



UNITARIAN UNIVERSALIST FELLOWSHIP OF THE RAPPAHANNOCK

Job Description: Part-time Minister

The Unitarian Universalist Fellowship of the Rappahannock is a small but stable congregation on the rural Northern Neck of Virginia, a community that includes many individuals who have re-located to the area to enjoy their retirement years. UUFR has an engaged Board of Stewards, a high level of lay leadership, and a strong commitment to continuing that lay leadership into the future. The Fellowship formed in 1999, moved into a “home of our own” in 2008, and hired our first part-time Minister in 2018. Upon her retirement in March, 2024, the Fellowship carefully considered needs and priorities and now seeks to hire a half-time Minister for a position with the responsibilities listed below.

Responsibilities are listed in order of priority for the members of the congregation. Estimated hours/month are based on working approximately 80 hours each month.

- **Collaborate with the Programs and Membership Committees to plan and deliver weekly Sunday services, adult religious education programming, and other congregational activities or events with a focus on spiritual development.** This shall include primary responsibility for personally delivering at least one service each month, assistance with identifying and recruiting individuals to deliver other Sunday services, and supporting the delivery of planned spiritual development activities, including adult RE. (approximately 24 hours per month)
- **Provide pastoral care on a scheduled basis to members and friends of the Fellowship, including members who are unable to attend Sunday services in person.** Prepare members for rites of passage and conduct related services as requested. Refer members for professional counseling and other specialized services as appropriate. (approximately 36 hours per month)
 - *Note: The Minister may also provide rites of passage or related ceremonial services to friends of UUFR or individuals in the community; any honorarium that ensues will be retained by the Minister.*
- **Act in the community on behalf of liberal religious values, raise community awareness about Unitarian Universalist principles and beliefs and the presence of UUFR in the community, and engage in interfaith community activities representing UUFR.** When the Minister speaks in public, the Minister must

clearly indicate that such speech is not on behalf of the Congregation unless the Congregation has authorized otherwise. (approximately 10 hours per month)

- **Attend UUFR Board of Stewards meetings and consult on congregational business by telephone, email, or during agreed upon hours, in person.** (approximately 6 hours per month)
- **Inform the congregation of activities through periodic reports to the Board of Stewards and the Membership.** (approximately 4 hours per month)

SKILLS & PERSONAL ATTRIBUTES NEEDED:

- **Compassionate:** prepared to minister to a congregation that includes many members in their later years, and individuals with many different faith traditions
- **Curious:** about the life stories of Fellowship members, about the future, and about the journey
- **Dynamic:** a visible presence in the community that can help us grow and continue to build a future for the UUFR
- **Diplomatic:** ready to engage respectfully and lead in partnership with a well-established group of lay leaders
- **Articulate:** comfortable and adept at speaking in a variety of settings
- **Experienced:** as a UU, as a Parish Minister, Minister of Religious Education or Community Minister