing Program Plan](#) for requirements.

## **Credentialed, Credentialed Level**

A person who has achieved Credentialed Level status in the UUA Religious Education Credentialing Program. See [RE Credentialing Program Plan](#) for requirements.

## **Credentialed, Associate Level**

A person who has achieved Associate Level status in the UUA Religious Education Credentialing Program. See [RE Credentialing Program Plan](#) for requirements.

## **Religious Educator**

A person who plans and administers a comprehensive religious education program, including recruitment, training, and coordination of volunteers, and who serves as a resource in using UU religious education curricula and programs. For purposes of these salary recommendations, a Religious Educator is a person who is employed in the leadership of a UU religious education program and has not completed any level of the UUA Religious Education Credentialing Program. In establishing the appropriate salary, consideration should be given to years of experience as a Religious Educator, relevant academic or related-professional achievement, and a demonstrated mastery of the various aspects of religious education program leadership.

## **Religious Education Coordinator**

Assists in planning and implementing a Religious Education program under the supervision of a Director of Religious Education (DRE) or a Minister. The RE Coordinator will both provide administrative support and will have some program responsibility. In a small congregation, the RE Coordinator may be the only RE professional and report to a Minister who directs the RE program. In a larger congregation, the RE coordinator will report directly to a DRE or RE minister who directs the RE program. Program responsibilities might include recruiting and guiding/supporting volunteers, serving as a teacher or program facilitator, supervising Sunday activities when the DRE or RE minister is unavailable, or managing one aspect of the religious education activities (such as directing a summer program, coordinating the children's or youth program, directing an evening adult program or a committee tasked with developing family activities).

# Music Staff



*Choose the best fit job, based on the descriptions below, regardless of the position title in your congregation. For some employees, it may be appropriate to blend two jobs, using a straight or weighted average.*

## **Certified Music Director**

A person who has completed the UUA Music Leadership Certification Program (see [requirements](#)) and fits the description of a Music Director, below.

## **Music Director**

Directs the music program, usually in consultation with the minister. Has overall accountability for the program. Responsible for program administration, including budget. May supervise other music staff. Personally, or through others, organizes and directs the choir(s), selects the music for worship, plays the organ or other instruments. May engage other musicians and supervise their performance. Typically has at least one degree in Music.

## **Certified Choir Director**

A person who has completed the UUA Music Leadership Certification Program (see [requirements](#)) and fits the description of a Choir Director, below.

## **Choir Director**

Directs the choir(s) and/or other vocal groups. Often works under a music director.

## **Organist/Keyboardist/Instrumentalist**

Accompanies the choir during services, plans keyboard music, and also performs as a solo musician. May be responsible for maintenance and repair of instruments. Usually works in concert with a music director.

# Membership Staff



*Choose the best fit job, based on the descriptions below, regardless of the position title in your congregation. For some employees, it may be appropriate to blend two jobs, using a straight or weighted average.*

## **Membership Director**

A well-developed membership staff position that provides vision and overall strategic congregational leadership, including integration with multiple areas of church life. Directs a comprehensive membership growth, new member assimilation, membership tracking, and volunteer and leadership recruitment program. Works collaboratively within the staff team and operates with a high level of authority within assigned program area(s). May also be responsible for additional areas of program management (e.g., Small Group Ministry, Stewardship, Communications, Adult Education).

## **Membership Manager**

Works autonomously with a moderate level of authority. Collaborates with minister and other staff. Accountable for coordinator responsibilities as well as many or most of the following: Connect, engage and integrate visitors, members and friends into the life of the congregation. Develop, implement, monitor and evaluate membership programs and policies. Maintain budget oversight. May also be responsible for supervising a second area of programming (e.g., Small Group Ministry, Stewardship, Communications, Adult Education). May delegate some of these tasks to volunteers or staff.

## **Membership Coordinator**

A largely administrative role supporting a membership program. Typically works independently on well-defined tasks and cooperatively with ministerial and lay leadership. Responsibilities may include: Providing visitor support/point of first contact, implementing policies and procedures, coordinating new member classes, recruiting volunteers for membership roles, supporting volunteer recruitment for other functions, and keeping records. May delegate some tasks to volunteers.

# Administrative and Operations Staff



*Choose the best fit job, based on the descriptions below, regardless of the position title in your congregation. For some employees, it may be appropriate to blend two jobs, using a straight or weighted average.*

## **Director of Finance and Operations** *(added in 2019 in Midsize III and larger)*

In collaboration with the (senior) minister, provides strategic direction and assists with policy-setting to achieve the mission and vision of the congregation in accordance with its governance structure. Oversees and adjusts processes and operations as necessary to ensure efficient and effective implementation of policies and procedures. Typically a member of the Executive Team. In addition to the financial and administrative responsibilities outlined under Business Administrator (below), the Director of Finance and Operations is generally accountable for overall human resources administration.

## **Business Administrator**

In collaboration with the senior minister, manages the administrative and financial matters of the congregation with a high degree of independence and fiscal responsibility. Advises the senior minister and governing board on a wide range of financial matters at both the strategic and operational levels including the operational budget, endowed funds, and stewardship planning. Typically empowered to sign contracts, negotiate insurance programs and develop financial plans. Supervises building-related issues. Supervises other administrative staff. Typically requires significant business and/or managerial experience. Often has a degree or other formal training in business administration.

## **Congregational Administrator**

Responsible for a broad variety of administrative tasks with minimal guidance. Manages office procedures, facilities, schedules, purchasing, preparation of budgets, and bookkeeping services. Knowledgeable with major office-related computer applications including database management. Will supervise other administrative staff in the absence of a Business Administrator. Prepares reports and recommendations to the minister and governing board. Knowledgeable about the organization and its policies. May prepare payroll, accounts payable and record revenue.

## **Office Administrator**

Responsible for a variety of operations for the administration of the church program under moderate supervision. May perform most of the functions listed above, but likely to require guidance. Often performs the duties of an Office Assistant. Will be skilled in current office applications for computers. May supervise other staff and/or volunteers.

## **Office Assistant**

Provides general clerical support of semi-routine nature under close to moderate supervision. Operates office equipment. Activities include preparation and distribution of written/printed materials such as newsletters, Sunday bulletins, and sermons. Also answers and routes incoming calls, schedules building use and work hours for others. Will likely maintain church membership and mailing lists. Maintains necessary office supplies. May perform some ongoing, programmed administrative duties such as preparation of payroll and accounts payable.

**Bookkeeper**

Maintains financial ledgers and is responsible for journal entries and balance sheets. Prepares statements, investigates and clears discrepancies, compiles reports and analyses of accounts. Uses bookkeeping or accounting software. Likely to have at least two years of college plus 4 to 6 years of accounting experience.

**Facilities Manager** *(added in 2020 in Midsize III and larger)*

Works within established procedures with low to moderate supervision. Duties include supervising custodial staff, assisting with semi-skilled repairs on mechanical and electrical equipment, liaising with outside vendors, and keeping abreast of the reserve study. Completing and maintaining work order paperwork. May include scheduling building rentals.

**Custodian**

Performs regular cleaning duties in all parts of the building with moderate supervision. Sets up furniture and fixtures for events and meetings. May be responsible for opening and closing the building for functions.