



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

**POSITION DESCRIPTION
CONGREGATIONAL LIFE STAFF
LEAD FOR CENTRAL AND EASTERN REGIONS**

The Canadian Unitarian Council covenants to affirm and promote these principles:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part;
- Individual and communal action that accountably dismantles racism and systemic barriers to full inclusion in ourselves and our institutions

The work the CUC staff team does is in commitment to these principles and to fulfill our [vision, aspirations, goal and strategic priorities](#). Programs, resources, and engagements are planned with these in mind, promoting the CUC's mission of growing vital Unitarian Universalist congregations and communities.

3- YEAR FULL-TIME POSITION with option to extend

This is a full-time position, working 75.84 hours per pay period (semi-monthly, totalling twenty-four pay periods per year)

Congregational Life Staff – Lead for Central and Eastern Regions

The Congregational Life Lead for the Central and Eastern Regions (CL-CE) is responsible for engaging with congregations in the Central and Eastern Regions, from Ontario (except for Thunder Bay) to the Atlantic Provinces. The CL-CE staff is deeply committed to Unitarian Universalist values, is a highly skilled facilitator with a thorough understanding of congregational and organizational dynamics, a deep knowledge of human resource and professional church staff processes and is self-motivated.



The CUC staff team works collaboratively, imagining and co-creating programs, resources and events, and each person is expected to contribute actively and constructively.

REPORTING: This position reports to the Executive Director.

SUMMARY: Congregational Life provides engagement and support to UU congregations and communities, helping them to be healthy, vital, and resilient. In these changing times, the CL-CE will be proactive in working with congregations to strengthen community, explore new connections and possibilities for thriving into the future, and foster stronger connections between and among congregations and UU communities.

This vital work includes worship, governance, community building, professional church staff transitions, leadership development, faith formation and development, financial sustainability, facilitation, conflict management, membership strategies, and shared ministry.

Networking and collaboration are key fundamentals of this role, as is proactively analyzing current systems and practices to support congregations and communities to engage with a changing religious landscape.

All work is underpinned by the CUC's Goals and Strategic Priorities, renewed and updated yearly at the CUC's Annual General Meetings. One of the foci for the immediate future includes living into the 8th Principle of individual and communal action that accountably dismantles racism and systemic barriers to full inclusion in ourselves and our institutions.

With an orientation towards healthy, thriving communities, the responsibilities include:

- Engaging with leaders and congregations in areas of congregational life where CUC staff engagement is appropriate and needed, and design/locate and deliver the necessary tools;
- Working with congregations in ministerial and leadership transition, providing them with the resources and support needed for healthy transitions;
- Supporting and encouraging innovation and creativity;



- With the CUC staff team, developing and updating resources for congregational use;
- Providing and curating programming towards healthy congregations and communities;
- Coordinating and providing links between congregations, nationally, regionally and locally, fostering strong nurturing connections and a sense of collective responsibility for Unitarian Universalism in Canada and the Canadian Unitarian Council;
- Connecting UUs with each other to support mutual learning, growth, relationships and collaboration;
- Communicating regularly with religious professionals and educators, leaders and members of congregations in the region, so that their needs, issues and celebrations are known to the CUC and they remain engaged with CUC staff;
- Partnering with UU congregations, communities and leaders to plan events and programming as needed/desired;
- Creating and maintaining healthy relationships with Unitarian Universalist Association, UU Ministers Association, Liberal Religious Educators Association staff in relevant areas – ministerial transitions, Ministerial Fellowship Committee, church staff compensation, and others as necessary
- Attend CUC board meetings and retreats as needed, virtual or in-person.

KNOWLEDGE AREAS SKILLS REQUIRED:

Building Vital UU Congregations and Communities:

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



Lifespan Faith Formation:

- Lifespan learning and faith development
- Safe congregations
- Program and curriculum consultation
- Faith formation staffing and support

Spiritual Growth:

- Excellence in worship and programming
- Celebration of theological diversity
- Living out values of inclusivity
- Multigenerational worship and programming
- Spiritual deepening

Community Resilience:

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

CORE COMPETENCIES

- Planning and Organizing | Communication | Teamwork | Problem Solving | Accountability | Efficiency and timeliness | Decision making | Transformation and change management | Confidence | Facilitation | Non-anxious presence

EXPECTATIONS:

- A commitment to Unitarian Universalist values
- Thorough knowledge of congregational life, Unitarian Universalist ministerial processes, Unitarian Universalist polity practices, and systems theory



- Excellent interpersonal and relationship-building abilities, including the ability to work well with a team
- Strong communication skills, both written and verbal
- 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 leadership, 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 and populations
- Self-motivated and well-organized
- Ability to meet deadlines, multitask and work independently
- Experienced with volunteer recruitment, retention and support
- Ability to travel
- Flexibility to work evenings and weekends as required
- Resides in the region of service and able to work remotely/virtually

COMPENSATION AND BENEFITS:

Compensation is \$69,990 annually. After a satisfactory probationary period, this position is entitled to the CUC benefits package, which includes RRSP contributions and health benefits.

HOW TO APPLY

Please send a letter and CV by May 5, 2025, to jobs@cuc.ca. We invite applications from qualified candidates who are dedicated to the 8th Principle of dismantling systemic barriers to full inclusion.

By May 7, we will have contacted only those candidates selected for an interview.

NOTE: This position starts on June 1, with a two-week overlap period with the current CL-CE lead.