

**Unitarian Universalist Ministers Association
Chaplain Coordinator**

Event Description Background:

UUMA Ministry Days is an annual gathering for 500-600 UUMA members held before General Assembly. Ministry Days includes a keynote presentation, collegial conversations, meetings with the UUA President and UUMA Board of Trustees, the Berry Street Essay, our annual business meeting and worship.

Job Description: In collaboration with the UUMA Staff team, the Chaplain Coordinator will oversee all aspects of Ministry Days concerning chaplain support.

Time Commitment: Staff meeting Sunday evening (June 16). On call during Ministry Day Programming: Monday 5-10, Tuesday 8-5, Wednesday 8-3

Chaplain Coordinator Job Responsibilities:

- Recruit and train chaplains
- Support chaplains on site
- Act as liaison between chaplains and UUMA Staff

Qualifications/expectations:

- Training as a chaplain
- Strong organizational skills
- Ability to meet deadlines
- Experience supervising volunteers
- Maintain regular connection with the UUMA staff
- Responsive and proactive with regular email correspondence

Compensation/Support:

Coordinator will be provided support through the UUMA Executive Team and receive a stipend plus reasonable travel and lodging expenses (see additional UUMA compensation chart). Candidates will be asked to fill out an application and supply references.

For more details on how to apply please contact:

Janette Lallier, Director of Operations

Email: lallier@uuma.org

Phone: 617-848-0498 x2