

Updated: March 19, 2014
Position Title: Director of Congregational Development
Staff Group: Congregational Life, New England Region
Reports To: New England Regional Lead
Location: Open within the Massachusetts Bay District
Grade: 13, full-time
Application Deadline: April 22, 2014

Basic Purpose: To build the capacity of Unitarian Universalist congregations in the Clara Barton and Massachusetts Bay Districts (CB-MBD) to be healthy, covenantal, and purposeful in fulfilling their spiritual mission.

Principal Responsibilities

1. *Healthy congregational transformation:* Extends a vision of healthy, covenantal, purposeful congregational life and spiritual leadership.
2. *Congregational interventions:* Responds appropriately to requests for assistance, assesses congregational needs, coaches religious professionals, designs and facilitates appropriate interventions including leadership retreats and meeting facilitation. Develops and maintains general knowledge of a broad range of congregational issues such as mission, vision, planning, conflict, staffing, growth, size plateaus, faith formation, justice making, inter/multicultural ministries. In consultation with the Regional Lead, develops or expands expertise in one or more of these or other areas.
3. *Ministerial transitions:* Supports congregations and colleagues during ministerial transitions, including providing technical information about the UUA search and settlement process and the Region's resources for smaller congregations, meeting with boards and other leaders facing transitions, responding to referral requests from search committees. Coordinates the design, implementation, and ongoing operation of peer consultant Transitions Team.
4. *Peer consultants:* Overall management of Clara Barton and Massachusetts Bay Districts peer consultant programs. Coordinates trainings, recruitment, and ongoing support for consultants. Helps leaders of peer consultant teams coordinate and integrate their work. Maintains systems for tracking consultants, evaluations, program notes, and billing. Evaluates effectiveness of peer consultant programs.
5. *UU identity building and collegial connections:* Encourages congregations, religious professionals, and individual members to be in mutually enhancing relationship with other congregations, our districts, region, and our UUA. Attends UUMA and LREDA chapter meetings as requested.
6. *Program and Project Management:* Designs, leads, and manages district and/or regional programs and projects as assigned by the Regional Lead.
7. *Participates in CB-MBD staff and New England regional district staff teams:* Attends staff meetings, retreats, and other meetings. Participates actively and faithfully in highly collaborative, covenantal staff team. Offers expertise in ongoing Associational projects as requested by the Director of Congregational Life or Regional Lead.
8. Perform other duties as requested by the supervisor, the Director of Congregational Life, the Program and Strategy Officer, the Chief Operating Officer, or the UUA President.

Qualifications: This is an exempt, grade 13 position. Expected hiring range \$56,000 – \$66,300 depending on experience. Qualifications include a graduate degree or equivalent, in-depth knowledge and understanding of Unitarian Universalism, a minimum of five years' active involvement with UU congregations and organizations, a deep understanding of lay and ordained leadership development, congregational systems, and approaches to group intervention.

Successful candidates will have personal religious depth, sophistication in articulating the values and vision of Unitarian Universalism, and poise in conflicted situations; will have demonstrated expertise in one or more broad area of congregational life (conflict, systems, leadership development, emergent church, etc.); will faithfully participate in a covenantal, collaborative staff team; and will be able to plan, implement, and account for independent as well as group work. Unitarian Universalist ministers are especially invited to apply.

Candidates must be comfortable working within a changing system, with the possibility of changing work portfolios, travel frequency, and primary constituencies. The selected candidate will be expected to live in the Massachusetts Bay District and must be able to travel regularly throughout New England as required. Computer proficiency (especially the Microsoft Office Suite) required; experience using new media is helpful.

How to Apply: People with disabilities, people of color, Hispanic/Latino/a, and LGBTQ candidates are encouraged to apply. Send résumé and an e-mail indicating your interest to the attention of the Rev. Sue Phillips, New England Regional Lead, at careers@uua.org. Note that **the deadline for accepting applications is April 22, 2014**.

About the UUA, the New England Region, and the Clara Barton and Massachusetts Bay Districts: The Unitarian Universalist Association is an historic, progressive, religious denomination headquartered in Boston with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. The Clara Barton District consists of 64 congregations in central and western Massachusetts and all but the southwest corner of Connecticut. The Massachusetts Bay District includes the 54 congregations in Boston and surrounding towns. This position is part of a shared staff arrangement between the two districts. These two districts, together with the Ballou-Channing and Northern New England districts, make up the New England Region, which is in a time of exciting and rapid change. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after 1 year), 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.