

# **Job Description: Assistant Minister**

## **First Unitarian Universalist Church of San Antonio**

**Title:** Assistant Minister

**Reports To:** Lead Minister

**Coordinates and Supports:** Membership Committee, Pastoral Associates and Member Care, Social Justice Committee, Teaches a Religious Education Class once per quarter (for 3 total classes/year)

**Primary Areas of Responsibility:** Membership, Pastoral Associates and Member Care, Social Justice and Religious Education

**Employment Status:** Full-Time (40-48 hours week average)

**Commencement Date:** 1-1-2022

The Assistant Minister will work closely with the Lead Minister to provide leadership and support to the First Unitarian Universalist Church of San Antonio in the areas of (1) Membership, (2) Pastoral Associates and Member Care, (3) Social Justice, and (4) Religious Education. The Lead Minister defines the scope of these functional areas and performance expectations in consultation with the Assistant Minister. The Assistant Minister is to accomplish these functional areas as a visible and regular participant in the life of the Congregation.

### **I. Essential Functions**

#### **1. Membership Oversight**

- Serve in collaboration with the Membership Committee Chair as primary coordinators of the Membership orientation, Member Mentoring and Development in the First UU community, including communicating about Membership to Staff and Lay Leaders.
- Serve as primary coordinator of Pastoral Care to the First UU community, including relaying information as appropriate to Staff and lay caregivers.
- Serve as Minister Liaison for the Pastoral Associates and the Member Care Committee, as well as to support groups offered from time to time.
- Raising the visibility of Pastoral Associates and the Member Care Committee through articles in the quarterly newsletter Inspire and other communications.
- Creating and nurturing groups for Caregiver Support and Elder Lunches.
- In situations when a minister's presence is important, directly provide pastoral care to members of the First UU community, including hospital and other site visits.
- Work with the Pastoral Associates, including providing and participating in initial and ongoing training.
- Keep the Lead Minister informed about pastoral care at First UU and advise the Lead Minister about the need for them to engage directly in pastoral care.
- Officiate at rites of passage for members of the First UU community in collaboration with the Lead Minister.

#### **2. Social Justice Organizing**

- Coordinate the many social justice initiatives of the congregation.

- Responsible for maintaining communication among and with those involved with social justice initiatives. Consider creating a new lay team that will be charged with finding ways not only to organize our social justice work, but also to set priorities.
- Will be involved with the Share the Plate process and serve as the primary link between the recipient organizations and the church.

### **3. Teach Religious Education**

- Coordinating with the DLRE, to design and implement annually three quarterly RE Classes for any age level.

### **4. Governance Participation**

- Attend meetings of the Board of Trustees and/or Coordinating Council as requested by the Lead Minister or the Board.
- Provide information about responsible areas for the Lead Minister's monthly reports to the Board of Trustees.
- Participate in Staff meetings

### **5. Congregational Life Participation**

- Be an accessible and visible presence at congregational meetings, forums, retreats, social activities, and other major events, in coordination with the Lead Minister.
- Orchestrate Sunday Services and Preach as agreed upon with the Lead Minister and Worship Committee.
- Be a part of the Team Ministry of the Staff to model and imagine the qualities, structures and programming for a truly multi-racial beloved community.

### **6. Wider UU Participation**

- Be a member of the UU Ministers Association and participate in its activities as time allows.

## **II. Core Competencies**

**1. Integrity and Spirituality:** Possesses and adheres to values consistent with Unitarian Universalism and behaves in a manner consistent with these values and ethical standards. Demonstrate personal depth and spiritual grounding, is trustworthy and authentic, and articulates a clear and consistent theology. Build and maintain trust with others.

**2. Preaching and Teaching:** Is a consistently effective preacher and worship leader; communicates a clear message through sermons and other oral presentations that are skillfully prepared and delivered.

**3. Interpersonal Skills:** Demonstrates warmth and empathy in interpersonal interactions and effectively uses active listening to understand others, identify issues, build relationships, and motivate to action; maintains appropriate professional relationships and boundaries with others.

**4. Oral and Written Communication Skills:** Comfortable speaking in a variety of settings inside and outside the congregation; effectively addresses both factual information and controversial topic; gets messages across with the desired effect. Writes succinctly and effectively to a variety of audiences.

**5. Program Management Skills:** Manages programs and projects effectively; thinks systemically to understand the congregational system and structures; designs and implements viable plans

(including, e.g., resources, issues, action steps, timetables and outcomes); and yields timely and effective outcomes.

**6. Initiative and Creativity:** Demonstrates initiative for self and the congregation; is highly motivated, action-oriented, and full of energy for challenges; seizes opportunities, and motivates self and others to achieve desired results; thinks creatively to leverage resources and achieve desired outcomes.

**7. Team Building and Collaboration:** Understands and identifies common interests, and motivates people to work together by listening, empowering others, building solutions for mutual gain, and employing fair and respectful dialogue processes; instills a sense of group purpose and belonging; shares successes; and accurately assesses others' strengths and limitations.

**8. Performance Management:** Develops performance expectations in collaboration with those supervised; establishes performance measures; and leads effective performance management conversations.

### **III. Specific Job Prerequisites:**

- Fellowshipped as a UU Minister, or on the path to become fellowshipped.
- Respect for UUA principles, support of the First UU mission (of Invite, Inspire and Involve) , and willingness to enter into a covenantal relationship with other staff members.
- Be able to demonstrate an understanding of and experience with UU congregational life.
- Satisfactory completion of an approved clinical pastoral education (CPE) program.
- Must demonstrate a strong motivation for our ministry.
- Must demonstrate a balanced and healthy personality, a capacity for self-understanding, a concern for others, and ministerial leadership skills.
- Must pass a background check.
- Other duties as assigned.

Reviewed and approved by Board of Trustees in January 2021