

Job Title: Worship Coordinator

Location: Rogue Valley Unitarian Universalist Fellowship (RVUUF), Ashland, Oregon

Reports To: Board President or Designee

Position Summary:

The Rogue Valley UU Fellowship (RVUUF) is a liberal religious congregation that affirms and promotes a set of seven principles that encourage and support each member's free and responsible search for truth and meaning. We are a welcoming congregation and invite all to join us, whatever their tradition, gender, race, class, sexual orientation, gender identity, or age.

RVUUF is seeking a dynamic, organized, and collaborative Worship Coordinator who would be responsible for overseeing all Sunday services for the RVUUF fiscal year (mid-August through mid-June). This position will be responsible for organizing and creating meaningful Sunday services for the specific needs and interests of the RVUUF congregation.

Required Duties:

- Find and hire guest speakers/guest ministers, and other participants, designate Worship Associates or others to assist in the service as needed and coordinate the musical portion of the service with the Director of Music.
- In conjunction with each speaker and their selected topic, find or create all standard RVUUF components of the service not assigned to a speaker. These include opening words, chalice lightings, and closing words for each service, providing continuity and substance to each service.
- Provide services, in conjunction with others, or alone, that reflect multiple views, multiple religious beliefs, and traditional UU practices and rituals (Ingathering, Flower Communion, etc.)
- Provide at least one service per month of their own work, including the sermon portion.
- Work with current staff and the Worship Arts Team to convey all information for services (News to Note service descriptions, images, readings, etc.)
- On Sundays:
 - Be present from about 9:30 am to 12:30 pm during all services they are responsible for

- Help prepare sanctuary for the worship service.
- Greet and orient worship service leaders, especially guest ministers and speakers, to the Sunday service format and logistics.
- Attend monthly meetings of the church Board and Worship Arts Committee and meet regularly with the Director of Children’s Program and the Music Director.

Other activities that may be included, if desired:

- Support congregational activities that occur on days other than Sundays, such as social justice activities, covenant groups, adult programming, or community events.
- Support members of the congregation in crafting weddings, funerals, and other lifecycle rituals.

Required Qualifications:

- Excellent interpersonal and coordination skills.
- A friendly, curious, and collaborative approach to Shared Ministry.
- Familiarity with or enthusiasm to learn the rhythms of Unitarian Universalist congregational life.
- Some experience with worship or ritual leadership.
- Support of the Unitarian Universalist values of interdependence, pluralism, justice, transformation, generosity, equity, and love, as well as the classic UU statement of principles.

Desired Qualifications:

- Leadership experience with Unitarian Universalist congregations.
- Training or study of Unitarian Universalist worship, theology, history, and polity.

Position Type: This is a limited term, one-year, part-time position, commencing July 1, 2026, and ending June 30, 2027, unless extended by mutual agreement of the parties. This is a salaried position earning \$48,000 per year with paid vacation, holiday, and sick leave benefits accrued as a part time employee.

The position generally requires at least 30 hours of work per week. However, the coordinator is expected to work all hours as necessary to accomplish their assignments and longer work hours may occasionally be required. There is flexibility as to the specific work schedule, which will be determined after being hired in consultation with the supervisor.

It is anticipated that a part-time minister will be hired and assume the duties of the Worship Coordinator after the end of the term of employment of the Worship Coordinator. The Worship Coordinator will work to assure a smooth transition of responsibilities to the part-time minister.

Please submit: your resume, with cover letter and names of two references who are knowledgeable about qualifications and/or experience related to this position to office.admin@rvuuf.org. Additional materials may be requested from applicants. Applications will be accepted until the position is filled. Review to begin June 8, 2026.

If you need further information, please call (541)482-4755, press “2” of options.