

White Bear Unitarian Universalist Church
328 Maple Street
Mahtomedi, Minnesota 55115
www.wbuuc.org

Assistant Minister for Congregational Community

Summary

Reporting to the Lead Minister, the Assistant Minister for Congregational Community is responsible for deepening the sense of belonging, community and identity among members and friends of the congregation, with a special focus on youth and young adults. The AMCC implements all aspects of the membership journey, coordinates a large “shared ministry” network of volunteers, coordinates rite of passage programming for youth, and provides ministry support to the Nominations and Leadership Development Committee.

The AMCC serves as Ministry Liaison to the Belonging and Community Committee, Development Committee and the Nominations and Leadership Development Committee, and others.

I. BELONGING AND COMMUNITY

A. BELONGING

- Develop resources and administer programs to welcome and integrate new members and friends, inviting a deepening sense of Unitarian Universalist identity, articulate spirituality, and a theological understanding of covenanted community.

New member series offered several times yearly

Develop curriculum, materials, questionnaires, forms, publicity

Recruit and train lay faculty

Manage information gathered through questionnaires, forms, etc.

Develop meaningful rituals of welcome as new members and bridging youth join the community

Bi-weekly Welcome Gatherings – prepare materials, train lay facilitators, etc.

Print resources in pews, Welcome Center, packets; *online resources* including web pages; social media presence

- Serve as ministry liaison to the Belonging and Community Committee
- Recruit and train volunteers for greeting on Sunday mornings and Wednesday evenings. Establish a climate of welcome and easy connection on Sunday mornings and Wednesday evenings, and a sense of radical hospitality.
- Coordinate publication of a current directory of members and friends in print and electronic formats
- Continue collaborative implementation of the ACS data system with Operations Director, program staff and lay leaders
- Collaborate with Ministry team and lay leaders on the congregation’s social media presence.

B. COMMUNITY

- In collaboration with ministry colleagues, develop and support *Wednesday night programming*

- *Sunday morning* – establish welcoming, gracious atmosphere and recruit/ train volunteers to maintain it; manage the physical ambiance (tables, bulletin boards, etc.) so there is easy access to information and opportunities to participate and serve.
- *Program Calendar* – collaborate with Ministry team in the production of the congregation’s program calendar, balancing the core programs which “grow our souls and serve the world” with activities to ensure institutional health (fundraising, leadership trainings, etc.) and social events.
- Collaborate with ministry team to develop *new ministries* to strengthen pastoral support and deepen members’ mutual care and sense of belonging (examples: Elder Circle, Stillwater affinity group)
- Collaborate with ministry team to develop and lead *Lifespan Spiritual Development* opportunities for adults
- Coordinate pastoral and spiritual care for families and youth.

C. CULTURE OF SERVICE / SHARED MINISTRY

- Build on resources developed by the Belonging and Community Committee to encourage a “culture of service,” matching volunteers to meaningful service opportunities and reframing this participation as “shared ministry.”
 - Through small groups, classes and other programs, anchor the “culture of service” in theological ground.
 - Help committees and other groups write clear, current job descriptions and train them to recruit successfully
 - Recruit and help train participants/volunteers; check in frequently, solicit feedback; develop systems for thanking all volunteers, and for succession planning for leadership positions
 - Develop, maintain and populate an organizational chart of volunteer “staff” for all church programs

II. FAITH FORMATION FOR YOUTH

- Develop and oversee the Coming of Age Program for teen youth.
- Direct the UU Heritage and Identity Pilgrimage to Boston (including year-long teaching of history and theology). Develop (over time) a concurrent program for adults, and explore other “pilgrimage” possibilities through the UUSC, College for Social Justice, and others.
- Coordinate all aspects of youth worship, including at least one annual Sunday service, and other opportunities for small- and large-group worship experience.

III. WORSHIP AND RITES OF PASSAGE

- Participate regularly in Sunday worship and other services throughout the year
- Preach or lead Sunday services (schedule/frequency tbd). Together with Assistant Minister for Program, coordinate summer worship services. Receive from the Lead Minister referrals for weddings, memorials, child dedications and other celebrations.
- Coordinate and provide pastoral presence and worship for the Coming of Age Program
- Coordinate and provide pastoral presence and worship for the Boston pilgrimage trip for youth
- Support rites of passage for youth as they bridge into adulthood

III. SPIRITUAL PRACTICE AND SELF-CARE

- Practice and model spiritual balance and responsible self-care.
- Uphold Unitarian Universalist principles.
- Model a covenantal relationship of mutual trust within the congregation
- Uphold WBUUC’s safe congregation practices

IV. COLLEGIALITY

- Attend regularly scheduled and special staff meetings, and meetings of the Ministry team.
- Maintain covenantal collegial relationships, participating as often as possible in professional circles such as the UUMA chapter, and others.