

Updated: November 30, 2018
Title: Ministerial Credentialing Administrator
Staff Group: Ministries and Faith Development
Reports To: Ministerial Credentialing Director
Location: Boston, MA (onsite)
Grade: 9, full-time with benefits

Purpose

To coordinate the Ministerial Credentialing Office (MCO), to provide administrative support and information for aspirants and candidates preparing for ministerial fellowship, to support efforts to assure aspirants and candidates are in compliance with credentialing requirements, to provide the Ministerial Credentialing Director (MCD) with administrative support, and to collaborate with the MCD to further develop the MCO's capacity to make required forms accessible online.

Principal Responsibilities

1. Assists individuals preparing for ministerial fellowship by advising of requirements, providing information, and maintaining database of aspirant and candidate files, and organizing Ministerial Fellowship Committee (MFC) packets in coordination with the MFC Coordinator.
2. Uses technology to streamline, manage, and support the work of the MCO, both for efficiency and cost saving. Maintains online document management system.
3. Provides administrative support as required and works closely with the MFC Coordinator during all MFC meetings.
4. Works with the MCD to maintain accountability to the rules and policies of the MFC.
5. Administers the UUA Scholarship Committee. Monitors scholarship budget and prepares requests for scholarship disbursement.
6. Develops an ongoing list of ministers who have received Preliminary Fellowship for the annual Service of the Living Tradition.
7. Manages UUMINS2B e-mail list.
8. Maintains MCO pages on the UUA website, updating and editing as necessary.
9. Sends ordination certificates upon request to fellowshipped ministers and manages related correspondence and record keeping.
10. Collaborates with the MCD to recommend policy changes to the MFC when necessary or desirable.
11. Assists other Ministries and Faith Development staff as necessary and appropriate.
12. Performs other duties as requested by supervisor, the Co-directors of Ministries and Faith Development, the Executive Vice President, or the President.

Qualifications

This is a Grade 9 position (expected hiring range \$37,000 to \$45,700 depending on experience). Please note that aspirants, candidates, and ministers are not eligible to apply. Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

Applicants should be highly organized, detail-oriented, non-anxious, have familiarity with monitoring a budget, and have excellent communications skills. The ability to interact with a range of constituents with patience and emotional maturity, and to manage sensitive and confidential information is a must. Very strong computer proficiency in the Microsoft Office Suite is required, especially with Word, Outlook, and Google Docs. Experience with Raiser's Edge, Excel, Adobe PDF Creator, and a web content management system (CMS) is desirable. Event planning experience is also helpful. Work or lived experience with communities of color or indigenous peoples is of particular value, as is the willingness 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 Administrator" 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 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) 948-4648 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, environmental exploitation, and other interrelated systems of marginalization.