



Social Justice and Pastoral Care Ministries Coordinator

First Unitarian Universalist Congregation of Ann Arbor
4001 Ann Arbor-Saline Road | Ann Arbor, MI 48103

Application Deadline: June 15, 2018

Supervisor: Senior Minister

Position Summary:

This two-year trial, full-time and year-round position will support the ministries of social justice and pastoral care by providing administrative assistance to assure these two crucial shared ministries are effective, dynamic and sustainable. The position will also include some initial contact with pastoral care recipients to offer support and provide professional caring connection. Benefits include health insurance and dental are covered at 70%.

Our Community: The First Unitarian Universalist Congregation of Ann Arbor (UUAA) is a vital liberal religious voice in the Ann Arbor community since 1865. We are an intentionally multi-generational, multiracial, multicultural religious community of over 600 members who worship together, work together, laugh together, and nurture our children with a UU perspective of our world. We have over twenty Social Justice Task Forces and an active lay pastoral care team with deep passions for shared ministry.

Essential Functions:

- Promote UUAA's social justice activities and pastoral care opportunities through email, social media, newsletter & bulletin articles, flyers, and other communication channels to foster good communication with the congregation.
- Assist with program development and evaluation in conversation with the lay pastoral care team and the Social Justice Council to continue the health and effectiveness of these ministries.
- Initiate first contact with the congregants in need of pastoral care and facilitate appropriate next steps so that caring connections are made in a timely and compassionate manner.
- Coordinate and assist the ministry of practical assistance to congregants in need, such as meals, rides and other time-limited tasks, to insure that lay volunteers make supportive connections in ways that keeps this ministry effective and sustainable.
- Monitor budget requests and maintain financial records for UUAA Social Justice groups.
- Communicate effectively with the ministers, the Worship Team, and the Social Justice Council & Lay Pastoral Team(s) so that these groups maintain adequate and empowering awareness of key information.
- Maintain the Shared Pastoral Care monitoring sheet in a timely and accurate manner.
- Organize and support lay ministries in pastoral area, including the Caring Assistants and other programs as developed to maintain dynamic and effective pastoral care programming.

Other Responsibilities

- Weekly Staff Meeting
- Weekly PC Huddle
- Monthly Social Justice Council Meetings
- Monthly Lay Pastoral Care meetings
- Provide staffing coverage in evening hours with other staff.

Physical Requirements and Working Conditions

The position will primarily work afternoons and evenings, with the exception of daytime Sunday hours in a general office atmosphere. The building is accessible.

Core Competencies

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner consistent with the mission, vision, values and beliefs.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and bounded expressions of care.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Listening: Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may remain unspoken or contradict the spoken message; overcomes personal bias to genuinely be present to another; is able to listen without trying to fix or offer quick advice.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

Other Minimum Qualifications

- Bachelor Degree, or equivalent combination of education and experience
- Professional or volunteer experience in a social justice program or organization
- Knowledge of social justice issues and models of social action, or willingness to learn.
- Excellent written and verbal communication skills
- Proficiency with commonly used software and social media

To Apply: People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. UUAA is committed to developing a diverse and talented staff team. Please send cover letter and resume, including salary expectations, to Rev. Douglas Wadkins, interim senior minister at doug@uuaa.org Include "SJ/PC Coordinator" in the subject line.