



UNITARIAN UNIVERSALIST
ASSOCIATION OF CONGREGATIONS

Updated: November 2, 2009
Position Title: Transitions Director
Staff Group: Ministry and Professional Leadership (MPL)
Reports To: Director of Ministry and Professional Leadership
Location: Onsite (Boston, MA)
Grade: 14, full-time

Basic Purpose: To guide churches and ministers in the search process, to manage the Interim Ministry program, and to counsel church leadership and ministers at critical moments in their common and separate lives.

Principal Responsibilities

Service to Congregations and Ministers

1. Through the use of online publications, the Ministerial Settlement System, General Assembly workshops, Ministerial Settlement Representatives, interpretive file summaries, other communications tools, and direct interaction:
 - a) Advises and assists congregations as they prepare for new ministry, a process that involves presenting themselves openly and honestly; considering potential ministerial candidates; negotiating with their candidate; and, settling their new minister.
 - b) Counsels ministers considering new ministry and assists them in presenting themselves openly and honestly to congregations of their choice.
2. Enables all ministers to participate in the “open market” of congregations in search. Guides and encourages ministers who are especially likely matches to consider particular congregations.
3. Advises congregations on “responsible staffing” measures when adding ministerial staff.
4. Oversees the Interim Ministry Program:
 - a) Stimulates ongoing improvements in programming;
 - b) Recommend appropriate interim ministers to churches in transition;
 - c) Provides for orientation and ongoing training and support of interim ministers;
 - d) Collaborates with and supports the Interim Ministry Guild.
5. Appoints, trains, supervises and supports all Ministerial Settlement Representatives (MSR); provides for and supervises MSR and related expenditures.
6. Maintains, interprets and implements settlement and transitional ministry policies and procedures; develops, maintains, and publishes on the UUA website the Settlement Handbook, Transitional Ministry Handbook, all necessary forms and other publications; and, maintains opportunity listing and records of settlement activities.
7. Advocates for state-of-the-art technology and programming to support the online Ministerial Settlement System.
8. Collaborates as needed with the UUA’s MPL, District, and other staff to meet the needs of both ministers and congregations during times of ministerial transition.

Ministry and Professional Leadership Team Functions

9. Serves on MPL’s Review Team.
10. Oversees the development of MPL’s document management system (DocStar).
11. Supervises assigned MPL personnel by allocating work, assuring compliance with prescribed procedures, reviewing performance and providing training and guidance.
12. Assists in the development and implementation of MPL policies. Represents MPL at General Assembly and ceremonial occasions.
13. Advances anti-racist, anti-oppressive, multicultural policies and practices in all settlement and MPL work, and serves as a member of the Diversity of Ministry Team.
14. Serves on UUA working groups and committees as assigned and perform additional duties as requested by supervisor or, in his/her absence, by the Vice President for Ministries and Congregational Support, or the President.

Qualifications: This is an exempt Grade 14 position (minimum \$58,200 - midpoint \$75,000). Candidate must be a Unitarian Universalist minister in Final Fellowship with at least five years' experience exhibiting strong organizational and management skills, well-developed pastoral abilities, expertise and experience in program design, delivery, and administration, and strong oral and written communication skills. Strong technical and computer skills, including proficiency in MS Word, Excel, Outlook, and database experience are expected. This is a Boston-based position. Start date is negotiable, but not later than June 15, 2010.

How to Apply: People with disabilities, people of color, Hispanic/Latino/a and B/G/L/T/I/Q/Q candidates are encouraged to apply. Send letter of inquiry and résumé outlining your interest and specific skills for this position by January 15, 2010 to the Reverend Beth Miller, UUA, 25 Beacon Street, Boston, MA 02108; or, e-mail her at bmiller@uua.org (e-mail submissions preferred).

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination headquartered on Boston's Beacon Hill. 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, and have generous paid time-off policies. We are a great place to work and are seeking to increase the diversity of our staff. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org.