

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION
Boston, Massachusetts
Exempt Position Description

Date: February 2019
Position Title: UUMA Director of Collegial Practices
Reports to: UUMA Board
Status: Full-time

Mission: To support the UUMA in nurturing excellence in ministry through continuing education, collegiality, collaboration and shared commitment to anti-racist, anti-oppressive, multicultural practice by providing administrative support and organization to the UUMA staff, leaders and membership.

Description: The UUMA Director of Collegial Practices is a member of the Executive Team, pro-tem and is responsible, with other Executive Team, pro-tem members, for execution of all duties assigned to the Executive Director in the UUMA's bylaws and policies. These include: complying with policies set by the UUMA Board of Trustees, development/implementation of annual goals to advance the mission and vision of the UUMA, and financial, program, and administrative management of the UUMA. Guidance and direction is provided by the UUMA President and its Executive Committee.

The Director of Collegial Practices will take the lead on the following:

1. Collegial Relations: Work with the Collegial Development Team to identify and advance best practices for fostering inclusive, supportive and accountable collegiality in the 21st century. Pay close attention to the experiences of colleagues with historically marginalized identities and to community ministers who may find barriers to inclusive, supportive and accountable collegiality in some of our systems and structures. Work toward changing the systems and structures that inhibit inclusion, robust support and accountability in practice.
2. Good Offices: Work with the Good Officer Coordinating Team to plan for strategic development of the Good Officer program. Ensure all Good Officers have ongoing training to promote cultural competency and skill in navigating conflicts involving diverse identities and differences in power. Oversee the continuing evolution of the Good Officer program from a board led committee to a staff led program.
3. Ministerial Formation Network: Oversee the continuing development of the Ministerial Formation Network in collaboration with our partners in the UUA. Recruit, train, support and evaluate all volunteers needed for success of the program. Evaluate Network needs and distribution among Executive Team and Volunteers.
4. Deepening: Oversee the UUMA's responsibilities for the development of the Deepening pilot program to provide continuing education and spiritual renewal to participants in the program. Work closely with existing UUMA systems and our collaborators at the UUA to find ways to refine and expand this program or other programming to ensure an arc of support throughout ministers' professional lives from discerning calling to retiring and all points along the way.
5. Supervision: Supervise, evaluate, and provide support to the UUMA Collegial Program Assistant and UUMA intern. Recruit, equip, evaluate and support volunteer program staff. Engage in peer supervision with the members of the Executive Team, pro tem
6. Liaison with partners: Develop and maintain collaborative, collegial relationships with leadership of the other associations of religious professionals. Develop and maintain collaborative, collegial relationship with leadership of Unitarian Universalist Retired Ministers and Partners Association (UURMaPA), and serve as the primary liaison to the UUA's Co-Directors of Ministries and Faith Development.

Shared Executive Team Responsibilities:

1. Organizational Development: Work in close collaboration with the UUMA Board of Trustees to ensure the organization is structured to advance our mission and vision and to ensure agility and capacity-building in the

- organization. Create staffing plan for the future that supports the UUMA Exec goals and the strategic plan.
2. Anti-Racism, Anti-Oppression, Multicultural (ARAOM): Function in all responsibilities with an anti-racist, anti-oppressive, multicultural worldview and continue to grow our individual and collective capacity to engage in the work of antiracism, anti-oppression and multiculturalism. Regularly examine how white supremacy culture may be operating in the UUMA and work toward systems that support and encourage accessibility, inclusion and accountability.
 3. Strategic Planning: In consultation with the UUMA Board of Trustees, oversee the implementation of the UUMA Strategic Plan and participate in updating the plan every 3-5 years and develop a comprehensive financial plan for its support.
 4. Monitoring: Collaborate to produce monitoring reports as required by the Board Policies.
 5. Chapter Connections: Work with UUMA Chapter Leaders to promote healthy chapters that foster inclusive, supportive and accountable collegiality and continuing education.
 6. Liaison with Unitarian Universalist Association Leadership: Individual Executive Team members will act as the primary liaison to particular staff roles in the UUA (see individual job descriptions). All other collaboration with the UUA will be determined as requests and projects arise.
 7. Liaison with Wider World: Assign liaisons to and communicate with stakeholder groups including, but not limited to, Diverse & Revolutionary UU Multicultural Ministries (DRUUMM), Allies for Racial Equality (ARE), Journey Towards Wholeness Transformation Committee (JTWTC), Equal Access, Transgender Religious Professional Unitarian Universalist Religious (TRUUsT), and special commissions to create partnerships and clarify roles.
 8. Public Voice: Act as the UUMA's primary spokespeople. Spread the voice and vision of Unitarian Universalism as consistent with the vision and values of the UUMA.
 9. Additional Expectations: Perform additional duties as generated by goals/ends statements of the UUMA Board of Trustees. Attend UUMA Board Meetings and all necessary committee meetings. Complete an evaluation and professional development plan through a process designed and implemented by the Board of Trustees.

Core Competencies

- Demonstrated ability to apply the work of anti-racism, anti-oppression and multi-culturalism to all facets of their work.
 - Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
 - Strong visionary, creative, and collaborative skills; ability to work with many diverse groups.
 - Strong leadership ability and willingness to create new processes and structures. Understands leadership in a religious context
 - Ability to delegate tasks and empower others, including staff and volunteers, to ensure tasks are completed.
 - Receptivity to different perspectives
 - Flexible with a sense of humor. Shows independence and initiative.
 - Strong commitment to nurturing the health of Unitarian Universalism and Unitarian Universalist ministers and a deep commitment to and understanding of Unitarian Universalist values..
 - Ability to work in a staff team in a 'cloud' office environment.
 - Strong project management skills.
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- Unitarian Universalist minister in Final Fellowship.
 - Knowledge and experience with the systems and structures of the UUMA.
 - Deep commitment to the value and practice of collegial relationships.
 - Skilled in engaging with conflict and understanding of diverse conflict styles.
 - Grounded in resources and practices that nurture personal resilience in ministry.