

Unitarian Universalist Fellowship of Durango Faith Formation Leadership Search

Position Opening: Coordinator of Faith Formation

April 2022

Position Purpose: to provide leadership for the development, growth and implementation of a Faith Formation program for children, youth, and adults in the congregation. Faith Formation is programming for life-long learning of all ages and is aligned with the principles and values of Unitarian Universalism, and supports the mission and goals of the Unitarian Universalist Fellowship of Durango.

Report to: The Minister or individual designated by the Board of Trustees

Fair Labor Standards Act Status: Exempt

Hours and Schedule: Projected 20-30 hours per week; schedule to be determined with the Minister; three Sundays per month on-site, primary duties on-site, minor duties may be done remotely.

Hourly rate: \$22-25- per hour commensurate with skills and experience

Benefits: employer contribution to healthcare, sick leave accrual, retirement contribution starting in year two

Position Future: options for growth in responsibilities and compensation

POSITION QUALIFICATION REQUIREMENTS

All candidates must have:

- successful criminal background check, commitment to the safety of children, youth and vulnerable populations
- a commitment to Unitarian Universalist principles and values (membership in Unitarian Universalism not required); for more info <https://www.uua.org/beliefs/what-we-believe>
- appreciation and enjoyment of working with children and youth
- strong communication skills, including ability to listen and communicate respectfully with people of all ages
- strong interpersonal relationship skills, including ability to collaborate with others and positively manage conflict
- planning and organizational skills for implementing educational programs
- ability to supervise and manage paid Faith Formation staff and volunteers

Preferred candidates will in addition have:

- administrative and management skills in overseeing and supporting program implementation and evaluation
- leadership skills, including ability to recruit, develop, and nurture volunteers; support and evaluate Faith Formation staff; delegate tasks appropriately
- prior leadership experience in a related field
- strategic planning ability to meet evolving goals of the Unitarian Universalist Fellowship of Durango

POSITION RESPONSIBILITIES

Faith Formation Leadership Responsibilities – scope of responsibilities to be commensurate with level of skills and experience and designated hours

- in collaboration with the Minister, develop, oversee, and evaluate a Faith Formation program that supports the mission and vision of the Fellowship for children, youth and adults
- in collaboration with the Minister, provide all aspects of supervision for paid Faith Formation staff, including performance review and staff development
- provide all aspects of supervision and support for program volunteers, including recruitment, training, and scheduling
- manage and provide materials and resources to support Faith Formation program, including oversight of program budget
- maintain enrollment, health, and attendance records related to Faith Formation
- collaborate with other UUFD ministry teams to support integration of Faith Formation
- develop or update Faith Formation policies and procedures as needed
- provide consistent communications with the Board of Trustees and the Fellowship to keep them informed and engaged in Faith Formation activities and programs
- provide support and programming for families, recognizing parents as primary spiritual educators
- coordinate multi-generational activities to build relationships within the Fellowship
- seek connections in the Durango community that may enhance Faith Formation programming

TIMELINE

Position posting: April 18-May 8 or until position filled

Applicant review: begins May 9

Target employment begins: July 1

For information and to submit cover letter, resume, and completed applicant questions, contact Bonnie Miller at yjmiller2@gmail.com

**Coordinator of Faith Formation
Applicant Questionnaire
April-May 2022**

1. How would you describe your spiritual/religious beliefs and values?
2. What interests you in this position?
3. What are the greatest strengths you would bring to this position?
4. What kind of support do you expect, or what do you anticipate needing in order to be successful?
5. What experience do you have that you see most relevant to this position?