

**First Unitarian Church  
(Second Parish In the Town of Worcester)  
90 Main Street  
Worcester, Massachusetts**

## **Sabbatical Minister**

Reports to: Moderator  
Effective date: April 1, 2024 through June 30, 2024  
Directly supervises: Directors of Faith Development, Music, and Operations  
Status: 0.33 FTE, Temporary  
FLSA: Exempt

### **Job Summary**

Provide spiritual leadership and guidance for members, friends, and children of the First Unitarian Church during the Spring 2024 sabbatical of the Minister, with the goal of sustaining the health and vitality of the congregational community and existing church programs.

### **Essential Functions**

In collegial and collaborative relationship with the church staff and lay leaders, the Sabbatical Minister will:

- Be responsible for the worship life of the church, with the expectation of preaching 6 Sundays and participating in worship leadership an additional 2 Sundays, working within established worship themes.
- Provide pastoral services to members of the Church including weddings, funerals, baptisms/child dedications, and routine visitations. (The Sabbatical Minister may conduct rites of passage for non-members for an additional stipend.)
- Meet with the Prudential Committee (the church board) monthly and at any specially called meeting, as needed.
- Meet with the Sabbatical Committee at least monthly.

- Provide supervision for the staff, and attend bi-weekly staff meetings, with support from the Prudential Committee as needed. Staff changes must be reviewed and approved by the Prudential Committee.
- Be present in the office at 90 Main Street on Tuesdays.
- Maintain open communication with the congregation as a whole, including monthly newsletter columns.

### **Other Functions**

- Support the membership process for the Spring 2024 class of new members, and communicate with visitors as needed.
- Maintain online connection with members and friends.

### **Minimum Qualifications**

- Ordained as a Unitarian Universalist minister, or in a similar tradition, and in good standing with the denominational body.
- Experience in congregational ministry, supervision and demonstrated pastoral leadership experience.
- Strong written and interpersonal communication skills.
- Able to speak in a public forum.
- Available to work Sundays, weekdays, and occasional evenings.

### **Core Competencies**

- **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 encounter with the divine; creates liturgical moments that embrace the work of the people in worship.
- **Safety:** Affirms and follows all recommended safety guidelines for the protection and well-being of all; assesses risk wisely; takes on appropriate responsibility for the safety of those in their care.

- **Interpersonal Skills:** Establishes good working relationships with all who are relevant to work completion; works effectively with people at all levels and builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change, and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in expressing their gifts and passions.
- **Integrity and Trust:** Is seen as practicing direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.