
CLF

A Unitarian Universalist Congregation Without Walls



www.CLFUU.org
www.QuestForMeaning.org
www.DailyCompass.org

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The Church of the Larger Fellowship is looking for senior leadership--and we're seeking innovative approaches!

CLF is at a crossroads. Very shortly, our incarcerated members will represent over 50% of our membership, and we want to honor this in the way we staff our leadership going forward. We are hiring now for the functions that have been staffed by two separate part time positions - senior minister and minister of the Worthy Now Prison Network. We want to find the best fit, and we know that this does not necessarily mean having one senior minister. CLF is proud to be grounded in anti-racism, anti-oppression, and multiculturalism. We are seeking candidates who will continue our leadership and legacy in anti-racism, anti-oppression, and multiculturalism at both a congregational and denominational level. The culture of CLF is such that we embrace a spirit of creativity, taking risks in service of the mission, with the full support and enthusiasm of the staff and board. In that spirit, we welcome proposals from both individuals and teams that reimagine how we meet the needs of our congregation and denomination.

Application Deadline: March 20, 2020

Primary Contact: CLF Search Team, search@clfuu.org

Expected Start Date: August 3, 2020



Who is CLF?

The story of the CLF begins with the human quest for religious fellowship and freedom across daunting frontiers of geographical, social, and spiritual separation. It is a story about the determination to share Unitarian and Universalist faith, and the evolution of a new paradigm for a “church without walls.” Such are the roots and the visions of the Church of the Larger Fellowship, then and now. As a Unitarian Universalist congregation with no geographical boundary, the CLF creates global spiritual community, rooted in profound love, which cultivates wonder, imagination, and the courage to act.

The following are vital parts of CLF:

- Ministry to and with people on the margins
- An incredibly robust prison ministry with over 1000 incarcerated members
- An online presence
- A robust Learning Fellows program for ministers in formation
- A space for incubation and entrepreneurial projects
- A model for sustainability
- A commitment to anti-racism, anti-oppression, multicultural community, culture, and learning
- Support for military members and families
- Quest, a monthly publication on spiritual themes
- An international presence and membership

Staff

CLF has a full time Executive Director, Jody Malloy, who is a major part of senior leadership. New senior leadership should expect to work closely and partner with Jody in their work. Jody is a strong asset in the work of CLF and will offer new senior leadership stability during the transition.

CLF currently has three ministers on staff. Rev. Meg Riley serves as the senior minister, and will be retiring in August 2020. Rev. Rodney Lemery is the acting Minister of Worthy Now Prison Network through August 2020. Rev. Lynn Ungar serves as the Minister for Lifespan Learning and the Quest Editor.



Each year, CLF ministers and staff are joined by 3-5 part-time Learning Fellows. These folks, who are usually but not always seminarians, provide the heart and soul of online programming. At CLF, they learn skills for innovative ministries that augment bricks and mortar congregational ministry. Most Learning Fellows stay for two years, and terms alternate so that senior learning fellows mentor the new ones.

CLF is a remote work environment, with staff spread out across the United States. Senior leadership can use office space in Boston but is not expected to come into the office on any regular basis. Communication takes place largely online, and meetings by Zoom.

The following existing staff positions are expected to remain through the senior leadership transition: Minister for Lifespan Learning, Program Administrator, Fiscal Administrator, Director of Technology, Communications Coordinator, Prison Ministry Administrator, Webmaster, and Learning Fellows.

Job description

Core competencies of CLF leadership include:

1. Strong grounding in, commitment to, and leadership in anti-racism, anti-oppression, and multiculturalism
2. Compelling written communication and inspirational preaching, both in person and on video
3. Willingness to acquire and maintain up-to-date technical skills and the ability to effectively utilize them across a broad scope of electronic media
4. Ability to provide pastoral care to a wide range of people in remote locations across multiple platforms
5. Strong team leadership skills and proven ability to effectively manage supervisory, mentoring, partnering and collaborative relationships with staff, interns, volunteers, and board
6. Lived experience centering people traditionally at the margins of Unitarian Universalism and society
7. Strong theology of stewardship with a clear vision and plan for CLF's financial sustainability and growth



8. Passionate commitment to prison reform; to meeting the spiritual needs of incarcerated individuals; and to pursuing rational, compassionate plans for reentry into society
9. Effective and creative approaches toward tending the spirits of people who seek church beyond walls

The CLF senior leadership portfolio for which we are hiring includes the following essential functions:

- Prison ministry leadership, including pen pal matching, planning and selecting course and reading material offerings, working with UUA publishing houses to offer reading materials, recruiting and managing course leader volunteers, written pastoral care, using and querying the database that stores our incarcerated member information, outreach to congregations to establish relationships whereby congregations can use volunteers to send our incarcerated members materials, developing and delivering classes about mass incarceration
- Quest, our monthly worship publication
- Supervision of Learning Fellows, the CLF intern ministers
- Pastoral care for members, including the many religious professionals who are CLF members
- Fundraising, including strategizing and writing grants, appeal letters and emails
- Providing and leading regular online worship for CLF members
- Regular communication and connection with members and friends of CLF via weekly emails, fundraising emails and letters, phone calls
- Co-host the VUU (a weekly UU talk show discussing today's topics from an anti-racist, anti-oppressive and multicultural perspective) or another communication platform
- Partnership with current staff, particularly Executive Director Jody Malloy

The portfolio of responsibilities we are looking to fill is equivalent to 1.25 of a full time position (45-50 hours). Individuals are invited to apply, but must explain which functions they will not take on. Each team's proposal must include an explanation of what role(s) each person would fulfill, and how many hours each person will work. We are offering a total compensation package which must be distributed amongst the team; team members who work 20+ hours are eligible for benefits.



Though by membership numbers CLF is a large congregation, it operates on the budget of a Mid-size II congregation, with a salary offered within the fair compensation guidelines. The total annual compensation package for this portfolio will be \$155,000 - \$175,000, including benefits and retirement, commensurate with experience.

Proposal requirements

- Proposals may be submitted by single individuals or by teams proposing to share senior leadership of CLF.
- Individual applicants submitting proposals must be in Ministerial Fellowship (either preliminary or full) within the Unitarian Universalist Association. Teams submitting proposals must have at least one team member who is in Ministerial Fellowship with the UUA.
- If a member of your proposed leadership team is under the age of 18, please contact the search team prior to submitting your proposal.
- While it is not required that every leadership team member identify as a Unitarian Universalist, all team members are expected to have an understanding of and commitment to the values, principles and mission of the Unitarian Universalist Association.
- The proposal must entail a vision for how CLF will continue to fulfill the vital elements of CLF's ministry, as stated in the above job description.
- Proposals should be submitted to the CLF Search Team by emailing search@clfu.org with "Senior leadership proposal" in the subject line.

Our Commitment to Inclusion in Hiring

- The Church of the Larger Fellowship is an Equal Opportunity Employer and is committed to the full inclusion of all.
- Deep commitment to countering systems of oppression and leading with intercultural fluency and humility. Work or lived experience with Black/Indigenous/communities of color, LGBTQIA+ communities, and poor and/or rural communities is of particular value. Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.
- People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. If you are excited about this leadership role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.



- CLF will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact CLF Executive Director, Jody Malloy, at jmalloy@clfuu.org.
- A criminal record is NOT a disqualifying factor for applicants.

Search Timeline - What you can expect

Note: The CLF Search Team is committed to maintaining the confidentiality of all applicants. Moreover, the search team will take great care to provide a location for final interviews that is private and maintains confidentiality.

March

- Deadline for Proposals (March 20th)
- Search Team will review all proposals and determine who will be offered first-round interviews.
- All applicants will be notified by March 30. First round interviews (via online Zoom call) will be scheduled and those who receive first round interview will be asked to provide a list of references.

The Search team will determine first round candidates based on their ability to fulfill the core competencies for CLF leadership, the strength of their vision for the future of CLF, and their plan to work with the entire CLF team to achieve that vision.

April

- First Round interviews (March 31-April 8)
- Search Team will deliberate and select final candidates (April 9 - 24)
- All applicants will be notified by April 25. Finalists will be notified about the dates and details of final interviews/presentations.

May

- Finalists prepare for final interviews/ presentations.



Note: There will be no “candidating” period in which the congregation engages with and votes to call a new leader/leadership team. The hiring decision will be made at the discretion of the Ministerial Search Team and the CLF Board of Trustees.

June

- Final in-person interviews in Columbus, OH, June 1-5
- Final Deliberations and Communications to Finalists by June 15.
- Contract negotiations (early-mid June)
- Announcement of new senior leadership
- General Assembly - June 24-28

August

- New senior leadership start date August 3rd.



Proposal requirements

There are 3 parts to a completed proposal to be considered for CLF leadership. Part I - Biography and Part II - Short answer ask for written information from each individual who is part of your application, ie, from an individual applying alone, or from each member of a team applying together. Part III - Proposal asks for a single proposal from an individual applicant or from a team. If you are applying as a team, your proposal may be collaborative and written with one voice. However, please make it clear who will be fulfilling various functions of the leadership role, and who is meeting each competency listed.

Please submit your responses to Parts I, II, and III to the CLF Search Team by emailing search@clfu.org with "Senior leadership proposal" in the subject line.

Part I - Biography

Please provide the following in written form for each individual who is part of this application

- Name, how to pronounce it, and pronouns
- Email and phone number
- Current geographical location
- A resume or CV
- A 500-word writing or speaking sample
- A short sample of your talents. This could be in the form of music, spoken word, a podcast, creative writing, or any other expression of your ministry or talents.
- Anything else that feels important for us to know about you?

Part II - Short answer

Please provide answers in written form for each individual who is part of this application

- What excites you about CLF? [50 words]
- If you do not identify as Unitarian Universalist, please tell us why you want to be part of leadership of a Unitarian Universalist congregation. [50 words]
- What do you believe are the three greatest strengths of CLF? [50 words]
- How could CLF live more fully into its mission? [50 words]



Part III - Proposal

Please submit a proposal that answers the following questions and demonstrates that you have met the competencies listed below the questions. We invite your creativity with the proposal; it is not required to be in written form, though it may be. Please ensure that we can easily discern your answers to the questions and your meeting of the competencies through your proposal.

Questions

- What excites you about CLF? Why do you feel called to serve CLF?
- What is your vision for CLF in the next 5 years, and what pathway do you envision CLF taking to reach that vision? What is your role? What are the roles of the CLF board, staff, and members? Who else is important to this vision?
- How do you envision CLF interacting with the Unitarian Universalist Association during your leadership? With brick and mortar UU congregations? With other UU organizations?
- Proposals must include at least one sermon submission from any applicant who would regularly share preaching responsibilities. Submitted sermons are preferred as video or audio, but transcripts are also welcomed.

Additional question for individual applicants

- Although individual applicants are welcome to apply, they will not be allowed to assume the responsibility of more than one full equivalent (FTE) position. Please identify which portfolio responsibilities CLF will need to fulfill in a different way.

Additional questions for teams

- What experience does your team have working together? How would you describe the partnership model within the team? What would your team need from CLF in order to be most effective?
- Why do you think you will be an effective team to lead CLF? What excites you about serving as CLF leadership as a team?
- How will your team split up the essential functions of CLF leadership?
 - Prison ministry leadership, including pen pal matching, planning and selecting course and reading material offerings, working with UUA publishing houses to offer reading materials, recruiting and managing course leader volunteers, written pastoral care, using and querying the database that stores our



- incarcerated member information, outreach to congregations to establish relationships whereby congregations can use volunteers to send our incarcerated members materials, developing and delivering classes about mass incarceration
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Core competencies

1. Strong grounding in, commitment to, and leadership in anti-racism, anti-oppression, and multiculturalism
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The CLF Search Team is excited to learn more about you and your vision for the Church of the Larger Fellowship!

Please know that the search team is available to answer any questions you have as you are developing your vision and crafting a proposal. This includes questions regarding the feasibility of your proposal, and you/your team's qualifications. The search team can be reached at search@clfuu.org.

We want to reiterate that people with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. If you are unsure whether you meet 100% of the requirements but are excited to apply, please reach out to us at search@clfuu.org.

If you believe that your life experiences, talents and vision can lead CLF into its next chapter of ministry, we are excited to receive your proposal!

In Service, the CLF Search Team

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