

Sabbatical Minister Job Description

First Unitarian Society of Madison

June 5, 2023

Position Title: Assistant Sabbatical Minister

Reports to: Co-Senior Minister, Rev. Kelly Asprooth-Jackson

Effective dates: February 1, 2024 – July 31, 2024

Status: Quarter time, averaging 10 hours / week

Compensation: \$9,500 - \$10,500

If required in the event of a member rite-of-passage, the Assistant Sabbatical Minister will be paid an additional honorarium, based on the UUMA Schedule of Fees.

To apply: Interested candidates should email a cover letter and resume to Revs. Kelly Crocker and Kelly Asprooth-Jackson at kellyc@fusmadison.org and kellyaj@fusmadison.org. Applications will be considered on a rolling basis until the position is filled, so please apply if you are interested!

Position Summary

First Unitarian Society of Madison seeks a Unitarian Universalist minister* to provide sabbatical ministry during Co-Senior Minister Rev. Kelly Crocker's sabbatical. Co-Senior Minister Kelly Asprooth-Jackson will serve as sole Head of Staff during this time period, and the Assistant Sabbatical Minister will report to him. This ministry will include preaching one weekend per month, participating in worship planning, and leading the Lay Ministry Team. Our congregation has made a commitment to anti-racism and anti-oppression, and it is important that the Assistant Sabbatical Minister have commitment and some experience in this area. **advanced ministerial student applications will be accepted if the student has clearance from the UUA Director of Ministerial Credentialing*

Sabbatical Minister Responsibilities:

Worship

The Assistant Sabbatical Minister will preach and lead worship one weekend per month—a total of 3 Saturdays and 6 Sundays. The Assistant Sabbatical Minister will also act as Worship Associate for one other weekend per month—a total of 4 Saturdays and 6 Sundays. (First Unitarian Society has three services per weekend, from the second weekend in September to the third weekend in May—Saturday @ 4:30 pm and Sunday @ 9 am & 11 am—and one service per weekend from Memorial Day weekend through Labor Day weekend—Sunday @ 10 am.) The Assistant Sabbatical Minister will have 2-3 weekends off each month.

Services are currently multi-platform (via YouTube) and mask-optional.

Lay Minister Coordinating Team

The Assistant Sabbatical Minister will collaborate with the Director of Membership to facilitate and support the congregation's Lay Ministry Team. This will include two quarterly meetings and one 2-hour skills training.

Adult Faith Formation

The Assistant Sabbatical Minister will lead 4-6 sessions worth of adult faith formation programming. This may take the form of a single class, or multiple different programs. Content and format are flexible and should match the minister's gifts and interests.

Writing

The Assistant Sabbatical Minister will write two columns, one each for the February and July editions of *The Madison Unitarian*, the congregation's monthly newsletter.

Pastoral Care

The Assistant Sabbatical Minister will provide pastoral support as needed / assigned by Co-Senior Minister Kelly Asprooth-Jackson.

Other Duties

The Assistant Sabbatical Minister will attend bi-weekly staff meetings, weekly meetings of the staff worship team, monthly worship associates meetings, and bi-weekly supervision meetings with the Co-Senior Minister. The Assistant Sabbatical Minister will support other church functions as needed.

The Assistant Sabbatical Minister will provide feedback to Revs. Kelly Crocker and Kelly Asprooth-Jackson about observations and suggestions at the conclusion of their employment.

Qualifications

The Assistant Sabbatical Minister will have a Master of Divinity degree; will be in fellowship with the Unitarian Universalist Association; and will have worked successfully as a minister with a Unitarian Universalist congregation. Well-qualified candidates in the UUA's ministerial formation process may also be considered; candidates must obtain prior approval from the UUA's Ministerial Credentialing Director before applying. In compliance with our staff policies, the Assistant Sabbatical Minister must complete a background check.

Core Competencies

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and relational covenant of the congregation.

Worship Leadership: Designs and facilitates relevant and inspiring worship, following the broad outlines of the church's standard liturgy; works with worship staff and lay leaders to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an experience of deep meaning, and speak to a broad range of theological perspectives and learning styles.

Interpersonal Skills: Works effectively with staff and volunteers and builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is both well-boundaried and approachable; avoids communication triangles.

Ethics, Integrity and Trust: Practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability; abides by Unitarian Universalist Ministers Association's Guidelines for the Conduct of Ministers.