

**Director of Faith Formation
Unitarian-Universalist Church of Nashua
October 2016
Position Summary**

The Unitarian-Universalist Church of Nashua (UUCN) is a congregation of approximately 275 adults and 100 children and youth located in downtown Nashua, NH. The Mission of the Unitarian-Universalist Church of Nashua is to engage people in a search for truth and meaning within a supportive liberal religious community that encourages personal and spiritual growth, embraces diversity and promotes social justice.

The Director of Faith Formation (DFF) has primary leadership and executive responsibility for the creation, implementation, integration and oversight of UUCN's Faith Formation programs for children, youth, young adults, and adults. The DFF reports to the Minister, supervises volunteer and paid Faith Formation staff, and works closely with both the Children and Youth Faith Formation Team and the Adult Faith Formation Team.

This is a full-time position, with semi-flexible hours that will include weekends and some nights. Salary and benefits are based on experience and training, and follow the UUA Fair Compensation guidelines for Geo Index 5. Ideal start date is July 15, 2017.

Principal Responsibilities

Faith Formation Program Development

- Provide leadership in the on-going development and implementation of a church-wide culture of lifespan faith formation
- Create, implement, and support FF programs and curricula grounded in current UUA resources, emerging best practices, and curriculum offerings
- Create a welcoming and nurturing learning environment for people of all ages
- Lead and oversee the recruiting, training, and support of FF leaders, teachers, facilitators, and volunteers
- Collaborate with other ministries of the church in deepening experiences of Unitarian Universalism
- Support families in integrating Unitarian Universalism in their daily lives

Worship

- Collaborate with professional and volunteer staff in the integration of children and youth in meaningful and satisfying worship experiences.
- Collaborate with Minister to develop and lead Whole Church Worship Services.
- Support the Youth Group and Youth Advisors in integrating worship into their program
- Participate in other worship services as appropriate, including leading the Story for All Ages regularly and preaching at least once a year
- Plan and lead a monthly Children's Chapel, in collaboration with Worship Associates and the Music Team
- Assist with Rites of Passage as appropriate (Coming of Age, Bridging of youth, etc.)

Pastoral Care

- Offer pastoral care as needed to children, youth, adults and families.
- Keep the Minister apprised of pastoral needs that arise
- Collaborate with the Pastoral Care Team when needed

Administration

- Develop the annual budget for the FF programs and monitor expenditures
- Maintain a database of FF information, program records and attendance
- Promote FF programs for all ages through appropriate communication channels
- Collaborate with other staff to create, implement and monitor church policies, including the Safe Congregation Policy
- Work closely with Membership to foster a welcoming environment and keep families connected to the church
- Attend regular staff meetings
- Supervise paid FF staff, including child care workers
- Oversee FF classroom set up and the organization and maintenance of supplies
- Manage FF curriculum materials, audio-visual equipment, and library
- Collaborate with the Director of Children's Winter Garden with White Wing School as needed to coordinate use of shared resources

Professional Development

- Maintain membership and participate actively in LREDA (Liberal Religious Educators Association)
- Attend events that will contribute to professional development and collegiality

Core Competencies & Qualifications

Mission Focused

- Works to further the Mission, Vision, and Ends of the UU Church of Nashua
- Knowledge of and respect for the living tradition of Unitarian Universalism
- Able to nurture the development of UU identity for our children, youth, adults and families

Interpersonal Skills

- Engages children, youth, and adults warmly and respectfully
- Demonstrates active listening, clear communication, and collaborative problem solving
- Holds others accountable in a spirit of love, while supporting their success
- Compassionately and effectively engages and resolves interpersonal conflict
- Demonstrates sensitivity to others while modeling appropriate and healthy boundaries
- Acts in a professional manner and maintains confidentiality
- Able to connect with members, staff, and others in ways that affirm and empower

Team Building & Shared Leadership Skills

- Exhibits strong team leadership and functions effectively as a team member
- Demonstrates initiative and ability to be collaborative in leadership and shared ministry

Volunteer & Staff Management

- Experience in managing, coordinating, and guiding volunteers
- Demonstrates ability to select, train, support, and supervise staff

Other Core Competencies

- Knowledge of faith formation, learning theory, and curriculum development
- Creativity to build the capacity of this ministry within our growing congregation
- Strong written and oral communication skills
- Ability to multi-task and set priorities, with good organizational skills