Updated: April 7, 2020
Title: Ministerial Credentialing Director
Staff Group: Ministries and Faith Development
Reports To: Co-Director of Ministries and Faith Development
Location: Boston, Massachusetts (onsite) preferred
Grade: 14
Hours/Week: Full-time with Benefits

Purpose
Manages the ministerial credentialing process and provides guidance and support for aspirants and candidates seeking ministerial fellowship with the Unitarian Universalist Association (UUA).

Principal Responsibilities
1. Provides counsel for individuals interested in or preparing for ministerial fellowship regarding career goals, academic and professional preparation, internships and scholarship availability and application procedures on the fellowshipping process, and Ministerial Fellowship Committee (MFC) feedback to aspirants and candidates.
2. Oversees the scheduling of candidate interviews with the MFC and preparation of all necessary materials; serves as a staff liaison to the MFC and specifically to the Candidacy Working Group.
3. Manages scholarship funds, publicizes their availability and oversees their distribution to aspirants and candidates. Convenes the UUA Scholarship Committee.
4. Oversees maintenance of the ministerial aspirant and candidate database and the creation and maintenance of up-to-date information about ministerial credentialing on the UUA website.
5. Serves as official UUA liaison with Starr King School for the Ministry and Meadville Lombard Theological School and maintains contact and appropriate relationships with multidenominational seminaries preparing aspirants and candidates for UU ministerial fellowship.
6. Maintains records, monitors budget, and serves as the Executive Secretary of the Panel on Theological Education.
7. Leads workshops, gatherings, webinars, etc., and represents the UUA and Ministries and Faith Development.
8. Maintains and reviews budget for the Ministerial Credentialing Office.
9. Works to support the larger professional development mission of Ministries and Faith Development.
10. 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 other UUA programs.
11. Manages the work of the Internship Clearinghouse.
13. Supervises the work of the Ministerial Credentialing Administrator.
14. Assumes additional responsibilities as requested by the Co-Directors of Ministries and Faith Development, the Executive Vice President, or the President.

Qualifications
This is a Grade 14 position (expected hiring range $62,900 - $81,000 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:
- Unitarian Universalist minister in Full Fellowship.
- Proficiency in Microsoft Office applications (Access, Excel, Outlook, PowerPoint, and Word).
- Some travel required.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Demonstrated ability to manage highly complex and demanding organizational priorities and to interact with diverse sets of stakeholders with sensitivity and diplomacy.
- Ability to maintain confidential information.
- 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.

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
About the UUA
The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. 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, 11% 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) 948-6467 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.