

**POSITION DESCRIPTION TEMPLATE**  
**For a Position in a UU Congregation**  
**Including Guidance and Examples**



**Title:** Position Title  
**Reports to:** Supervisor (by title)  
**FLSA Status:** Exempt or Nonexempt  
**Hours and schedule:** Number of hours per week; days/times as applicable  
**Date created or revised:** Current date

**GUIDANCE ON GENERAL POSITION INFO**

**Title:** Is title clear and appropriate for scope and level of position? “Director,” for instance, indicates a high level of authority and impact. Our Capsule Job Descriptions may help: [https://www.uua.org/sites/live-new.uua.org/files/capsule\\_job\\_descriptions.pdf](https://www.uua.org/sites/live-new.uua.org/files/capsule_job_descriptions.pdf).

**Reports to:** Best if this is one person, a professional on staff. Naming one person as supervisor, e.g., Minister, provides clarity about accountability and support. This does not preclude collaboration with, and input from, others. Supervision by committee or by volunteers is generally not recommended.

**FLSA Status:** Exempt or Nonexempt. If exempt, state which exemption. (It’s important to note which exemption applies because white-collar exemptions have a salary threshold that may change while the ministerial exception does not.) Fair Labor Standards Act status is important for payroll and recordkeeping purposes. More at <https://www.uua.org/leadership/library/fair-labor>.

**Hours:** Usually described as hours per week. While many people think “full-time” refers to 40 hours, full-time does not actually have a specific meaning. If hours vary or are flexible, you should indicate that. Even if hours are flexible, it is important to state the overall expected hours, as this has implications for benefits eligibility as well as budgeting. Note that total hours worked each workday and each workweek need to be recorded for all nonexempt employees. (See FLSA info, above.) For exempt employees, hours do not need to be recorded. It is understood that exempt employees may put in more than their nominal hours when needed.

**Position Purpose**

**GUIDANCE:** This is the objective of the position – the reason the position exists, what it is meant to accomplish. No more than 3 or 4 sentences. Show the scope of responsibility and level of impact.

**EXAMPLES OF POSITION PURPOSE**

**Director of Religious Education**

Directs and leads the Religious Education programs of the congregation, planning and administering a comprehensive program that nurtures the spiritual and religious growth of adults, youth, and children. Recruits, trains, and supports volunteers to play a role in leading religious education programs.

**Custodian**

Performs general cleaning and maintenance of the church buildings, furnishings and equipment in order to provide a clean, comfortable and safe environment for the programs of the church.

## Core Competencies

**GUIDANCE:** Core competencies are expected behaviors, attitudes, and personal skills, each of which would apply to many or all job responsibilities.

### EXAMPLES OF CORE COMPETENCIES

**Organization and Planning:** Organizes people, funding, materials, and support to accomplish multiple, concurrent goals and activities.

**Vision and Purpose:** Commitment to and knowledge of Unitarian Universalist Principles, values, history and worship. Articulates a compelling and inspired vision for their program area, in alignment with the mission of the congregation.

**Trust and Integrity:** Is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the ministry of the congregation

**Conflict Management:** Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.

## Essential Functions

### EXPLANATION OF ESSENTIAL FUNCTIONS

Essential functions (Americans with Disabilities Act language) meet at least one of these criteria:

- Doing the function is part of why the position exists.
- A limited number of employees could perform this function.
- The function is highly specialized and the person in this position has the specific skills and expertise to perform the function.

The employee must be able to perform these functions, with or without accommodation. From the Americans with Disabilities Act. See <https://www.nolo.com/legal-encyclopedia/essential-job-functions-under-the-ada.html>.

### GUIDANCE ON ESSENTIAL FUNCTIONS OR PRINCIPAL RESPONSIBILITIES

- Do not make an all-inclusive task list. (Attending staff meetings is not an essential function, for instance.) Not every expectation needs to be spelled out in the job description. Essential functions are often stated in terms of general areas of responsibility. A given position might have 5 to 8 essential functions (or principal areas of responsibility).
- If you need to list numerous responsibilities, group them into a few main categories. Avoid lengthy lists of bullet points.
- Regarding “Other duties as assigned,” see <https://www.bizjournals.com/bizjournals/how-to/human-resources/2018/03/avoiding-headaches-with-the-other-duties-as.html>.
- Our congregations are small employers with changing needs. While the position description provides clarity of expectations, being too specific does not allow for sufficient flexibility or appropriate evolution of the position. Examples of over-specifying:
  - Leads children’s chapel 2 times per month.
  - Files personnel records in the blue cabinet.
  - Washes the floors every Tuesday.
  - Submits a “Music Notes” column for the newsletter monthly.

## EXAMPLES OF ESSENTIAL FUNCTIONS

### For a Director of Religious Education

**Program Development:** Develops programming for children that encourages religious and spiritual development and that builds community, supporting children in developing and acting on their values. Plans and develops curriculum and resources for Lifespan Religious Growth and Learning.

### For a Custodian

**Resource Management:** Follows directions and establishes routines in the proper use of materials and supplies. Monitors heat, lighting, and air conditioning to optimize utilization.

### For an Office Administrator

**Communication:** Prepares reports and recommendations as directed by the Minister and Business Administrator. Coordinates production of church communications, working collaboratively with program staff and volunteers.

## Qualifications

If you list something as a qualification or requirement, it means you cannot imagine someone the doing the job without it. Show an appreciation for alternative paths and backgrounds by including language such as “or equivalent experience.” For guidance on cultivating and supporting a diverse staff, see our Staffing for Diversity page: <https://www.uua.org/leadership/library/staffing-diversity>.

### Skills/Knowledge/Physical Requirements:

- These should be specific, objective, and based on the essential functions of the job.
- Consider people with disabilities and how accommodations can be made.
- Be conscious of ableist and gender-coded language. See:
  - <https://business.linkedin.com/talent-solutions/blog/job-descriptions/2018/5-must-dos-for-writing-inclusive-job-descriptions>
  - <https://qz.com/1569134/how-to-write-inclusive-job-descriptions-for-people-with-disabilities/>
  - <https://www.pace.edu/sites/default/files/files/ADA-compliant-words.pdf>

### Experience:

- Rarely is it useful to specify how many years of experience you expect in a given area as it is an arbitrary cutoff. “Relevant experience” is also subjective. Be clear about what you are looking for, and let the applicant tell you about their depth, breadth, and length of experience. Then you can decide if it’s sufficient.
- Consider this inclusive, inviting language in job postings:
  - Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.
  - We are committed to developing a diverse and talented staff team. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

### Education:

- As with experience, be careful about listing educational requirements. The same cautionary notes apply.
- Does someone need a college degree to do this job? In a specific field? If so, be able to say how that degree (or other training) relates to the essential functions of the position.
- For job postings, again consider the inclusive language listed under “Experience.”

## EXAMPLES OF QUALIFICATIONS OR REQUIREMENTS FROM VARIOUS POSITIONS

### Skills/Knowledge/Physical Requirements:

- Demonstrated facilitation skills.
- Understanding of and experience in anti-oppression, anti-racism and multiculturalism
- Ability to lift 40 pounds.
- Proficiency with Microsoft Word and Excel.
- Ability to access classrooms on multiple levels of building without elevator.
- Ability to work outdoors for extended periods in all weather.

### Experience:

- Direct experience working with teens
- Experience in program design and administration
- Experience in housekeeping and maintenance, proper use of equipment and cleaning supplies, and application of health and sanitation standards.
- Significant experience in management and supervision, preferably in a church or nonprofit setting.

### Education:

- Master's in Business Administration or equivalent education and experience in Financial Management.
- Bachelor's degree with Music Major or the equivalent combination of education and experience.
- Credentialed Religious Educator preferred, or willingness to enter Credentialing Program.
- Red Cross First Aid Certification.

## How to Apply

If your position description is serving as the primary publicity piece, be sure to include:

- Position start date
- Contact name, role, and email for inquiries. (Avoid off-putting language such as "No phone calls, please.")
- Application process, including materials to submit and where to send
- Application deadline

Alternatively, skip this section and instead create a separate publicity piece featuring:

- Congregational and community highlights
- Salary range and benefits highlights
- Application process (information above)
- A link to your job description