

Director of Membership & Congregational Life

Who We Are

The Unitarian Universalist Congregation of Montclair (UUCM) is a 119-year old liberal religious institution with a growing congregation of over 300 members. Our mission is to seek transformation in our hearts, our homes, our community and our world. We come together to create a spiritual community that nurtures and inspires us as we search for meaning in our lives. To find out more about our congregation, please visit our website at <http://www.uumontclair.org>.

Who We Are Looking For

UUCM is seeking a part-time Director of Membership & Congregational Life to start on August 1st. The position will require 20 hours a week including 4 hours on Sundays and occasional evenings. This is a new interim two-year position and will report to the Senior Minister who will be new to the congregation as of August 2017. The ideal candidate will have experience working with a Unitarian Universalist congregation. The right candidate will also have management experience and will have worked with volunteers, teachers, and people of all ages who hold a wide diversity of beliefs.

Responsibilities

Membership

- Maintains the congregation's current new-member program, in accordance with the Membership committee and priorities set by Senior Minister
- Supports the Membership committee and senior staff in implementing a membership growth and retention plan
- Plans periodic new membership classes and new-member events
- Nurtures new members' interest in the life of the congregation, guiding them towards engaging fully with the congregation

Adult Religious Education

- Works with Senior Minister and Director of Religious Education in developing Adult Religious Education programming, to include but not limited to promotion, scheduling, registration, and event-planning support
- Develops and implements a process for vetting proposed Adult Religious Education programming opportunities
- Coordinates any contracting necessary for outside presenters of adult education programming

Leadership Development

- Supports and coordinate the Harvest the Power Leadership program
- Guides the Leadership Development committee in assessing existing leadership and searching for new and emerging leadership
- Encourages all members to explore the current slate of activities and discover where they might find additional bonds within the congregation

Qualifications and Aptitudes

- Comfortable supporting the principles that underlie Unitarian Universalism
- A minimum of a BA/BS in a related field
- Ideally, 2-3 years of experience working in a religious institution
- Demonstrated ability to plan, develop, coordinate, manage projects as needed
- Strong written and verbal communication skills
- Excellent interpersonal and leadership skills
- Ability to use computer software (e.g., MS Office)

If you are interested, please forward your resume and cover letter to (admin@uumontclair.org). Resumes may also be mailed to:

Personnel Committee
Unitarian Universalist Congregation of Montclair (UUCM)
67 Church Street
Montclair, NJ 07042

Hourly Rate: \$29.40 - \$31.96

Benefits: 24 hours of sick leave a year