Parental Leave Minister  
First Parish in Needham, Unitarian Universalist  
Job Ad/Description

**Contract Term:** April 1, 2020 – June 21, 2020  
**Status:** Part time, averaging 10-12 hours / week  
**Primary Duties:** Leading Worship on 7 Sundays (including Easter), Staff Supervision and Support, Meeting with Parish Committee (Board), potentially one week of emergency pastoral care coverage  
**Directly Supervises:** Ministerial Intern, Interim Director of Lifespan Religious Exploration, Music Director, and Parish Administrator  
**Reports to:** Parish Committee  
**Compensation:** $4,000-$5000 (Commensurate with experience and full fellowship status to supervise our ministerial intern)  
**Application deadline:** January 20, 2020, or until position is filled  
**Selection date:** February 2020, or until position is filled

**Position Summary**
First Parish in Needham is a historic and vibrant mid-sized Unitarian Universalist congregation in suburban Boston MetroWest serving 260 adult members (not including “friends” of the church) and 55 children and teens. We are seeking a part-time Parental Leave Minister to provide worship leadership and support to our staff and board (the Parish Committee) during the parental leave of our settled minister, Rev. Catie Scudera, from April 1, 2020 through June 21, 2020. First Parish shares leadership between professional staff and lay leadership, and is excited to work with the parental leave minister on worship and administration.

**Essential Functions**
In collegial and collaborative relationship with the church staff and lay leaders, the Parental Leave Minister will hold the following responsibilities:

1. **Sunday Service Leadership**
The Leave Minister will prepare and lead Sunday services a total of seven times from April 5th to June 21st, preferably working within established monthly ministry themes and with the support of the Worship Committee and professional staff (especially our Ministerial Intern, Interim Director of Lifespan Religious Exploration, Music Director, and Parish Administrator). This includes one of our two morning services on Easter Sunday (April 12th), as well as preferably: April 5th (Passover), April 26th (50th anniversary of Earth Day), May 10th (Mother’s Day), May 24th (Memorial Day), May 31st (scheduled celebration of the women’s suffrage centennial), June 14th (Pride Sunday), and June 21st (multigenerational Closing RE/Flower Communion Sunday).

2. **Support and Supervision of Professional Staff**
The Leave Minister will serve as chief of staff, supervising all First Parish employees directly or indirectly, with assistance from the Parish Committee as needed. This includes direct support for the Ministerial Intern, Interim Director of Lifespan Religious Exploration, Music Director, and Parish Administrator, and indirect support for the Assistant Music Director, Sexton, Cleaner, and Worship Café Producer. The leave minister will attend and co-lead monthly All Staff meetings (first Sundays at 12:30) and twice-a-month Core Staff meetings (either Wednesdays or Thursdays midday). The May All Staff meeting can be delegated to another staff member, given that the leave minister is not expected to preach that Sunday. If the leave minister is in full fellowship, the leave minister will meet (in person or by phone) weekly with the ministerial intern as part of her UUA internship requirements. Aside from the Ministerial Intern’s departure after June 21st, staffing
changes are not expected, and should be managed in strong collaboration with the Parish Committee.

3. Service to the Parish Committee
The Leave Minister will be an ex officio non-voting member of the Parish Committee (Board). The Leave Minister will report to Parish Committee at its regular meetings, summarizing any activities, services, or concerns from the prior month. An informal report (such as a brief email or Word Doc) should be submitted prior to each Parish Committee meeting so that the board is up-to-date, and so that our settled minister has a record for review upon her return. The Leave Minister will advise the Parish Committee on issues of their concern, and support the Parish Committee in moving forward with their projects and decisions on behalf of the church, especially regarding the Annual Meeting (May 17th) which the Leave Minister is not expected to attend.

4. Possible Pastoral Care and Rites of Passage
If our ministerial intern is out of town for one week (8-9 days) as part of her search process, emergency pastoral care would fall to the Leave Minister during that brief time. If the Leave Minister is asked to perform a memorial service or wedding for a church or community member, the family or couple will pay the Leave Minister for the additional service at an appropriate UUMA rate.

5. Final Report and Feedback
The Leave Minister will provide a final report and feedback to Rev. Catie Scudera, the Parish Committee, and the Committee on Ministry about observations and suggestions at the end of their service to First Parish. Ideally, this report and feedback would be shared when Rev. Catie has returned from summer leave in mid-August.

Minimum Qualifications
The Parental Leave Minister will be ordained; will be in fellowship with the Unitarian Universalist Association; will be a member of the Unitarian Universalist Ministers Association; and, will have experience as a minister within a Unitarian Universalist congregation. First Parish especially encourages applicants from historically marginalized identities.

Core Competencies:
- **Mission Ownership:** Demonstrates understanding and support of First Parish’s mission, vision, goals, and covenant.
- **Ethics and Accountability:** Abides by Unitarian Universalist Ministers Association’s Guidelines for the Conduct of Ministers; practices direct, honest, and compassionate communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability; seeks counsel from appropriate sources when needed; understands congregational systems theory.
- **Interpersonal Skills:** Establishes effective working relationships; is approachable; builds appropriate rapport; considers the impact of their actions on others; is tactful; avoids triangulation.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; establishes clear boundaries of tasks and time; appropriately shares authority and responsibility; distributes the workload appropriately; accountably monitors process, progress, and results; builds feedback loops into the work; trusts staff and volunteers to perform their own work.
- **Safety:** Affirms and follows First Parish’s Safe Congregations guidelines; assesses risk wisely.
- **Worship Leadership:** Designs and leads relevant, inspiring, challenging, and comforting worship, following the broad outlines of the congregation’s liturgy; works with staff and lay leaders for thematically-coherent and smooth services; shows attention to monthly themes and major holidays.
Staff and Lay Leadership Support and Supervision: Provides guidance, direction, and support for staff and lay leadership; engages people in expressing their gifts and passions; appropriately shares authority and responsibility; avoids micromanagement; tracks process, progress, and results in accountable ways; delivers feedback regularly, kindly, and clearly; if needed, engages with performance issues consistent with First Parish’s Personnel Manual.

Hours
The Leave Minister is expected to work an average of 10-12 hours a week. The details of the Leave Minister’s schedule will be developed in consultation with the settled minister, professional staff, and Parish Committee.

Application Procedure
Please email Rev. Catie Scudera (minister@uuneedham.org) a one-page letter of intention; a resume; two sample sermons and one additional liturgical element (prayer, ritual, etc.); a video or audio recording of yourself preaching (if available); and, contact information for three references (one from a UU congregation or organization, one from a UU ministerial colleague, and one from another UU religious professional). Applications will be reviewed by the senior minister and lay leaders from the Parental Leave Minister Search Committee, with interviews by phone and/or video-chat and (preferably) in-person. The final candidate will be recommended for a vote of hire by the Parish Committee.