

Everett Unity Center for Positive Living  
JOB DESCRIPTION  
PART-TIME SPIRITUAL LEADER

TITLE: Spiritual Leader – Part-time

REPORTS TO: Board of Directors

#### JOB SUMMARY

The part-time spiritual leader is responsible to Unity Center for Positive Living community and is expected to teach and guide the congregation in conjunction with our Mission Statement. The spiritual leader needs to be familiar with Unity practices and principles, affirmative prayer, and the Unity vision.

#### QUALIFICATIONS

\*\*\*The spiritual leader shall be a licensed/ordained minister OR in the process of attaining such degrees.

- Knows and practices Unity Principles
- Utilizes affirmative prayer
- Ability to inspire and guide through Sunday lessons
- Unity teaching experience
- Ability and interest in spiritual development of congregants
- Excellent communication skills
- Excellent listening skills

#### DUTIES AND RESPONSIBILITIES

##### SPIRITUAL

- Plans and presents two Sunday meditations and lessons per month
- Coordinates order of service with the music director, office administrator, and platform leader
- Conducts all sacred services: Easter, World Day of Prayer, Candle Lighting, Burning Bowl, Christmas and White Stone
- Schedules, plans, and teaches two (2) four-week Unity related classes per year
- Devotes one day per week at the church for spiritual counseling, prayer, or other congregant needs
- Facilitates yearly church retreat
- Supports and guides chaplains

##### ADMINISTRATIVE

- Attend monthly board meeting as a voting member of the board, except in matters pertaining to their own compensation and contract
- Assists the board with the sound fiscal management of the church
- Assists the board in hiring, supervision, and firing of paid staff
- Participate in regularly scheduled classes/workshops at least once to evaluate and promote

## SALARY

- Compensation will start at \$1000 per month during initial the 90- day probation period.
- No benefits are offered during probation period
- Salary will be evaluated and negotiated after 90 days

## HIRING PROCEDURE

- 1) Applicant will submit a letter of interest with attachments to include: an official educational transcript, detailed employment history, two (2) professional and one (1) personal references, and submit to a WSP background check;
- 2) Board of Directors will review all submitted information and schedule an interview
- 3) Schedule the candidate to perform a Sunday meditation and lesson
- 4) A second interview may be scheduled
- 5) Board of Directors will review candidate information and inform candidate of hiring decision
- 5) Review and evaluation will occur at monthly intervals during the 90 day probation period
- 6) In the first year, a 6- month and 12- month review will be performed  
\*\*\* (with option to mutually terminate)
- 7) Annual job and salary review