



Posting Date: April 2022

Job Title: Assistant Minister (Contract)

Congregation: Cedar Lane Unitarian Universalist Church, Bethesda MD

Reports to: Senior Minister

Supervises: Membership Coordinator, Pastoral Visitor Coordinator, Volunteer Coordinator

Status: Full-time; Salaried; Exempt position

Anticipated start date: August 2022

Schedule: Sunday is a regular workday; additional evening and weekend hours required; some remote work possible

Position Summary

The Assistant Minister supports the overall ministry of the congregation, with a special focus on multicultural ministry, membership engagement, pastoral care, and worship. The Assistant Minister actively participates in worship planning and leadership, and supervises staff and volunteers focused on congregational life and pastoral care. The Assistant Minister will be a pastor, coach, program developer, preacher, and teacher as they guide visitors and members into membership, spiritual deepening, and strong lay leadership. The Assistant Minister is a member of the senior staff team with the Senior Minister, Minister for Lifespan Faith Formation, Director of Music Ministries, and Executive Director. The full scope and expectations of the ministry will be shaped in partnership with the Senior Minister.

Essential Functions

Pastoral Care

- Manage and guide the pastoral ministry of the congregation.
- Work with Pastoral Visitors (PV) and ministers to support pastoral care and counseling needs across generations.
- Work with the ministers in ensuring coverage of rites of passage.
- With PV Coordinator, maintain and manage pastoral care record keeping and systems for prompt response to pastoral needs within the congregation.
- Provide ongoing training and support to the PV Team in partnership with the PV Coordinator.

Membership Growth and Engagement

- Inspire and create a culture of radical hospitality and generosity at Cedar Lane.

- Holistically facilitate the integration of Cedar Lane community members into the life of the congregation, including leadership development and faith formation.
- Develop and implement strategies to deepen and embody Cedar Lane's commitment to being a multicultural, multiracial religious community.
- Collaborate with the ministers and key lay leaders to develop a new track of welcoming, engaging, and retaining multiracial, multifaith families and individuals.
- Oversee membership ministry across the membership spectrum including visitor orientations, pathways to membership, new member ceremonies, engagement opportunities for new and long-term members, and leadership development.
- Develop and lead orientations for our hospitality teams.
- Develop leadership, and coordinate volunteer recruitment and support efforts.
- Develop and implement strategies to effectively use technology, messages, and other means to facilitate connections and engagement with members and those in the community who may consider joining Cedar Lane.
- Collaborate with the ministers to cultivate faith formation and spiritual practice by growing congregants' participation in small group ministries and programs, and connect socially to build community.

Worship

- Lead worship 5-6 times a year, working in a collaborative model
- Participate as a worship leader approximately twice a month
- Serve as a member of the Worship Ministry Team to plan worship services
- Participate in Family Chapel and Vespers services as needed

Administration

- Attend Senior Staff and Staff meetings
- Supervise staff - set priorities and goals, monitor and assess progress, meet regularly to provide feedback and support
- Lead ministry team leaders' meetings
- Be an accessible and visible presence at congregational meetings, events, and retreats in coordination with Senior Minister
- Create annual program budget and work plan in collaboration with the Senior Staff team
- Monitor program and staff expenses to ensure compliance with budget; submit receipts, approve timesheets, and other required paperwork in a timely manner

Governance

- Attend board meetings as requested by the Senior Minister or the Board

Knowledge, Skills, & Abilities

- Fellowshipped Unitarian Universalist Minister
- Knowledge of Unitarian Universalist principles, history, theology, and practices

- Experience in pastoral care, membership engagement, & congregational life
- Experience in multiracial and/or intercultural settings is a plus
- Worship leadership skills
- Volunteer leadership development and management experience
- Staff supervision experience is a plus
- Organizational and project management skills
- Proficient in technology as needed in office settings and for virtual worship
- Familiar with social media platforms necessary to build outreach strategy

Core Competencies

- **Racial Justice Commitment:** In all ministry settings, a demonstrated commitment to anti-racism, anti-oppression, and multicultural ministry, and partnering with congregants and staff to embody this commitment; commitment to ongoing learning and reflection about what an antiracist, multicultural ministry might look like.
- **Mission Ownership:** Demonstrates understanding and commitment to the congregation's vision, mission, and ministry; helps others to own the vision.
- **Team Player:** Works well in collaboration with others; builds effective and constructive relationships; finds their own sense of meaning and purpose in supporting the larger mission and ministry of the congregation, while simultaneously bringing vision and leadership to the ministry areas within their purview.
- **Pastoral Leadership:** Demonstrated competency in pastoral ministry; ability to minister across generations, to families and individuals.
- **Spiritual Leadership:** Cultivates a rich spiritual life; demonstrates leadership in nurturing the spiritual growth of others; self differentiated and non-anxious presence.
- **Conflict Management:** Ability to step up to conflicts, seeing them as opportunities; deal with problems directly; finds common ground, and gets cooperation.

Congregational Information

Cedar Lane Unitarian Universalist Church is seeking a full-time assistant minister beginning in August 2022. This is an exempt position with a two-year contract and potential for renewal.

Cedar Lane Unitarian Universalist Church is a progressive religious community in the DC metro area. Cedar Lane's vision and mission call us to be a religious community where "love works; we explore the eternal, nurture community, and build a more just world; we dare to embody beloved community." Cedar Lane is a welcoming congregation, a designated Green Sanctuary, and adopted the 8th Principle in June

2021. We are among the five largest UU congregations in the DC metro region; we serve 555 adult members, 100 children and youth, and an additional 100 active friends and fans around the country and world. We have a staff of 17, and many dedicated and talented lay ministry teams, including worship associates and a large pastoral visitor team working with the ministers. More information may be found [here](#).

Since early 2020, Cedar Lane has been an involved member of the Potomac Partnership with UU Fairfax and River Road UU congregations in an effort to share our ministries, meet our common challenges, live into new possibilities, and practice our faith more holistically. Ongoing collaborations include shared worship services, music events, annual fund campaigns, adult education programs, middle and high school programs, and board leadership retreats. More information may be found [here](#).

Cedar Lane is committed to offering salary and benefits including health insurance, dental/disability/life insurance, vacation/sick leave, professional expenses, and pension in accord with the UUA's Fair Compensation Guidelines. Some relocation funds are available.

Cedar Lane Unitarian Universalist Church is an equal opportunity employer. Cedar Lane is committed to ensuring equal opportunity for all employees or prospective employees without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, veteran status, or any other protected characteristic as established under law. As Cedar Lane continues to build a staff team that represents the community around us, we particularly encourage people who identify as Black, Indigenous, People of Color to apply.

The position will be open until filled, however, we hope to have someone hired to begin in August 2022.