



**the unitarians**

**Ipswich**  
Unitarian Meeting



Friars Street Ipswich Suffolk IP1 1TD

[www.unitarianipswich.com](http://www.unitarianipswich.com)



# **MINISTERIAL VACANCY**

## **Information for Applicants**

**All applications should be sent to Secretary of Trustees, Tessa Forsdike, by email to [tessa@tessajordan.co.uk](mailto:tessa@tessajordan.co.uk)**

## **IPSWICH UNITARIANS – MINISTERIAL VACANCY**

We invite applications for the position of Minister at the Ipswich Meeting. This pack gives much information, but if you have questions before applying, please contact our Secretary of Trustees, Tessa Forsdike – [tessa@tessajordan.co.uk](mailto:tessa@tessajordan.co.uk) or by phone – 01473 728498/07980 641620

We know that it may take us some time to find our Minister and we are flexible about arrangements so that we can find the right person and they can feel that they fit the post.

The process of application and appointment

- The Ipswich Meeting supplies the details of the vacancy and invites applications from interested people
- On receipt of each application, it is considered by the Ministerial Sub Committee and the Trustees
- Suitable applicants are invited for an informal visit to meet us and to see the Meeting House and the local area
- If the applicant is interested in continuing with the process we invite them to send a short personal statement and photo (which we will circulate to Members), to lead two services and to meet the congregation informally afterwards
- Following the services, the Ministerial Sub Committee and Trustees invite and consider the feedback from the congregation
- We contact the referees -with the agreement of the candidates
- Candidates are invited for a formal interview. The panel will consist of a representative of the Trustees, the Ministerial Sub Committee and two members of the congregation (one long term and one newer member). (Some of these terms will overlap).

- After the interview there will be a meeting of the congregation to discuss and to vote on the candidacy.
- The successful candidate will be informed as soon as possible after the interview process and then discussions between the candidate and the Trustees will arrange the details of the contract of employment
- Any unsuccessful candidate can arrange a feedback interview

## **APPLICATION**

There is no separate application form, and we invite each applicant to send a CV and personal statement, to include –

- Your reasons for applying for this position
- Your experience, qualifications and history
- How you meet the qualities and skills listed in this specification
- Your vision for our Meeting and your aims and focus for the future if appointed
- Any particular personal areas of interest relevant to the post of Minister
- Information about any published material
- An indication of your availability and if successful when you would be able to take up the post
- Names and contact details of three people who are willing to write a reference. We will be looking for a personal reference and two professional references, preferably of people you are working with or have worked with in the recent past. We will not contact any referee without your express permission

## **MINISTERIAL REQUIREMENTS**

- Part time position – ideally available on four days per week – flexible, but optimally Sundays, Mondays, Thursdays and Fridays
- To lead a minimum of 26 services each year (2 to 3 per month) as well as services on special occasions such as Christmas and Easter.
- Salary to be determined by the Trustees within the GA guidelines and dependent on whether the Minister appointed also needs to occupy the Manse or alternative accommodation.
- Holidays 6 weeks pro rata per year

- All time off to be agreed with the Trustees a minimum of three weeks in advance
- Three months' notice of termination to be given on each side
- Active and regular communication with the Trustees and congregation
- Shared responsibility with the Trustees for managing and supporting the congregation
- Readiness to conduct services for rites of passage – at weddings, funerals, naming ceremonies, same sex blessings etc.
- We request that any other paid employment be arranged with the prior agreement of the Trustees

## **QUALITIES AND SKILLS**

We are ideally looking for someone who will meet the following criteria. We realise this is a long list and that each candidate will have individual skills and will meet these requests in different ways. We are looking for someone who can challenge the congregation in their spiritual paths and whose vision is expressed clearly and enthusiastically.

Ideal Minister criteria – someone who will -

- help to build and diversify the congregation
- help to build connections and engage with the local community and organisations
- offer openness and receptivity to people of all ages and ideas
- be a catalyst for organic growth
- be sensitive to the congregation's needs
- communicate regularly with individual members, with groups and through open discussion
- be skilled at identifying aptitudes among members and encouraging them to take part in the life of the Meeting House
- encourage a sense of belonging and unity
- foster an inclusive welcome for LGBTQ individuals and for people from local multi-ethnic communities
- work with other religious and interfaith groups
- contribute regularly to the monthly newsletter and website
- engage with the congregation both formally and informally

- be aware of pastoral needs and share responsibility with the congregation for meeting these
- attend Trustee meetings regularly and prepare a report for each one

On the spiritual side we are looking for someone who will –

- experiment with the format of services
- engage actively with Unitarians locally, nationally and globally
- engage with spiritual debate about Unitarianism and its future growth
- be anchored in faith while open to doubt
- offer services which are theologically accessible, broad yet rigorous and anchored in a wide range of religious and secular texts
- acknowledge that being alive to one's faith means challenging orthodoxy

Desired skills are –

- competence and comfort working in a digital environment
- the ability and willingness to lead religious and/or spirituality groups

There is also a related paper 'Background Information Ipswich Unitarian Meeting House' giving more information about our Meeting House and our congregation. If you need to know more, please feel free to contact us with no expectation of commitment.