



The United Parish in Brookline  
210 Harvard Street, Brookline, MA 02446  
unitedparishbrookline.org  
617-277-6869

<p>JOB DESCRIPTION JOB TITLE: SABBATICAL PASTOR (Associate Pastor)</p>
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### Purpose

United Parish seeks a Sabbatical Pastor to guide and support the congregation and staff with a range of pastoral and administrative responsibilities while the Associate Pastor is on a sabbatical for 14 weeks from Tuesday, August 1st through Wednesday November 8th, 2023.

As an equal opportunity/affirmative action employer, the United Parish is committed to increasing the diversity of our staff and faith community. Candidates who contribute to that goal and are committed to working in a diverse cultural environment are encouraged to apply.

### Background

United Parish in Brookline is affiliated with the [United Church of Christ](#), the [United Methodist Church](#), and the [American Baptist Churches](#). In 1970, three Brookline Protestant churches, the Harvard Church (United Church of Christ, UCC), St Mark's Methodist Church, and The Baptist Church in Brookline merged in a bold ecumenical experiment that became The United Parish in Brookline. They brought together varied denominational traditions, styles of worship, and theological outlooks, yet they shared faith in a God made known in Jesus Christ, a commitment to the Church, and a belief that they were called to something new.

Fifty years later, United Parish is a vibrant, diverse community that continues to celebrate and witness to that vision—a community from a variety of Christian and other traditions, some without experience in organized religion—all seeking to grow spiritually. Our ministries include music, education, service, and fellowship. Enlivening and enriching worship is the core of our life together.

More than ten years ago we engaged in a “[visioning process](#).” The process resulted in United Parish organizing its collective life around five themes:

1. Exalting in worship
2. Deepening in spirituality and Christian faith
3. Gathering in community
4. Stretching into justice
5. Stewarding our resources

## **Our vision states:**

“United Parish was created as a joyful experiment in ecumenical unity to honor God and those in need. Ours is a living, changing, dynamic community that we depend on to challenge and sustain us.”

We are engaged in the community and continuously seek ways to serve the community at large and to advance justice. For example, [Thrifty Threads](#) is the only thrift store in Brookline providing high quality, modestly priced clothes and household items to residents of Brookline and the surrounding towns and cities. Last June, we voted unanimously to become a member of the [Greater-Boston Interfaith Organization](#). In August, we welcomed the [Brookline Food Pantry](#) which needed larger quarters to meet ever growing needs. In October 2021, we launched a [Negro Spirituals Royalties Initiative](#), a racial justice initiative centered on the musical legacy of enslaved African Americans. We have started the practice of collecting "royalties" for the Negro Spirituals we sing in worship and giving them to the [Hamilton-Garrett Center for Music and the Arts](#).

In Winter/Spring 2023, United Parish began working with a consultant to help us discern our unique purpose as a congregation in our building and neighborhood. It is expected that that process will wrap up in May or June 2023, resulting in recommendations related to prioritizing building repairs/renovations and a future capital campaign.

## **Staff and Volunteers**

United Parish boldly proclaims that the ministers are the people of United Parish. The ministries of United Parish are supported by active and committed parishioners. The lay leadership team includes the Moderator, Treasurer, and Clerk as well as the leadership of each Ministry Team. We seek a Sabbatical Pastor who will join our staff and leadership in its ongoing ethos of collaborative ministry and open communication.

The ministers and staff of United Parish are gifted and dedicated individuals who work together to advance the vision of the church grounded in the love of Christ. The Associate Pastor will report to the Senior Pastor, and will directly oversee the Nursery Supervisor. Additional church colleagues include:

- Senior Pastor, Full time, who serves as Head of Staff
- Minister of Music, 30 hours/week, who supervises
  - Four choir section leaders, 5-10 hours/week
  - Multimedia Producer, 10-12 hours/week
- Parish Administrator, Full time, who supervises
  - Accounting Administrator, 18-20 hours/week
  - Building Manager, Full time, who supervises
    - Three Sextons, who share up to 36-50 hours/week

## **Scope**

During the 14 weeks between Tuesday, August 1st, 2023 and Wednesday, November 8th, 2023, the Sabbatical Pastor will provide a presence in worship, with at least 4 preaching opportunities; offer pastoral care and visitation in coordination with the Senior Pastor; coordinate our children, youth, and family ministries, and in conjunction with the Senior Pastor, Minister of Music and Seminarian, help plan our Advent worship season. This position is full-time, with 2 days off per week.

The Sabbatical Pastor would be asked to be available for a few days in June or July (before July 25th) to meet with the Associate Pastor for orientation; this can be scheduled around the Sabbatical Pastor's availability, and would be compensated time.

## **Tasks and Responsibilities Include, but are not limited to:**

- In partnership with Senior Pastor, Minister of Music and Seminarian, plan and lead worship, reflecting God's presence through prayer and proclamation.
  - Attend weekly worship meetings
  - Participate in worship for 13 of the 14 Sundays; preach at least 4 times
  - Participate in the planning of Advent programming and worship
  - With Minister of Music, plan periodic Family Worship services
  - With Minister of Music and Children & Youth Deepening (Education) Team, begin planning the Christmas pageant worship service
- In partnership with Senior Pastor, provide pastoral care, embody Christ's compassion through care and visitation, get to know and show curiosity in members of the congregation.
- In partnership with Senior Pastor, identify, welcome, and follow-up with visitors both in person and online.
- In partnership with the Moderator and Senior Pastor, provide leadership with the Church Council and prepare for the Fall All Parish meeting.
- In partnership with our Senior Pastor and Discernment and Engagement Team, facilitate the fall new-member process.
- In partnership with our Children and Youth Deepening Team, Minister of Music, and Nursery Supervisor, plan and oversee the implementation of Church School programming, including:
  - Church School logistics (sending out registration packets, running teacher CORI checks, sending curriculum materials to teachers, etc.)
  - Volunteer management (teacher orientation, training, ongoing check-ins, etc.)
  - Confirmation program (teaching classes, checking in with confirmands and their parents, connecting confirmands with mentors, etc.)
  - Event planning and management (intergenerational church school events, youth fellowship events, etc.)
- Attend weekly staff meetings
- Support colleagues in their work, hold periodic check-ins with Nursery Supervisor
- Other duties as needed

**Skills and Experience**

At least 3 years of ministry experience, including experience in children/youth ministry; interim training and experience are welcome, but not required.

**Compensation**

- Compensation range is \$1,150-\$1,350/week, commensurate with experience

**Vacation**

This sabbatical period is 14 weeks and 13 Sundays. The Sabbatical Pastor may be away for vacation of one full week and one weekend.

The sabbatical pastor will also receive the following days off:

- Labor Day - September 4, 2023
- Indigenous People's Day - October 9, 2023

To apply for the position or to request additional information, please contact:

- The Reverend Amy Norton, [amy@upbrookline.org](mailto:amy@upbrookline.org) or 617-277-6860 or
- United Parish Human Relations Ministry Team, [HumanRelations@UPBrookline.org](mailto:HumanRelations@UPBrookline.org)