

# UUA Moderator Search and Nomination

## PROCESS

A Special Election to fill the remaining five years of a six-year term as Moderator will be held in June 2020. The UUA Board will announce the candidate(s) for this election on December 10, 2019. The Board has appointed the Moderator Search Committee to bring to the Board well-qualified individuals or team of individuals for their review and possible nomination. If the Board agrees on a single nominee, they will present one individual/team for affirmation by the delegates. If they do not agree, or if an individual/team runs by petition, a contested special election for Moderator will be held in Providence at General Assembly.

## JOB DESCRIPTION

The Moderator Search Committee seeks applicants—teams or individuals—to serve as Moderator of the Association. This is a vital role and a vital time for our Association. As the Chief Governance Officer of the Association, the Moderator works closely with the Board, Executive Staff, and Committees of the UUA. The Moderator along with the UUA Board is supported by the Executive Assistant to the Executive Vice President and Board of Trustees and the Executive Staff of the UUA and staff in their team. In collaboration with the Board, the Executive Staff of the UUA, and ultimately, our member congregations and covenanting communities, the Moderator helps to shape and hold the vision and mission of the UUA. The Moderator also works to encourage and support leaders, congregations, and covenanting communities in our faith as well as partner organizations in feeling fully heard and represented in our decision-making processes.

A [full job description](#) was approved by the Board in May of 2019. The Moderator must have a strong understanding and skill set regarding decision-making, facilitation, dismantling oppression and white supremacy toward collective liberation and transformative justice, policy-based governance and modified policy-based governance, public speaking and presence, and organization and time-management. Experience leading governance and a deep grounding and love for our faith are essential. The Moderator must be able to creatively work with, and provide appropriate collaborative leadership for, individuals, small groups, and very large groups.

Recent Moderators have spent 20–30 hours a week on this task, as individuals or combined as a team. Time periods around in-person Board meetings and General Assembly are even more intense. Increased sharing of the work could modify these times, but it is a time-consuming volunteer task. The Moderator should also be a good listener, have the capacity to track details while focusing on big picture tasks, and be a non-anxious supportive presence as challenges and urgent issues arise. There is also much joy and meaning in the work. The Moderator must travel often to Boston and other locations for meetings, celebrations, and events. They must be timely in responding to and approving the work of others. All expenses are reimbursed, and there is modest reimbursement available for lost work time. Other than a requirement that the nominees be members of a Unitarian Universalist congregation, there are no other restrictions, including age or status as a religious professional, on the ability to apply. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ Unitarian Universalists are encouraged to apply. Our UUA is committed to developing a diverse and talented volunteer leadership 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.

## **TIMELINE**

- August 15, 2019: Application form goes live. We will review applications, check references, and conduct interviews (via Zoom Video Conferencing) as applications are submitted. Given the tightness of the timeline, the sooner an application is submitted, the better.
- October 1, 2019: Application deadline. Remaining reviews, references, and interviews are completed.
- Between October 1, 2019 and October 15, 2019: A UUA background check is conducted on all potential nominees.
- October 15, 2019: Moderator Search Committee confidentially submits 2–3 qualified applicants to the Board. The Board receives and reviews these applicants in closed session and conducts their own interviews and process.
- December 10, 2019: The Board Announces its nominee(s).
- February 1, 2020: Final day to file a nomination by petition to the Secretary of the Association
- June 2020: Election. The Moderator(s) take office immediately after GA.

## **CONFIDENTIALITY**

Potential applicants should be thoughtful and discrete about reaching out to others for purposes of discernment, and to find other team members. Under no circumstances should you begin to campaign, or make a large public notice. But asking for advice and potential teammates in and on limited-view forums may be wise. You might indicate to a smaller group that you're considering it, and ask for folks to contact you if they are too. You might ask for folks to offer their thoughts about the role and your fitness for it—but not to ask for endorsements or explicit support. If you're unsure about the appropriateness of a reach-out, please speak to a member of the committee.

Whether or not you apply, that information is yours to do with as you wish. The committee will not share, other than with the Board in executive session, the names of any applicants not nominated.

## **APPLYING AS A TEAM**

The workload of the Moderator as well as our commitments to anti-oppressive leadership suggests, and our bylaws allow, that a team of people may serve in the role. You can apply to be nominated as a team of Co-Moderators, or as an individual. If you apply as a team, please include in your application your established covenant among all team members, as well as a history of when you have worked together.

## APPLICATION

The following questions will provide us with basic information about your application to be considered for UUA Moderator by the UUA Moderator Search Committee.

In addition to the questions below, we ask that you send your application to [moderatorsearchcommittee@uua.org](mailto:moderatorsearchcommittee@uua.org) by no later than October 1st. *Given the tightness of our time, the sooner you apply the better—and please, let us know that you intend to apply as soon as you can.* We will acknowledge receipt of your application and begin the process of review and reference checking.

Applications and nominations will be held in the strictest confidence; we ask you to be discreet in your discernment and ask those you consult with to keep your application in confidence.

## INSTRUCTIONS

Submit a resume (including your previous relevant leadership experiences), with a cover letter describing why you are applying and why you believe you are qualified for the position. Please include contact information for three references who know you from a variety of settings.

In addition, please respond to the following prompts (three pages maximum, total):

- What are the biggest opportunities and challenges facing Unitarian Universalism right now and for the future?
- What is the optimal relationship between Unitarian Universalist congregations/covenanting communities and the UUA Board of Trustees?
- What is the optimal relationship between the Moderator(s) and the President, Executive Vice President, and other UUA staff members?
- How should our values, theology, and commitments, including but not limited to our commitments to anti-racism, anti-oppression, and multiculturalism, be reflected in our governance practices?
- Describe your personal spiritual practice and sources of resilience.

If applying as a team, also include a covenant agreed to by all members of the team. The covenant should be robust and describe how you will do this work effectively together.

Send these documents to [moderatorsearchcommittee@uua.org](mailto:moderatorsearchcommittee@uua.org), along with the following information (if applying as a team, include the following for each member of the team).

Name

Pronouns

Mailing Address

Email Address

Preferred Phone Number (where we can leave a message)

City

State

Zip Code

What UUA member congregation(s) are you a member of (name, city, and state)?

In your application, please included an acknowledgment that you have read and agree to the following five statements:

I am able to travel extensively.

It is unknown, at this time, if the Board will nominate more than one candidate (or team of candidates), but if they do so, or if someone runs by petition, an election will be held at General Assembly to fill the 5-year unexpired term. If there is an election, there should be no electioneering of any kind before the Board release of nominations on December 10, 2019. Failure to observe this expectation will be detrimental to one's application for nomination.

If the Board nominates more than one slate, or if someone runs by petition, I understand that an election will be held, and a modest campaign for the office will be required, under the rules and supervision of the Election Campaign Practices Committee (ECPC).

I pledge to keep my application confidential and ask the small number of others I consult with in my discernment to do the same.

I understand this is a volunteer position, with reimbursement for expenses and minimal reimbursement for lost wages. I have the time to do this role.