



WHITE BEAR UNITARIAN UNIVERSALIST CHURCH

328 Maple Street, Mahtomedi, Minnesota 55115 • 651.426.2369 • www.wbuuc.org

Assistant Sabbatical Minister (ASM) Job Description

White Bear Unitarian Universalist Church

October 20, 2024

Position Title: Assistant Sabbatical Minister

Reports to: Lead Minister, Rev. Jessica Clay

Effective dates: March 30, 2025 – August 31, 2025

Status: Half time, averaging 20 hours / week

Compensation: \$19,000 - \$21,000

*If required in the event of a member rite-of-passage, the Assistant Sabbatical Minister will be paid an additional honorarium, based on the UUMA Schedule of Fees.

To apply: Interested candidates should email a cover letter and resume to Rev. Jack Gaede at revjack@wbuuc.org. Applications will be considered on a rolling basis until the position is filled, but we hope to do interviews in November and make a decision in December, announcing the position before January 1, 2025. So please apply soon if you are interested!

Position Summary

White Bear Unitarian Universalist Church seeks a Unitarian Universalist minister* to provide sabbatical ministry during the sabbatical of Associate Minister Rev. Jack Gaede to be supervised by Lead Minister Rev. Jessica Clay. This ministry will include preaching once a month, participating in worship planning, and supporting the three committees with which Rev. Gaede works the closest: the Pastoral Care teams, the Relational Covenant Team, and the Belonging & Community Team. The Assistant Sabbatical Minister (ASM) will also support the in-person Wednesday night programming during April and May (with one Wednesday off per month). There will be a small sabbatical team that will be supporting the ASM in acclimating to the job and accomplishing these ministerial goals.

**advanced ministerial student applications will be accepted if the student has clearance from the UUA Director of Ministerial Credentialing.*

Sabbatical Minister Responsibilities

Worship

The Assistant Sabbatical Minister will preach and lead worship one Sunday per month – a total of 5 Sundays—and will also occasionally serve as the liaison for visiting preachers, working to coordinate the preachers' connections to the musicians, worship associates, and administrative staff (for the OOS and any travel and accommodations support), and ensuring all needs are



WHITE BEAR UNITARIAN UNIVERSALIST CHURCH

328 Maple Street, Mahtomedi, Minnesota 55115 • 651.426.2369 • www.wbuuc.org

taken care of for those Sundays. The ASM will have one Sunday off each month, and we hope that they will be able to attend the March 30th service to be commissioned to do their work.

Belonging & Community Team

The Assistant Sabbatical Minister will meet regularly with the B&C Team (monthly or bi-monthly) as they work together to accomplish the work of building and sustaining our belonging and community work as well as serving as the liaison to the various teams (and Welcome Team captains) that support this work, which includes the Sunday Morning Welcome and Hospitality Teams, the bi-weekly Introductory Tours, and the Wednesday Evening hospitality.

Pastoral Care

The Pastoral Care umbrella has multiple teams, all of whom have a coordinator that would liaise with the Assistant Sabbatical Minister should any issues arise. The ASM will be delegating various pastoral care assignments to the various teams through the team's coordinators, and they will also communicate regularly with Lead Minister Clay about any pastoral care concerns that they receive. The ASM would make initial contact with anyone requesting pastoral care as a default, knowing that Lead Minister Clay might occasionally step in when appropriate.

Relational Covenant Team

The Relational Covenant Team meets every 2-3 months, and the Assistant Sabbatical Minister will be expected to meet with them and offer support as they continue their work of helping the congregation live into their relational covenant. The main work of this team is to help address any member of the congregation who is failing to abide by our relational covenant with supportive conversations that utilize healthy conflict mediation as needed. The Lead Minister would also be providing support to the ASM and to the Relational Covenant Team in extreme cases of conflict.

Other Duties

The Assistant Sabbatical Minister will attend weekly staff meetings, weekly worship meetings, supervision meetings with the Lead Minister, monthly Sabbatical Team meetings, and occasional other meetings as needed. The ASM will support other church functions as needed, and they will provide feedback to Rev. Gaede and Rev. Clay and the Sabbatical Ministry Team about observations and suggestions at the conclusion of their employment.

Qualifications

The Assistant Sabbatical Minister will have a Master of Divinity degree; will be in fellowship with the UUA; and will have worked successfully as a minister with a Unitarian Universalist congregation or in a similar ministry setting. Well-qualified candidates in the UUA's ministerial formation process may also be considered if they obtain prior approval from the UUA's



WHITE BEAR UNITARIAN UNIVERSALIST CHURCH

328 Maple Street, Mahtomedi, Minnesota 55115 • 651.426.2369 • www.wbuuc.org

Ministerial Credentialing Director before applying. The ASM must also complete a background check.

Core Competencies

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and covenant of the congregation.

Worship Leadership: Designs and facilitates relevant and inspiring worship, following the broad outlines of the church's standard liturgy; works with worship staff and lay leaders to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.

Interpersonal Skills: Establishes good working relationships with all who are relevant to work completion; works effectively with people at all levels and builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Ethics, Integrity and Trust: Practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability; abides by Unitarian Universalist Ministers Association's Guidelines for the Conduct of Ministers.

Diversity and Inclusion are core values of WBUUC. We are an equal opportunity employer and will not allow discrimination based on age, race, ethnicity, gender, gender expression, national origin, disability, religion, sexual orientation, or socioeconomic background. Candidates of color and LGBTQ candidates are especially encouraged to apply.