



## **Director of Family Ministries**

**Posted: 5/14/19**

**Reports to:** Minister

**Directly Supervises:** Youth Coordinator, Paid Sunday Teachers, Childcare Staff, and Program Volunteers

**Status:** Half Time, Benefits Eligible

**Salary:** Commensurate with experience, per [UUA Fair Compensation guidelines \(Small Congregation, Geo Index 7\)](#)

**Start Date:** Mid-August, 2019

**Job Summary:** The Director of Family Ministries is responsible for the overall implementation of a religious education program for children and youth that fosters and promotes Unitarian Universalist values, spiritual growth, social justice, lifelong friendships and community engagement. The DFM works with the congregation to vision, develop and organize programs to meet the spiritual needs of children, youth and families.

*A religious educator who does not have all the necessary expertise and experience may still be considered and would be supported for growth through on-the-job training, continuing education, and leadership development.*

### **Our ideal candidate will have:**

- Experience with organization, coordination and implementation of educational programs for youth and families, ideally in a congregational setting.
- Knowledge of child development and age-appropriate content and instructional practices.
- Excellent written and oral communication and administrative skills; facility with media and technology.
- Skill in training, managing, supporting and evaluating paid staff.
- A sense of humor and capacity for joy and play.
- Demonstrated success and/or skills in recruiting, training, supporting, and retaining volunteers.
- Experience and/or familiarity with teaching, learning theory, curriculum development, and current trends in religious education programming. Experience with or knowledge of Unitarian Universalism.
- Experience and/or interest in implementing Our Whole Lives sexuality education curriculum.
- Education or experience in child development, teaching, and/or children and youth programming (BA or equivalent life experience).

### **Essential Functions**

#### **Program Development and Support:**

- Organize high quality Sunday morning programming for children and youth in alignment with UUCM's vision, mission, and goals.
- Create programming which engages the imagination, develops spiritual and ethical resources, enhances knowledge of the world's religious landscape, and cultivates identity as Unitarian Universalists.
- Integrate social justice opportunities for children, youth, and families into programming, in collaboration with the Minister and congregational social justice commitments.
- Oversee and help coordinate events related to religious education (volunteer recognition, special holiday programs, family fun nights, etc.).
- Communicate about RE programs to the congregation and wider community via the website, newsletter, congregational email, social media, etc.
- Recruit, train and support volunteers for programming, and create opportunities for volunteers and paid staff across program areas to connect with one another and develop as a team.
- Promote, encourage, and facilitate family participation in the life of the congregation, especially opportunities for connection among families.



- Welcome and make early contact with RE visitors and new families. Collaborate with staff and volunteers on ways to integrate children and families into all aspects of congregational life.
- Collaborate with the Minister and the Worship Associates in the creation and presentation of worship that engages our multigenerational community.

#### **Administration and Leadership:**

- Provide leadership with the RE committee to set goals and vision, strategize and evaluate the program.
- Maintain accurate records regarding registration, attendance, volunteers, communications, and finances.
- Ensure proper implementation of the safe congregation policies.
- Oversee the RE budget, including the RE Endowment.
- Hire and supervise quality RE staff, schedule childcare as needed, and oversee timely submission of time cards for contract and regular staff.
- Work with RE staff and volunteers to maintain religious education resources, including RE supplies and the RE library.
- Ensure the RE space is attractive, safe, and reflects our values.
- Participate in regular staff meetings and appropriate RE meetings.
- Provide monthly written updates to the Board of Trustees
- Participate in collegial and professional organizations, including the Liberal Religious Educators Association.

#### **Core Competencies**

- **Teamwork:** Collaborates and communicates clearly and effectively with others; understands that staff teams are interdependent; creates a climate in which people want to do their best; shares ownership and visibility; takes an interest in the health and vitality of the congregation as a whole.
- **Hospitality:** Is a welcoming presence for members, friends, and visitors to the congregation; includes the newcomer into the life of the community; reaches out with care and compassion.
- **Creativity:** Engages in fresh thinking; willing to experiment and see failure as part of the process; approaches challenges from multiple angles; inspires creativity in others.
- **Vision:** Articulates a compelling and mission-driven purpose for the Lifespan Religious Education program; inspires others to invest in the mission of the program.
- **Integrity:** Is widely trusted, direct, and truthful; maintains appropriate confidences; adheres to a set of core values that are in alignment with Unitarian Universalist principles, and lives in accordance with those values; abides by professional codes of conduct.
- **Self-Awareness:** Is conscious of their own reactions to situations and systems; understands unconscious bias; is committed to multicultural learning and anti-oppression work; cultivates personal spiritual growth; has a realistic understanding of their own gifts and challenges.
- **Discipline:** Follows through on commitments; self-motivated; sets and meets deadlines; establishes priorities and delegates appropriately; manages time effectively; asks for support when needed.
- **Problem-Solving:** Uses a combination of experience, research, and intuition to explore solutions for difficult problems. Looks beyond the first answer; handles complexity and competing demands on resources with skill, diplomacy, and grace; considers the long-term consequences of decisions.



**To Apply:** Please submit a letter of interest, resume and at least three references by noon on May 31<sup>st</sup>, 2019 (or until position is filled) to Rev. Marcus Hartlief at [revmarcus@uumarin.org](mailto:revmarcus@uumarin.org)

\* The Unitarian Universalist Congregation of Marin is committed to creating a diverse and inclusive community and does not discriminate with regard to age, race, color, ethnicity, national origin, gender identity or expression, affectional or sexual orientation, marital status, abilities, or socioeconomic status.