

**Interim Assistant Minister 2021-2022**  
**Unitarian Universalist Congregation of Binghamton, NY (UUCB)**

**Title:**           **Interim Assistant Minister (IAM) (with a focus on Family Ministry)**

**Time Frame**

One year contract, starting in the summer of 2021 (August 1<sup>st</sup>, or other negotiated time). 15-hour/week average. (Hours will be flexible from week to week with the workload) IAM will have occasional in-person weekends (to be negotiated) with the bulk of the work and connections happening online or by phone.

**Compensation**

Salary and benefits negotiated within UUA Fair Compensation guidelines. No medical or dental, but there will be Professional Expenses.

**Primary Goal**

To provide revitalizing leadership for the Family Ministry program, with development of the same.

Secondarily, the Interim time will be used to clarify the Family Ministry vision of UUCB and a Staffing Plan for that vision. This secondary goal is the congregation's work, but the IAM will be a necessary contributor to accomplishing that goal.

**Statement of Accountability**

IAM is responsible to the Board of Trustees, supervised by the minister, supported and advised by the Family Ministry Team, and supported by the RE Assistant. The IAM will be available for consultation and advice with:

- Minister, as needed
- Family Ministry Assistant, particularly on Sunday mornings via phone or Zoom.
- Parents and Family Ministry team members on Sunday mornings.
- Family Ministry team members at regular meetings of same and as needed
- Board of Trustees at regular meetings most months

**Desired Skills and Qualifications**

- We seek a candidate holding a MDiv and fellowship in the UUMA
- The IAM will need to be flexible, open to new ways of learning and building community, patient with congregants as we adapt to new models, and optimistic as challenges arise.
- Strong organizational and time management skills will be critical, and a high level of professionalism and emotional maturity will be expected.
- Technical skills, including database, website and digital communication skills are highly desirable. We are moving into a Multi-platform style (in-person, online, hybrid) The IAM should be comfortable using Zoom, Excel, Word, PowerPoint and Publisher programs, and should be willing to learn new technologies as needed.
- Perhaps most importantly, we seek someone who is deeply connected to, and experienced with, our Unitarian Universalist faith and values.

### **The Role of the Interim Assistant Minister (IAM)**

- We envision the IAM as a leader who will partner with our Minister and Family Ministry Team to create meaningful, innovative opportunities for faith development for all ages.
- Our IAM must be committed to clarifying and supporting UUCB's Family Ministry vision, and working with congregational partners to bring this vision to fruition. While it is expected that the IAM will use a portion of their work time to maintain regular Sunday morning programming, the bulk of their time will be spent on building and supporting faith development for families in other ways.
- IAM will be expected to participate in occasional (to be negotiated) in-person Sunday Morning worship and Family Ministry programming as schedules allow. The bulk of the work is expected to be managed online.

### **Responsibilities**

- Provide leadership and vision for the Family Ministry program, including assessing needs and goals of families, congregation, and volunteers
- Recruit teachers, and manage their scheduling
- Plan and lead teacher training (including Safer Congregations training)
- Choose curriculum and provide teachers with lesson plans
- Communicate weekly with teachers and RE Assistant to review class plans
- Consult with and support youth advisers
- Communicate regularly with parents/families
- Promote and publicize Family Ministry programs and events
- Plan children's chapel services
- Oversee the Family Ministry budget and expenses

### **Roles Excluded from IAM job**

For clarity, our understanding of the IAM job should exclude:

- Preaching
- Pastoral care
- Adult Programs / Adult faith development
- Social justice/action

### **Top Priorities for next year:**

Based on our experiences through the pandemic and our recent building renovations, the following areas represent our top priorities for the Interim Assistant Minister during the coming program year:

- Revitalizing our Family ministry program by
  - Presenting philosophy of Faith Development and philosophy of Family Ministry
  - Clarifying/setting Family Ministry vision and goals
  - Curriculum selection/adaptation for theme-based approach
  - Outreach to new families
- Maintain Our Whole Lives (OWL) and Coming of Age (COA) programs
- Building Family Ministry beyond Sunday morning such as with at-home faith development
- Assisting in discernment of how to effectively offer multi-platform Family Ministry