

**Spiritual Growth Ministry Facilitator**  
**Position Description**  
**Unitarian Universalist Fellowship of Durango**  
*"Love courageously. Inspire spiritual growth. Work for justice."*  
**June 2025**

**Position Purpose:** To provide leadership for the development, expansion, and implementation of the Unitarian Universalist Fellowship of Durango's (UUFD) Spiritual Growth Ministry using the "Whole Congregation" approach to spiritual growth and community building as a guide. The "Whole Congregation" approach to spiritual growth is a comprehensive model of faith development and multigenerational community building that is committed to the spiritual growth of people of all ages that reaches across the ministries of the congregation.

This leadership position models that commitment with a particular dedication to the needs of children, youth and families. UUFD's Spiritual Growth Ministry supports individuals of all ages in learning to live a life grounded in the ethics, principles, and values of Unitarian Universalism and advances the mission and goals of the Unitarian Universalist Fellowship of Durango. UUFD is committed to nurturing a collaborative and kind atmosphere where people of all ages are celebrated, connected to each other and the greater community, and encouraged to grow spiritually.

UUFD is dedicated to a Shared Ministry model of leadership. The Spiritual Growth Ministry Facilitator is considered an essential member of the UUFD staff team. Their leadership and participation are essential in meeting the objectives of the congregation's ministry and is a key collaborator with the minister in fulfilling the congregation's mission.

**Position Reports To:** The Minister

**Hours and Schedule:** Anticipate 112 hours per month (ca. 26 hours per week): Sunday mornings on site with one Sunday regularly off per month; occasional evenings, and weekends are required. A weekly schedule will be established in collaboration with the Minister to include office hours.

**Congregational Life and Leadership**

- In collaboration with the Minister and the Spiritual Growth Ministry Coordinating Team, provide leadership and oversight for implementation of the "Whole Congregation" model of spiritual development and growth.
- Provide leadership to the Spiritual Growth Ministry Coordinating Team.
- Collaborate with the Adult Spiritual Growth Ministry sub team as a key leader in implementing the "Whole Congregation" model.
- Collaborate with other UUFD ministry teams and committees to support integration of Spiritual Growth Ministry activities across the congregation.
- Participate and contribute to meetings relevant to the Spiritual Growth Ministry, e.g., staff, Spiritual Growth Ministry Coordinating Team, Leadership Council, Adult SGMT, Social Responsibility and Justice Coordinating Team as necessary.
- Seek connections and resources in the Durango community that may enhance Spiritual Growth Ministry programming.
- Ensure implementation of Safe Congregation Policies and Procedures across the congregation.

**Administrative Responsibilities**

- Oversee programming administrative tasks, including enrollment, relevant health and attendance record-keeping, communications with parents/guardians, responding to email or other communications in a timely manner.

- Provide leadership for resources needed to support Spiritual Growth Ministry programming, including oversight of ministry budget, producing the annual budget proposal, and managing expenses.
- Provide leadership for the maintenance and security of Spiritual Growth Ministry assets and materials, including ordering supplies.
- Develop and update Spiritual Growth Ministry policies for approval by the Board of Trustees and procedures for the administration of programs as necessary.
- Provide consistent communications with the Minister, Board of Trustees, and the Fellowship to keep them informed and engaged in Spiritual Growth Ministry activities and programs.
- Engage in formal mentoring with a Credentialed UU Religious Educator for professional support and development.
- Pursue professional learning through opportunities provided by the Unitarian Universalist Association, the Liberal Religious Educators Association, and/or other relevant sources.
- Assess ongoing safety needs or concerns as they arise and be proactive in helping to generate solutions.

### **Duties Specific to Spiritual Growth Ministry for Children, Youth and Families**

- In collaboration with the Minister, develop, oversee, and evaluate Spiritual Growth Ministry programming and activities that support the mission and vision of the Fellowship for children, youth, and families.
- In collaboration with the Minister, provide leadership for the hiring, training, and supervision of paid Spiritual Growth Ministry staff, including annual performance reviews, staff development, and mentoring.
- Provide all aspects of supervision and support for Spiritual Growth Ministry volunteers, including recruitment, training, and scheduling for programming and activities.
- Co-create multi-generational worship services in collaboration with the Minister, Worship Arts Team, and Music Ministry Team.
- Oversee scheduling of Time for All Ages for Sunday morning worship services in collaboration with the Minister and Worship Associates. Serve as a support and professional resource as needed
- Provide support and programming for families, recognizing parents as primary spiritual educators.
- Schedule staff and volunteers for Sunday morning Spiritual Growth Ministry classes and activities. Serve as teacher for children and youth classes as needed.
- Prepare flexible activities for small groups of children and youth for Sunday Spiritual Growth Ministry classes and activities that explore the shared values of Unitarian Universalism, social justice, spiritual practice, anti-racism and anti-oppression, care for the earth, connection to other UU aligned curricula.
- Welcome Children, Youth, and Families to UUFD and nurture a culture of belonging and connection.
- In collaboration with the Spiritual Growth Ministry Team, teachers, and youth develop programming to expand connections and learning beyond Sunday morning.
- Advocate and educate for the needs of children, youth, and families in the Fellowship.
- Develop and implement a communications strategy to keep parents and families connected and informed about Spiritual Growth Ministry activities.
- Coordinate light setup and cleanup tasks before and after Spiritual Growth Ministry classes and assure the space is restored to conditions agreed to with any lessee(s).

Approved by the Faith Formation Visionaries Task Force, June 2025