

Unitarian Universalist Fellowship of Durango

Position Description: Director of Faith Formation

Reports to: The Minister

Status: Exempt

Hours and schedule: Schedule to be agreed upon with the Minister, up to 40 hours per week; working three Sundays per month and some weekends and evenings is required.

Directly Supervises: Faith Formation staff, childcare workers, Faith Formation program volunteers; collaborates with the Faith Formation Team of volunteers FLSA.

Position Purpose

As people of faith who seek to transform ourselves, our communities, and the world we share, we need one another to inspire and support our transitions, discoveries, and spiritual growth throughout all ages and stages of the lifespan. The Director of Faith Formation manages and provides leadership for the lifespan Faith Formation Program for children, youth, and adults of the congregation. Under the supervision of the Minister and in collaboration with the Faith Formation Team, the Director models and articulates the values, history, principles, sources and values of Unitarian Universalism. Demonstrates commitment to anti-racism, anti-oppression and multiculturalism practices.

The Director of Faith Formation is considered an integral and participating member of the UUFD congregation staff, where the Faith Formation Director's input and participation is welcomed and encouraged in meeting the objectives of the congregation's ministry.

Core Competencies

Vision and Purpose:

- Commitment to and knowledge of Unitarian Universalist (UU) principles and sources, values, history, and worship.
- Supports and promotes the mission, vision, values of UUFD, as articulated by the Minister.

Interpersonal Skills:

- Recognizes the importance of relationships in building the beloved community.
- Possesses a high level of emotional intelligence that includes the ability to recognize and positively manage conflict.
- Practices healthy communication techniques such as direct communication, active listening, and collaboration.
- Engages people in a spirit of love and with a demeanor of optimism and grace.

Integrity and Professionalism:

- Is trusted to keep confidences and to protect and not reveal confidential information of all types.
- Readily admits errors; accepts criticism and feedback in a professional manner.
- Committed to the highest level of professional performance as an individual and team member.

Essential Functions

The responsibilities of the Director of Faith Formation fall into these areas:

Faith Formation Program Leadership and Management

- Working in collaboration with the Minister, develops and oversees a lifespan faith formation program for UUFD that supports the mission and vision of the congregation.
- Provides meaningful, fulfilling, and inspiring spiritual experiences to nurture individual and community spiritual growth and deepen UU identity.
- In collaboration with the minister, staff and other leaders, shapes a vision for the future of UUFD's faith formation program and oversees the implementation of that vision.
- Administers and oversees all aspects of the Faith Formation program, including program planning and evaluation.
- Provides all aspects of supervision for paid staff, including hiring, performance reviews and staff development; delegates duties as appropriate.
- Provides all aspects of supervision for volunteer Faith Formation staff, teachers, childcare workers, volunteer assistants and advisors including establishing position descriptions, training, clarifying responsibilities, and performing reviews; delegates duties as appropriate.
- Has program hiring and termination authority in consultation with the Minister in accordance with personnel guidelines.
- Collaborates with other UUFD Ministry teams as assigned or requested by the minister.
- In consultation with the Minister, prepares, submits and administers an annual budget for the Faith Formation program.
- Manages the Faith Formation program physical assets, ensuring the sufficiency, condition and maintenance of classrooms, materials and supplies.
- Develops and maintains program-specific policies and procedures, recommending updates as necessary.
- Attends regularly scheduled meetings as appropriate. Schedules and leads regularly scheduled meetings with faith formation teams and committees. Attends Leadership Council.
- Maintains current enrollment, health, attendance records and other information within the congregation's management platform.
- Publicizes Faith Formation programs through various forms of communication.

- Maintains active membership and participation in the Liberal Religious Educators Association (LREDA).
- Actively pursues and/or maintains appropriate credentials and professional certifications from UUA.

Children and Youth Programs

- Plans and coordinates a holistic faith formation program for children and youth that supports the mission and vision of the congregation, nurtures and deepens a connection to the faith community, facilitates spiritual growth and strong Unitarian Universalist identity.
- Coordinates special programming for families that supports the mission and vision of the fellowship.
- Coordinates multi-generational activities that bring members into community across generations and enhance the beloved community.
- With the Minister and other groups as designated, plans and co-leads all-community and other worship services.

Adult Programs

- Plans and coordinates a holistic faith formation program for adults that supports the mission and vision of the congregation.
- Supports parents as primary religious educators,
- Provides programs that nurture and deepen the beloved community, opportunities for creating beloved community, deepening personal spiritual growth and developing a strong Unitarian Universalist identity.
- Promotes adult and all-community faith formation activities, including classes.
- Oversees and supports the congregation's covenant groups including publicizing, group leader training and group structure.
- Creates ad hoc work groups or task forces as necessary to advise on programming decisions, processes and policy recommendations.

Community Engagement/Outreach

- In collaboration with the Minister, supports the development of new educational offerings addressing community needs.

Minimum Qualifications

- Demonstrated ability to develop and manage multi-generational educational programs.
- Demonstrated programmatic experience in child development, child health and safety.
- Ability to manage, coordinate, inspire and guide paid staff and volunteers in keeping with the responsibilities of this position.
- An appreciation of liberal religious tradition; knowledge of and interest in Unitarian

Universalism and the UU principles.

- Ability to work well in a collaborative environment.
- Ability to use word processing, data base, social media and other computer-based software programs. Ability to learn new programs as necessary.
- Reside in the congregational community.