



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

POSITION DESCRIPTION CONGREGATIONAL DEVELOPMENT STAFF

The Congregational Development Staff will be responsible for working as part of a team that engages in congregational and UU community development. The congregations of the Canadian Unitarian Council are located in four regions - Eastern, Central, Western and British Columbia. One staff will be the lead person for the Eastern and Central regions, with another being lead staff for the Western and BC regions. They will work with the congregations in their regions, and also share expertise as a staff team across the country.

The Congregational Development staff will be deeply committed to Unitarian Universalist values, be an extremely skilled facilitator with a thorough understanding of congregational and organizational dynamics, is self-motivated, and be a great team member.

REPORTING: This position reports to the Executive Director.

SUMMARY: The Congregational Development staff provides engagement and support to UU congregations and communities which help them to be healthy, vital and resilient. The work includes four areas of engagement – Building Beloved Community, Lifespan Religious Exploration, Spiritual Growth and Community Resilience.

Each of the four areas includes, but is not limited to:

Building Beloved Community:

- Helping our leaders lead
- Connecting, strengthening and growing communities
- Radical inclusion
- Solidarity with justice-seeking groups
- Small group ministry
- Social justice
- Multigenerational relationships
- Professional and shared ministry
- National and international communities

Lifespan Religious Exploration:

- Foster learning and faith development
- Safe congregations
- Program and curriculum consultation
- Religious Exploration staffing and support



Spiritual Growth:

- Excellence in worship and programming
- Celebration of theological diversity
- Living out values of inclusivity
- Multigenerational worship and programming
- Lay chaplaincy training, support and enrichment
- Spiritual deepening

Community Resilience:

- Governance: structures, policies and processes
- Vision and mission
- Pathways to membership
- Leadership development
- Managing transformation and change
- Financial stewardship
- Conflict management
- Volunteer engagement

RESPONSIBILITIES:

- With the staff team, develop and update repository of resources for congregational use;
- Coordinate and provide communication links between congregations, nationally, regionally and locally, fostering strong nurturing connections and a sense of collective responsibility for the Canadian Unitarian Council;
- Communicate regularly with Ministers, leaders and members of congregations in the region, so that their needs and issues are known to the CUC and they remain engaged with CUC staff;
- Working with leaders, identify areas of congregational life where CUC staff engagement is appropriate and needed, and design/locate and deliver the necessary tools;
- Partner with congregations to plan and implement regional and national events, providing programming and logistical support;
- Attend Regional Fall Gatherings, National Youth Conferences and other Youth and Young Adult centered events and attend CUC meetings, and CUC board meetings as needed.

QUALIFICATIONS and SKILLS:

- A commitment to Unitarian Universalist values
- Thorough knowledge of aspects of congregational life, Unitarian Universalist ministerial processes, Unitarian polity practices, and systems theory
- Excellent interpersonal and relationship-building abilities



- Strong communication skills, both written and verbal, with a fluency in computer platforms and applications
- Proven facilitation and leadership skills
- Ability to work well in support of congregations and communities
- Post-secondary degree in community or organizational development, theological studies, or related area
- Solid understanding of governance processes and policies
- Ability to think strategically and to develop effective work plans
- Ability to work productively with diverse personalities
- Self-motivated and well-organized
- Ability to meet deadlines, multitask and work independently as well as with a team
- Experienced with volunteer recruitment, retention and support
- Ability to travel
- Flexibility to work evenings and weekends as required
- Should reside in the region of service