

## 2016/17 Capsule Job Descriptions

### Ministers

#### Senior Minister

Performs all of the tasks of a minister, plus serves as the lead minister in relationship to other ordained ministers serving the congregation. For compensation purposes, the title *senior* is not merely honorific but indicates supervisory responsibilities for other clergy and staff.

#### Minister/Co-Minister

Performs the expected duties of ministry. May serve as executive for administrative purposes including staff supervision. Has collaborative relationship with the governing board and advises committees/task forces. Represents the congregation to the community. With another co-minister, jointly performs the duties of ministry. Co-ministers are generally of equal rank.

#### Minister of Religious Education

Develops and directs the lifespan religious education program as a specialized ministry. Usually supervises other paid religious education staff. Supervises recruitment, training, and coordination of volunteers. Involved with worship of all ages. Bringing an educational lens to the ministerial team, shares in the traditional duties of ministry such as preaching, rites of passage and pastoral services.

#### Interim/Developmental/Contact Minister

An Interim Minister performs the duties and responsibilities of a senior minister or minister during a one or two year period while the congregation searches for a new settled minister. Often has specialized training in congregational transitions and organizational development. A Developmental Minister serves a congregation wishing to work on specific issues for 3-5 years and may result in a “called” relationship. A Contract Minister is hired to fulfill certain tasks (not all ministry tasks will be covered) and serves for a specified period of time ranging from a few months to a year.

#### Associate/Assistant Minister

In collaboration with and under the direction of a senior minister, an Associate/Assistant Minister performs assigned ministerial duties. Under the leadership of the Senior Minister, the Associate helps develop the congregation’s vision while an Assistant is focused primarily on implementation. The Associate is called by vote of the congregation while an Assistant is hired by the senior minister/governing board.

#### Campus Minister/Youth Minister

A campus minister works with college-age persons through programs for young adults while a youth minister works with persons from junior high/middle school through young adulthood. A Campus Minister may be jointly employed by a congregation, district/region, or another organization. A Youth minister is generally employed by a congregation.

#### Community Minister

Ministers through military or civilian chaplaincy, pastoral counseling, psychotherapy, community organization, or social justice advocacy roles. May be employed by a congregation, several congregations, regional organization, or a secular organization. May be affiliated with a UU congregation.

## **Minister of Music**

An ordained minister who plans and implements the music program of a religious organization. Will have graduate degrees in religion as well as music. For compensation purposes, this is not an honorific title granted to a layperson. The minister of music will hold the usual academic credentials of a learned ministry, and have met all the requirements of UUA fellowshiping.

## **Non-ordained personnel**

### **Religious Educators**

#### **Credentialed Religious Educator – Master Level**

A person who will have completed the UUA Master Level credentialing program requirements. These include: 5 years of paid experience at half time or 10 years at quarter time; 3 graduate courses and 8 interactive UU learning experiences and required reading as defined in the Program Plan. Has demonstrated competence in directing all aspects of UU lifespan religious education, along with leadership experience beyond the congregation.

#### **Credentialed Religious Educator**

A person who will have completed the UUA Credentialed Level program requirements. These include: 2 years of paid experience at half time or 4 years at quarter time; a bachelor's degree, significant structured service experience or equivalent work/life experience and have completed 4 interactive UU learning experiences and required reading as defined in the Program Plan. Has demonstrated competence in directing most aspects of a UU religious education program for children and youth.

#### **Credentialed Religious Educator – Associate Level**

A person who will have completed the program requirements which include at least 75 hours of training (5 approved trainings); completed the reading list for this level; has at least two years' experience at quarter time in paid RE leadership; and demonstrated competence in directing many aspects of a UU lifespan religious education program.

#### **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 not participating in the Religious Educator Credentialing Program, but who is already employed in the leadership of a UU RE 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 curriculum and program administration.

#### **RE 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 MRE 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 MRE 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 Professionals**

### **Certified Music Director**

A person who will have completed the 3 year certification program. Program requirements include coursework and demonstrated competencies in three main areas of knowledge, Music Skills and Resources, UU Heritage and Values, and Leadership and Interpersonal Skills. (Insert link) Directs the music program, usually in consultation with the minister. Has accountability for music budget. Supervises any 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.

### **Music Director**

Directs the music program, usually in consultation with the minister. Has accountability for music budget. Supervises 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 will have completed the 3 year certification program. Program requirements include coursework and demonstrated competencies in three main areas of knowledge, Music Skills and Resources, UU Heritage and Values, and Leadership and Interpersonal Skills. (Insert link). Directs the choirs and vocal groups. Typically works under a music director. If the person holding this position also administers the music program, the recommended salary should be increased by twenty percent.

### **Choir Director**

Directs the choirs and vocal groups. Typically works under a music director. If the person holding this position also administers the music program, the recommended salary should be increased by twenty percent.

### **Organist/Keyboard/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. If the person holding this position also administers the music program, the recommended salary should be increased by twenty percent.

## **Membership professionals**

### **Membership Director**

A well-developed membership ministry 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 (SGM, Stewardship, Communications, Adult ED, etc).

### **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 (SGM, Stewardship, Communications, Adult ED, etc). May delegate some of these tasks to volunteers or staff

### **Membership Coordinator**

A primarily administrative role supporting a membership program. Typically works independently on well-defined tasks and cooperatively with ministerial and lay leadership. Responsibilities 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 Professionals**

### **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 experience and a degree in business administration with at least five years of significant managerial experience.

### **Congregational Administrator**

Responsible for a broad variety of administrative tasks with minimal guidance by a business manager or minister. 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.

**Custodian**

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