

Sabbatical Minister

First Church Unitarian (fculittle.org) in Littleton, Massachusetts, seeks a caring and responsible Unitarian Universalist minister or candidate for the ministry to provide coverage during the four-month sabbatical of our settled minister Rev. Lara Hoke (mid-January through mid-May, 2024). The Sabbatical Minister will work in a half-time capacity serving this active congregation.

First Church Unitarian (FCU) is an engaged, loving congregation of 143 members located in the Boston suburbs. The mission of First Church Unitarian is to be a welcoming, compassionate, and diverse community, seeking spiritual growth and fellowship while working for a just, peaceable, and sustainable world.

This position offers a salary in compliance with UUA guidelines and commensurate with the qualifications of the applicant. The position will begin January 22, 2024 and end May 13, 2024. The Sabbatical Minister reports directly to the Standing Committee.

We anticipate this sabbatical period to be a rich time for our congregation and for our settled minister. We believe it can be for you, too. Don't miss this opportunity to work with a vibrant church!

Essential Functions

- Uphold and articulate UU values and FCU's vision and mission within the congregation and wider community. As a reflection of our collective commitment to anti-racism and anti-oppression work, it is important that the Sabbatical Minister share this commitment.
- Coordinate church leadership with our lay leaders and staff, attending monthly meetings of the Standing Committee, the Executive Committee and other committee meetings as needed.
- Provide six Sunday services over the course of the sabbatical period. Assist congregants in developing lay services, as needed.
- Coordinate and provide pastoral care in concert with our Lay Pastoral Ministry team.
- Facilitate and assist the congregation in fulfilling our goals for this sabbatical period as defined by the Deacons (the group responsible for the spiritual life of the congregation). **The Charge to the Congregation is attached at the end of this document.**
- Maintain communication within the church via office hours, newsletter articles, announcements at services, responding to emails and phone calls.
- Meet with and support congregants as needed.

- Be a resource for staff. Formal supervision of staff lies with the Standing Committee.
- Be a point of contact for potential new members.

Qualifications

The position requires working in partnership with the Standing Committee, the Deacons, the staff, and the congregation.

Required Skills:

- prepare and present worship services.
- speak and write effectively.
- strong organizational, administrative and interpersonal abilities.
- high level of initiative, self-direction, flexibility and creativity in vision and ideas.
- UU identity & background, or a liberal religious perspective.

Preferred:

- Competence in the use of technology such as email, file sharing, Zoom, social media and some web site posting

Terms and Conditions

The Sabbatical Minister is expected to:

- work mid-January through mid-May, 2024.
- maintain the customary schedule for a Unitarian Universalist minister working half-time.
- be supervised by the Standing Committee.
- fulfill the Essential Functions above.

Compensation will include:

- Salary in compliance with UUA guidelines for a Church Size A congregation in Geo Index 5
- Additional services (e.g., memorials, weddings, etc.) to be compensated in accordance with the UUMA Schedule of Fees

Interested candidates should send a resume/C.V. and cover letter by November 1, 2023 to:

FCU-sabbatical@fculittle.org or

First Church Unitarian

19 Foster Street

Littleton, MA 01460

Attention: Sabbatical Team

For questions contact:
Rev. Jackie Clement
jclement@uuma.org
(309) 532-3511
FCU Sabbatical Team

**Sabbatical Charge for the Congregation
First Church Unitarian, Littleton MA
Jan-May 2024**

Following her sabbatical, we expect Rev. Lara to return refreshed and renewed in spirit. We, the congregation of First Church Unitarian, Littleton, pledge to meet her the same way, refreshed and renewed in both our commitment to our shared UU values and to each other..

We promise:

We will pay attention to what is important in our church community: love, service, truth, and helping one another.

We will explore our UU values and principles, combine them with our skills and turn them into action.

And

We will seek connection with something greater than ourselves and bring our values-in-action outside of our walls and into the wider community.