



**UNITARIAN UNIVERSALIST CHURCH
OF ARLINGTON VIRGINIA**
A Place to Connect, Grow and Serve

21 August 2018

**Acting Assistant Minister
Job Description**

The Unitarian Universalist Church of Arlington, VA, is seeking a full-time acting assistant minister beginning as soon as possible. This would be a one-year contract position with an option to renew.

UUCA is an 800 member congregation in the DC metro area. Currently, UUCA has an Interim Senior Minister, the Rev. Dr. Terasa Cooley, who began in August. There is a staff of 10, a large RE program, youth and young adult groups, multiple social justice initiatives, and many dedicated and talented lay teams, including worship associates and a large pastoral care team. The congregation's mission is Connect. Grow. Serve. There are two worship services (except in summer) which are live-streamed. More info may be found at www.uucava.org.

There are a number of congregations in the DC Metro area and the collegial support is wide and deep.

Pay and benefits are based on education and experience. UUCA is in Geo Index 5. Some relocation funds are available.

The Acting Assistant Minister position is a staff hire, not a search for a called, settled minister.

Job summary:

UUCA is a growing and thriving congregation, but prior to Rev. Cooley's arrival the congregation experienced several tumultuous ministerial leave takings. In addition to engaging in a search for a new Senior Minister, they have also begun a deep examination of governance (currently they operate as a Policy Based Governance system.)

The Assistant Minister's portfolio is primarily in three areas, with other duties as assigned:

Worship and Services:

The Assistant Minister will conduct approximately one Sunday service per month, collaborating with a worship associate and the Director of Music Ministries, Mimi Bornstein. S/he will meet monthly with the Worship Associates Team.

Rev. Cooley will conduct weddings and memorials for significant church members, but the Assistant may conduct as many other weddings and memorial as s/he likes. There are other ministers in the area willing to take these services if not. There is a wedding coordinator on staff.

Social Justice Organizing:

As mentioned above, there are many social justice initiatives the congregation is involved in, including VOICE, a Congregation-based Community Organizing (CBCO) affiliation which the congregation has a large engagement with (<http://www.voice-iaf.org>) The Social Justice Council was disbanded under a previous Interim Minister, and there is a need to reestablish a lay team that coordinates the work. The congregation gives away over \$100,000 a year in a Share the Plate process that supports local organizations.

The Assistant Minister will be responsible for maintaining communication among and with the social justice initiatives. S/he will create a new lay team that will be charged with finding ways not only to organize social justice work, but also to set priorities. S/he will organize the Share the Plate process, and be the primary link between those organizations and the church.

Pastoral Care:

In collaboration with Rev. Cooley and the Pastoral Care Associates, the Assistant Minister will provide ongoing pastoral care to members of the congregation.

Qualities Desired:

- A clear calling to Unitarian Universalist ministry and understanding of UU polity.
- Excellent preaching and worship design skills.
- A collaborative work style, able to work well with a large staff team.
- Good listening and pastoral care skills.
- A deep engagement with justice work and a deep commitment to anti-oppression work and dismantling of white supremacy.
- An ability to inspire and engage people to participate in social justice.
- A positive and hopeful attitude toward the work.

The Assistant Minister will report to the Interim Senior Minister.

UUCA is committed to making concrete steps toward expanding the number of professional People of Color and Indigenous Persons on staff.

The position will be open until filled, however we hope to have someone hired by October 1st, 2018.

Please direct inquiries to Rev. Cooley at tcooley@uucava.org.