

Job Description
Acting Assistant Minister
First Unitarian Society of Milwaukee

REPORTS TO:	Senior Minister
STATUS:	Full time
FSLA:	Exempt
START DATE:	August 1, 2025
SUPERVISES:	RE and Membership Assistant (for membership duties)
JD VERSION:	12/1/2024
MIN SALARY:	\$77,300
BENEFITS:	SECA, UUA Health Insurance, LT Disability, Life, Dental, Retirement
PROF. EXPENSES:	\$5,000
VACATION:	4 weeks vacation, 4 weeks study leave
SABBATICAL:	After 5-7 years of service, 3-5 months of sabbatical, w/agreement to serve at least another year post-sabbatical

JOB SUMMARY: The Acting Assistant Minister is responsible for a congregational life portfolio of pastoral care, membership, small groups, and summer worship services, including preaching and leading worship about once a month.

ESSENTIAL FUNCTIONS:

- 1. PASTORAL CARE:** Support and strengthen our Pastoral Care program, including the Pastoral Care Associates, Pastoral Care Providers, Shawl Ministry and Memorial Service Reception Coordinators. Provide direct pastoral care in crisis, grief and critical care situations. Periodically help initiate relevant adult education opportunities related to pastoral care, such as a workshop on “getting your house in order.”
- 2. MEMBERSHIP:** Promote visitor welcome and member and friend belonging and engagement, and deepen people’s experience of the mission of the congregation. This includes:
 - a. Planning, implementing, monitoring, and evaluating membership strategies, programs and activities;
 - b. Recruiting and leading the Welcome and Belonging team to plan, implement, and evaluate practices for welcoming visitors, ensuring a positive experience, and supporting member belonging and engagement;
 - c. Coordinating, overseeing, and co-leading membership classes;
 - d. Supervising part-time RE and Membership Assistant’s membership work; and
 - e. Developing the Visitor to Member Pathway in collaboration with Ministers, Office Manager, and RE and Membership Assistant
- 3. SMALL GROUPS:** Support and strengthen connections among people at First Church to foster a sense of belonging, community and authentic connection through small groups, including theme circles, and circle suppers.
- 4. WORSHIP:** Support and strengthen summer services, including preaching and leading worship ~two times per month and working with the Pulpit Guest Team to develop a robust and attractive program of pulpit guests and member-led services in the summer. During the regular church year, preach and lead worship about once a month.

5. STAFF TEAM LEADERSHIP: Role model a positive attitude and encouraging collaborative team culture while supporting the Senior Minister's leadership of our staff team. Help lead the team successfully through difficulties and challenges, help create strong morale and a feeling of belonging and pride in the team. Uphold collegial responsibilities to ministry team and staff.

6. RITES OF PASSAGE: Officiate at weddings, memorial services, funerals, and child dedications.

7. DENOMINATIONAL AFFAIRS: Participate in local, regional, and national UU events.

8. CONTINUING EDUCATION: Pursue appropriate continuing education and collegial opportunities.

CORE COMPETENCIES

- 1. Spiritual Maturity:** Shows strong personal depth & spiritual grounding; demonstrates integrity in word & deed; responds w/a constancy of purpose; is trustworthy & authentic; nurtures a rich spiritual life; seeks the wisdom & guidance of appropriate mentors; articulates a clear & consistent theology.
- 2. Pastoral Care/Counseling:** Demonstrates the ministry of presence; creates a spirit of openness that invites those who are spiritually or emotionally troubled to confide in them; demonstrates appropriate pastoral care boundaries, recognizing their own limitations as a care provider; respects confidences; appropriately refers congregants along to other professional care providers as needed.
- 3. Interpersonal Skills:** Establishes good working relationships with all others relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions; uses diplomacy & tact; is approachable; avoids communication triangles.
- 4. People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- 5. Leadership Development:** Encourages others to discover and engage their giftedness & skills in service to the larger community; calls out the best in others; supports others in the development of their skills & abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders & works to build leadership base.
- 6. Team Building:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in their team; shares wins and successes; defines success in terms of the whole team; creates feeling of belonging and pride in the team.
- 7. Preaching:** Is a consistently effective preacher; inspires from the pulpit; communicates a clear, consistent and relevant message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through pulpit presence.
- 8. Worship Leadership:** Designs and facilitates relevant & inspiring worship; combines elements of theology, music & art to promote experiences of the sacred; crafts worship flow that reinforces a theme & purpose; fosters worship moments that invite participants into an encounter with the divine and enables them to experience transformation; creates liturgical experiences that embrace the work of the people in worship.
- 9. Supervising Work:** Is good at establishing clear expectations & setting clear direction; sets stretching objectives; distributes workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.