

Position Description
Community Life Coordinator, First Parish of Sudbury

Purpose: A Call to Hospitality

Our purpose is to facilitate meaningful engagement with this community of faith.

We at First Parish of Sudbury feel called and committed to radical hospitality in our congregation. We see this as both a spiritual and ethical imperative that gets to the core of what it means to be human and living in community.

In practical terms, this means reaching out, inviting, warmly greeting, generously integrating, and continually renewing our ties to those who seek out, explore, and choose our community of faith.

Responsibilities

The Community Life Coordinator (CLC) helps people of all ages discover, make connections, and engage in the ministry of First Parish of Sudbury.

Reach out to individuals and families in the local communities and invite them to explore First Parish of Sudbury as a spiritual home: e.g.

- Develop and implement creative strategies for attracting and inviting people who live in the greater Metrowest area and are seeking religious community.
- Use existing communications resources and seek out new opportunities for communicating with the public as well as our members and friends, e.g.:
 1. Use external communications (e.g. local newspapers, cable TV; newcomers' groups, Facebook, etc.) to reach out to prospective visitors and invite them to explore First Parish;
 2. Release regular press releases and flyers for public information
 3. Contribute routinely to internal communications, e.g. *The Connector*.
 4. Post new information and keep website up-to-date and also explore new opportunities to use the web for engaging newcomers, members, and friends.

Extend hospitality to visitors, guests, newcomers, prospective members: e.g.

- Seek out and welcome visitors, get to know them and their motivations for coming;
- Help them to meet parishioners with similar interests;
- Invite participation in on-going programs that inform and engage prospective members;
- Partner with the Community & Hospitality Committee to do such things as: follow-up with newcomers and help them to become connected; develop a corps of volunteers to assist with all aspects of hospitality.

Collect and track data (collaborating with Administrator who manages database): e.g.

- Collect and track newcomer information and provide reports to the Minister, Director of Religious Exploration & Youth Advisor, Administrator, and Community and Hospitality Committee;
- Support the Administrator in managing the First Parish member and friends database;

Interfaces With...

- Visitors, guests, newcomers; volunteers
- Current members and friends;
- Community and Hospitality Committee;
- Staff team;
- Others in similar positions (e.g. Membership Coordinators) in the local and national UU community.

Qualifications

- Strong interpersonal and networking skills;
- Enjoys initiating a conversation with someone you've never met before;
- Clear oral and written communication skills;
- Digital literacy – with computer, website, on-line networking
- Self-motivated; ability to work independently without close supervision;
- Manages one's own time and priorities and also know when to consult the appropriate person(s) when questions arise;
- Ability to collaborate with and support a diverse range of groups and individuals;
- Ability to maintain privacy and confidentiality of sensitive information;
- Willingness to learn about First Parish, the people of the congregation, and about Unitarian Universalism. Without a basic understanding of these, it would be impossible to do this job;
- Experience in Unitarian Universalist settings is a plus;
- Organization and administrative skills;
- Experience working with volunteers.

Core Competencies

- Commitment to a ministry of hospitality;
- Ability and desire to approach, motivate, and work with people;
- Being outgoing, sensitive, perceptive; intuitive, respectful, and tactful;
- Initiative and creativity.

Amount of Time Required

Regular Church Year:

The regular church year is 43 weeks, usually from the Sunday after Labor Day to the second Sunday in June (dates vary annually). This position would be most active during this time and expected to work an average of 8 hours per week, including most Sundays.

Summer

Summer programs take place over nine weeks, usually from mid-June to Labor Day (dates vary annually). This position would use approximately 27 hours over the course of the summer for planning, evaluation and outreach.

Length of Commitment

The Community Life Coordinator is expected to make a one-year commitment. The contract will be reviewed during the annual budget cycle (January – June) and approved at the annual congregational meeting. A letter of agreement, when continuing employment is mutually agreed upon, is renewed annually on July 1.

Training/Support Provided

This position offers an unusual opportunity for creativity and innovation. The person hired will have latitude in giving shape to the position;

Some initial mentoring will be provided by the former Community Life Coordinator. Additional support comes from the congregation with particular leadership from Community & Hospitality Committee and from the Staff Team (Minister, Director of Religious Exploration & Youth Advisor, Music Director)

The Community Life Coordinator is encouraged to engage in informal or formal conversations with others in similar positions at Unitarian Universalist Congregations in local districts – Mass Bay, Clara Barton and/or Ballou Channing – as well as UUA congregations nationally via list-servs and internet explorations.

Responsible To

Reports to the Minister and partners with the Community & Hospitality Committee (CHC).

Benefits

As presently defined, this position is not benefits-eligible.

Time Off

The Community Life Coordinator will have four Sundays off during the program year and time off during the nine-week summer session. S/he is encouraged to use some time during the summer for planning, evaluation, and outreach.

Salary

For the fiscal year 2010-2011, the position pays \$16/hr. for 371 hours annually. Salary is paid in equal installments over 12 months.