

First Unitarian Universalist Society of Burlington
Job Description:
Developmental Director of Family Ministry

Reports to: Senior Minister

Supervises: RE Assistant/Child Care Coordinator and Youth Ministry Coordinator

Status: Full-time Exempt

Annual Salary: \$55,650

Term: November 1, 2017-June 30, 2019 (*start and end dates somewhat negotiable*)

Normal working hours: Weekday office hours and Sunday mornings (one off per month), some evening meetings.

One-Sentence Description

Nurtures spiritual growth for children, youth and families and fosters organizational transformation and development.

Position Summary

This is a twenty-month religious professional position in a vibrant, dynamic congregation of more than 500 adult members and 150 children and youth. Our mission is *to inspire spiritual growth, care for each other and our community, seek truth and act for justice*. The Developmental Director of Family Ministry will lead FUUSB's ministry to children, youth and families through a period of transformation, as the congregation restructures its staffing for religious education and develops a vision for integrated family ministry. The Developmental Director will support our ministry to children, youth and families, while helping the congregation transition to a new staffing model for spiritual growth and care for all ages.

Essential Functions: *Ongoing*

- **Oversees** religious education programming and ministry opportunities for children and youth, including Our Whole Lives and Coming of Age.
- **Manages** religious education and family ministry operations, including budget, Safe Congregation policies, record keeping, data collection, materials and equipment.
- **Recruits and equips** volunteer teachers and stewards to lead effectively and with confidence. Matches volunteers' skills and interests with opportunities for service.
- **Oversees and collaborates** with Children's RE Team and Youth Ministry Advisory Team to support programs and ministry with children and youth.
- **Creates** communications to families, volunteers, and the larger congregation, in a variety of media, fostering informed engagement and deepening involvement.
- **Provides** warm, welcoming presence to children, youth, and families in the community and a compassionate presence to those facing spiritual and life challenges.
- **Participates** in Sunday Worship leadership, including offering "Reflections for All Ages" most Sundays, and co-creating and leading Multigenerational Services.

Essential Functions: *Developmental*

- **Develops**, in collaboration with Senior Minister and lay leadership, a vision and plan for FUUSB family ministry, that is inspiring, sustainable and includes and integrates religious education, pastoral care, and community building. Utilizes denominational resources and draws on emerging best practices in Twenty-First Century faith formation.
- **Equips** family community, staff team, and larger congregation to implement this program vision for 2019-20 year or sooner and fosters a healthy transition in RE staffing.

- **Conducts** hiring process for new Youth and Young Adult Coordinator and Family Ministry Coordinator positions during transition period, with oversight and support from Sr. Minister.

Other Responsibilities:

- **Nurtures** an active connection with the larger Unitarian Universalist world through Liberal Religious Educators Association, the UU Minister Association (if relevant) and the UUA.
- **Deepens** professional skills in faith development, family ministry and interim/developmental work through ongoing education; keeps current with literature in the field.
- **Supervises** Youth Ministry Coordinator and the Child Care Coordinator/RE Assistant (through end of 2017-18 year) and new positions thereafter.
- **Attends and actively participates** in regular staff and leadership team meetings.

Academic and Professional Qualifications

- Graduate degree in education, religion, theology or related field of study.
- A minimum of 3 years relevant work experience including demonstrated success in a congregational, non-profit setting, or educational setting and working effectively as part of staff team and with volunteers.
- Familiarity with Unitarian Universalism and Unitarian Universalist religious education, and alignment with First UU mission and values.
- Experience with or training in interim, transition or developmental work a plus.
- Proficiency in MS Office Suite, data base management and social media platforms.

Physical Requirements

- Must be able to move around the Meetinghouse and grounds with energy.
- Must be able to manage in an office environment, including sitting/standing for periods of time at computer, in meetings and occasional out-of-office settings.

Core Competencies

- **Emotionally-Grounded Leadership:** Is seen as trustworthy and reliable by others; practices direct and open communication, keeps confidences; admits mistakes; doesn't operate with hidden agendas; demonstrates appropriate personal boundaries; is emotionally mature; can maintain a non-anxious presence and calmly cope with uncertainty and change.
- **Interpersonal Skills:** Establishes good working relationships and appropriate rapport with congregants of all ages; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; projects empathy and warmth.
- **Communication Skills:** Is able to deliver a context-appropriate message clearly and articulately in a variety of settings; Is able to write clearly, succinctly and in a tone appropriate to the context.
- **Organization and Planning:** Gathers and organizes resources to get things done, skillfully navigates decision-making channels. Keeps the larger picture in mind while tending to the details. Orchestrates multiple activities at once to accomplish a goal.
- **Delegation and Supervision:** Is good at establishing clear expectations, direction, and objectives; comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; provides regular and ongoing feedback.
- **Volunteer Development:** Gains commitment and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion. Encourages others to discover and offer their skills.
- **Faith Formation/Educational Approach:** Models spiritual maturity and teaches by example; understands and can apply human and faith development theory to programming. Possesses an anti-oppressive, anti-racist, and multicultural lens.

- **Change Management:** Nurtures organizational innovation with a purpose; leads others in innovative activity; creates a prudent risk-taking environment.