

# UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

Boston, Massachusetts  
Exempt Position Description

Date: February 2024  
Position Title: Ministerial Formation Manager  
Reports to: UUMA Director of Ministries and Programs  
Status: Full time (exempt)  
Salary Range: \$60,000 - \$65,000

**Purpose:** To support the UUMA in calling forth courageous and transformative ministries, empowered by love, committed to collective liberation by managing the Ministerial Formation Network.

**Description:** The Ministerial Formation Manager is responsible for managing the three primary services offered through the Ministerial Formation Network: formation support, collegiality and learning opportunities and supporting colleagues as they transition into Preliminary Fellowship. Duties include volunteer recruitment and support, program development and maintenance, project management and communications.

## **Principal Responsibilities Include:**

1. **Volunteer Recruitment and Support:** Recruits UUMA members for volunteer roles within the Ministerial Formation Network: Chapter Liaisons, Vocational Advisors, Discernment Group Leaders and leaders for retreats and learning opportunities. Provides orientation and ongoing support for volunteers.
2. **Program Development and Maintenance:** Maintains our system of matching aspirants and candidates with Discernment Groups and Vocational Advisors. Provides ongoing development of our program to meet the evolving needs of participants and volunteers. Manages and develops our mentoring program. Offers an exit interview to all concluding their experience with the Ministerial Formation Network and helps create connections to the UUMA for those moving into Preliminary Fellowship.
3. **Project Management & Administration:** Develops, manages, and administers program plans for annual learning opportunities and retreats and recruits colleagues to participate in preparing and presenting those offerings. Manages timelines, coordination, communication, delivery and evaluation needed for each learning opportunity and retreat.
4. **Communications:** Provides timely and effective communication with collaborating staff, volunteers and participants throughout the year. Creates content for our website along with direct email, social media and individual written and verbal communications to ensure multiple forms of outreach are utilized.
5. **Liaison:** Serve as the primary liaison to the UUA Ministerial Credentialing Director and to liaisons from UU and non-UU seminaries.
6. **Additional Duties as Assigned:** Additional duties include attending supervision meetings, staff meetings, collaboration in supporting large events including Ministry Days and the Institute. Although some administrative support is available, successful candidates will have administrative skills necessary to support and manage this portfolio.

## **Additional Expectations:**

1. Travel required 4-6 times per year.
2. Perform additional duties as directed.
3. This position is not location dependent. Expectation is that the candidate will work from their home.

## **Preferred Credentials:**

- Minister in Fellowship with the UUA holding a Masters of Divinity degree from an accredited theological school.

## **Core Competencies**

- Strong commitment to nurturing the health of Unitarian Universalism and Unitarian Universalist ministers and a deep commitment to and understanding of Unitarian Universalist values.
- Demonstrated commitment to and experience with anti-racist, anti-oppressive and multicultural practice in all facets of work.
- Well developed pastoral and non-anxious presence.
- Well developed project management skills.
- Strong facilitation skills.
- Demonstrated capacity to work cooperatively and collaboratively.
- Clear commitment to nurturing an ethic of hospitality and inclusion; skilled at connecting with people and helping make connections among others.
- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail