

Title: Director of Family Ministry

Time Frame

30-hour position, at least 27 Sundays; off-duty Sundays and flex time negotiated. Compensation: Salary and benefits negotiated within UUA Fair Compensation guidelines.

Goal

To provide leadership for the faith development program, following the Family Ministry model.

Statement of Accountability

The Director of Family Ministry is responsible to the Board of Trustees, supervised by the minister, and supported and advised by the Family Ministry Team and the Adult Programs (AP) committee.

Overview of Faith Development and Family Ministry Goals at UUCB

Following a year of experimentation and discernment, our congregation has decided to continue a shift in the direction of family ministry: including families of all kinds throughout the life of the congregation and supporting parents as the primary religious educators of their children, while still offering some Sunday morning programming for children and youth. While many in our congregation still value the legacy religious education programming, we are now looking to put a higher priority on more innovative faith development time.

More specifically, we would like to maintain some Sunday morning programming for children and youth; continue the 2017-18 frequency and quality of whole-congregation worship; expand parent support, at-home resources, support for children in worship services, all-ages social action and the use of themes throughout the life of the congregation; and initiate all-ages educational programming and non-Sunday worship. We feel that working toward these goals will help us to live into our vision for faith development at UUCB:

Our Unitarian Universalist faith is transformational, for us as individuals and in the wider world. We offer opportunities and encouragement for people of all ages to develop and live into this faith, within and beyond the church walls. This includes:

- *individual, small group and whole-congregation opportunities for:*
 - *lifelong personal growth and development of a Unitarian Universalist identity,*
 - *encouraging rethinking of beliefs, and*
 - *supporting the individual pursuit of a challenging, meaningful and inspirational path;*
- *opportunities for social action as a faith community;*
- *support for parents as religious educators for their children; and*
- *an inclusive, covenantal community that accepts and supports people of all ages, as they are.*

The Role of the Director of Family Ministry

We envision the Director of Family Ministry (DFM) as a leader who will partner with our Minister and Family Ministry Team to create meaningful, innovative opportunities for faith development for all ages. Our DFM must be committed to supporting UUCB's Faith Development vision, and working with congregational partners to bring this vision to fruition. It is expected that the DFM will use no more than half of their work time to maintain traditional Sunday morning programming, the remaining time to

be spent on supporting faith development for families in other ways. We recognize that volunteer partnership with the DFM is critical for living into this vision.

Desired Skills and Qualifications

We seek a candidate who holds a Bachelor's degree or higher and/or has completed the UUA Religious Education Credentialing program, or who has relevant experience. The DFM will need to be flexible, open to new ways of learning and building community, patient with congregants as we adapt to this new model, and optimistic as challenges arise. Strong organizational and time management skills will be critical, and a high level of professionalism and emotional maturity will be expected. Technical skills, including database, website and digital communication skills are highly desirable. The DFM should be comfortable using Excel, Word, PowerPoint and Publisher programs, and should be willing to learn new technologies as needed. Perhaps most importantly, we seek a religious educator who is deeply connected to, and experienced with, our Unitarian Universalist faith and values.

Top 5 Priorities for next year:

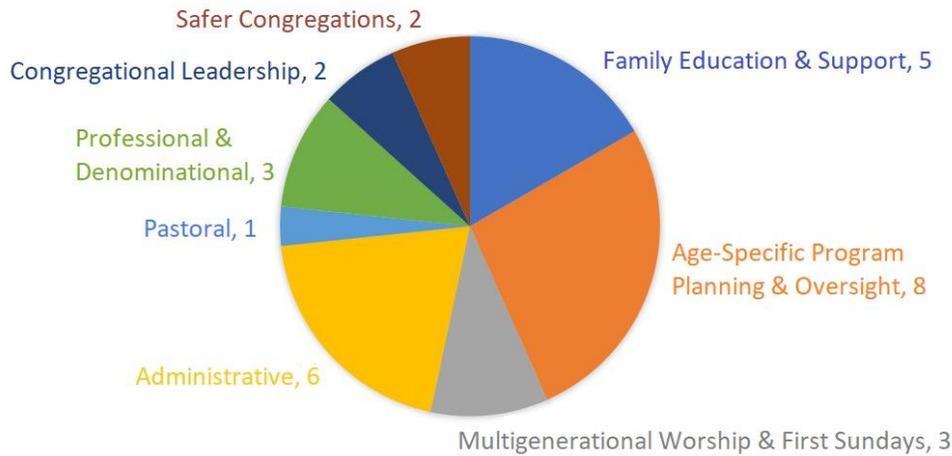
Based on congregational input and our recent experimentation with different approaches to faith development, the following areas represent our top 5 priorities for the Director of Family Ministry during the 2018-19 program year:

- Shift to theme-based, multi-age classes
- Maintain Our Whole Lives (OWL) and Coming of Age (COA) programs
- Continue First Sundays (worship for all, followed by workshops for all)
- Strong multi-generational worship & improved support for children and youth in worship
- At-home faith development

Tasks that are Currently Envisioned

The translation of these broad goals into tasks will be achieved through an ongoing conversation with the Minister and the Family Ministry Team, guided by the priorities and continued congregational learning. For the first year, and subject to revision as needed, we expect a breakdown of Director of Family Ministry time as illustrated in this chart (with further detail provided in the explanation below).

UUCB Director of Family Ministry
 Estimated Time Breakdown (average hours/week)
 30 hr/week total



Note that although the number of hours the DFM will be expected to devote to each task is included, the level of volunteer support available will be a major factor in determining how much the DFM can accomplish while keeping within these time constraints.

Age-Specific Program Planning and Oversight (approx. 8 hr/wk on average)

- Plan, support and oversee one theme-based multi-age class (e.g., Montessori or workshop-rotation model) on 20-22 Sundays, including a brief children’s worship, for grades K-6 or K-8. This class may be divided into smaller classes if attendance and volunteer partnership make multiple classes a preferable option.

Oversee and support OWL programming for grades 7-9 at intervals that allow access to all youth and viable class size.

Oversee and support COA programming for grades 8-9 at intervals that allow access to all youth and viable class size.

Oversee and support youth group and youth advisors.

Oversee preK programming (which may be in the nursery, a separate playgroup, or a curriculum-based class depending on need and volunteer support)

Supervise childcare providers and oversee nursery program (All Sundays; alternate times as needed)

Train and supervise volunteers and staff leading all age-specific programs

With volunteer(s) recruit teachers, advisors and facilitators to lead age-specific programs

With the personnel committee, hire childcare providers as needed

Train and oversee volunteer coverage for Sundays when the religious educator is away

Multigenerational Worship and First Sundays (approx. 3hr/wk on average)

Collaborate with minister to plan and lead 5 Multi-generational worship services per year

Plan and lead one Multi-generational worship service per year

Organize, support and (as appropriate) lead First Sunday all-ages workshops (8 Sundays Oct-May, typically 5-6 workshops each Sunday) – partnering with minister and/or volunteer(s)

Assist minister with planning and leading First Sunday worship services, and provide support for children present in the services

Family Education and Support (up to 5 hr/week, avg)

- Welcome new families with children into the congregation - Meet with new families and facilitate connection in the wider church community (partner with Membership Coordinator)

Provide at-home theme-based resources (e.g., through a blog or regular email) that are connected to worship and classroom themes

Maintain a library of resources related to UU parenting and quality children's books, available to the congregation

Provide a parent group and/or parent education (as there is time and interest)

As time, interest and volunteer partners permit, offer family worship experiences and/or whole-family or whole-congregation educational and social activities

Administrative (approx. 6hr/wk on average)

- Maintain accurate, complete and up-to-date registration and attendance records

Meet weekly with staff and minister

Publicize faith development activities weekly in the eblast and bulletin, and on-site on Sundays (e.g., a whiteboard), and provide information for the congregational website and bulletin to the office administrator

Submit monthly reports to the Board, as well as an annual report

Maintain Family Ministry budget records and submit a timely proposed budget

Purchase and maintain Family Ministry supplies

Perform background checks and maintain safer congregations applications and other records related to adults who volunteer with children and youth

Ensure that Age-Specific, Multi-age and Whole Congregation programming meets safer congregations policy guidelines

Pastoral (up to 1 hr/week, avg)

Attend to immediate pastoral needs where appropriate; refer matters to Minister

Collaborate with minister on pastoral issues related to children, youth and (as appropriate) parents or volunteers with children and youth

Professional and Denominational (up to 3 hr/week, avg)

Maintain membership in LREDA and local chapter

Maintain denominational involvement

Work toward credentialing (if not already credentialed)

Continue professional training; attend LREDA fall con and/or GA periodically
Demonstrate commitment to LREDA professional guidelines

General Congregational Leadership (approx. 2hr/week)

Attend Board, Committee on Ministry and Executive Committee meetings
Participate in congregational leadership discussions as needed

Additional Safer Congregations Responsibilities (approx. 2hr/week)

Work with the policy committee to update Safer Congregations policies as needed

Serve as a member of the Safer Congregations Response Team as needed

Participate (with minister and volunteers) in annual whole-congregation safer congregations education (e.g., child abuse awareness and prevention, policy provisions, appropriate adult boundaries)

Lead (with minister) annual youth safer congregations training (e.g., child abuse awareness and prevention, policy provisions, appropriate adult boundaries, NY laws related to sexual activity and providing substances to minors, social media, legal impact of turning 18)

Provide safer congregations oversight for youth cons, lock-ins and travel