

## Saltwater UU Church

### Position Description

**Title:** Director of Multigenerational Faith Formation

**Reports to:** Minister

**FLSA Status:** Non-exempt

**Hours and schedule:** 20 hours per week/0.5 FTE

Weekday schedule negotiable, Sundays required in-person, work from home possible during the week

**Date created:** June 2022

**Compensation:** Salary of \$24,000 to \$28,500, depending on experience and based on fair compensation guidelines from the Unitarian Universalist Association. Additional benefits include prorated health, dental, pension, paid sick time, holidays, vacation leave, and professional development funds.



### Position Purpose

The Director of Multigenerational Faith Formation collaboratively nurtures the spiritual growth of people of all ages, with a focus on children, youth, and their families. They coordinate multigenerational faith formation programs connected to monthly themes, including through worship, small groups, and educational classes. They welcome families into the congregation and inclusively support the unique educational needs of our community.

### Core Competencies

**Personal traits:** Welcoming, caring, creative, reliable, adaptable, passionate, trustworthy, and approachable.

**Work traits:** Collaborative, organized, sets priorities and manages time effectively, asks thoughtful questions, uses deep listening skills, has excellent written and verbal communication skills, and is comfortable using problem-solving skills and asking for help when needed.

**Shared values:** Knowledge and experience of Unitarian Universalist values and practices. Actively supportive of diversity, equity, inclusion and social justice. Able to keep confidentiality.

### Essential Functions

#### Program Development

- Builds relationships with children, youth and families to promote full inclusion in the life of the congregation. Supports the unique educational needs of those in our community who identify as neuro-diverse, disabled, LGBTQIA+, and/or BIPOC.
- Identifies and adapts curricula, resources, and supplies for multigenerational faith formation in collaboration with leaders, volunteers, and Minister.
- Takes an active role in planning and leading multigenerational worship services and other multigenerational church events.
- Manages and supports paid and volunteer teachers and other program volunteers, including coordinating recruitment for these positions. Receives childcare requests and arranges childcare.
- Coordinates special programs (ex. Our Whole Lives, Coming of Age, summer camp) as needed.
- Supports small group ministry and/or classes as needed for those who are parenting.
- Serves on the Shared Ministry Leadership Team.

### **Data Management**

- Manages multigenerational faith formation budget and tracks expenditures.
- Maintains records for attendance, background checks, and schedule of classes and events.
- Maintains safe congregation policies and practices related to children and youth.

### **Communication**

- Publicizes multigenerational faith formation events and information.
- Communicates regularly with the minister, staff, and Shared Ministry Leadership Team.

### **Professional Development**

- Participates in professional development activities.
- Maintains membership and active participation in Liberal Religious Educators Association (LREDA).

Performs other duties as requested by the supervisor.

## **Qualifications**

Qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

### **Skills & Knowledge Requirements:**

- Direct experience working with children or youth.
- Experience with program design and/or administration.
- Demonstrated facilitation skills.
- Comfortable speaking and presenting in front of large and small groups.
- Experience leading or supervising volunteers preferred.
- Commitment to ongoing growth in anti-oppression, anti-racism and multiculturalism work.
- Written and verbal English language fluency.
- Proficiency with major computer applications including, but not limited to:
  - Microsoft Office Suite: Word, Excel, Publisher and Powerpoint
  - Google Suite applications
  - Web-based email and online newsletter programs (Outlook, Gmail, Constant Contact)
  - Basic knowledge of social media platforms
  - Zoom hosting or utilizing other video conferencing software

**Experience:** Preferred, 1-3 years of teaching, education, or program management experience. Knowledge and experience of Unitarian Universalist values and practices. BA or BS preferred, but not required.

**To Apply:** Send cover letter and resume to: [minister@saltwaterchurch.org](mailto:minister@saltwaterchurch.org) with “Director of Multigenerational Faith Formation” in the subject line. We are receiving applications through August 1, 2022, when all applications will be reviewed and the interview process will begin.

Three professional references and comprehensive background check required.