

Job Description 2020

Director of Lifespan Faith Development

Description

The Director of Lifespan Faith Development is responsible for the overall management, supervision, and content of religious exploration and faith development programs for all ages of the Unitarian Congregation of West Chester.

General Responsibilities:

- Plans, implements and manages the children's religious education program:
 - Selects, reviews and evaluates age-appropriate curricula.
 - Collaborates with the Children's RE Committee to establish, maintain and/or update RE program vision, mission and policies as needed.
 - Coordinates or leads children's worship services on Sunday morning.
 - Recruits, trains/orients, manages and supports teachers and volunteers including finding substitutes when a teacher is unavailable on a Sunday morning and ensuring required background checks are performed on every adult working with children
 - Creates the program calendar in collaboration with the Minister, RE committee and Youth Advisors for all children and youth related activities and coordinates scheduling of children's events with UCWC staff and committees as necessary.
 - Trains teachers and volunteers regarding responsibilities for implementation of UCWC's safe congregation program and Pennsylvania mandated reporting requirements.
 - Oversees children's religious education class registration and maintains records of children attending church school.
 - Maintains the RE supplies and resources and curricula.
- Provides staff support to the Adult Education and Program Committee
 - Assists with planning, scheduling, promotion and policy development.
 - Assists in the coordination of the congregation's Small Group Ministry program.
 - Coordinate with groups within congregation that offer Adult Enrichment programs
 - Works with Adult RE team to create regular, varied adult faith development opportunities
- Manages Sunday nursery program including hiring and training of staff.
- Oversees the youth education program with youth advisors.
- Works with Minister, RE Committee, Religious Services Committee, Music Committee/musicians as needed to plan and participate/lead multigenerational services; works with Minister or alone to participate in other Sunday or special services.
- Coordinates communication about Faith Development programs and events through a variety of church communications media.
- Oversees development, update and implementation of congregation Safety Policies and coordinates congregation's emergency response drills and trainings.
- Prepares reports about the Faith Development program as necessary.
- Engages in professional development training and education.
- Represents the RE program to visitors and members in collaboration with the RE committee.
- Supports congregational outreach efforts for Faith Development programs
- Performs other related religious education and worship duties as necessary.

Core Competencies:

- Ability to propose and implement strategic planning for lifespan religious education.
- Ability to organize resources (people, funds, materials) to accomplish tasks.
- Skill in writing articles, reports, letters, etc.
- Proficiency with modern communication technology including social media. Comfort with the professional, responsible and safe use of social media.
- Capacity to be highly organized and self-directed.
- Ability to encourage, nurture, collaborate and communicate with volunteers, staff and congregation members at many levels within the organization.
- Ability to implement and candidly evaluate program goals and objectives.
- Ability to track and report program data for the purposes of development and growth.
- Ability to follow through on responsibilities, priorities and perform multiple tasks under time deadlines, give attention to detail and larger goals.
- Ability to work collaboratively with the minister and other staff as part of a team.
- Respectful of children as individuals.
- Ability to address and resolve conflicts in a professional manner.
- Knowledge and general experience working with children of diverse intellectual and emotional capabilities including children with Autism Spectrum Disorders.
- Ability to maintain confidentiality and handle sensitive situations with discernment, always keeping in mind the impact of shared information on all constituencies of the Congregation.

Qualifications:

- Working knowledge of Unitarian Universalist principles and history and ability to support the mission & vision of the Congregation.
- General knowledge about pedagogy.
- Experience directing or teaching in a religious education setting preferred; UUA credential or willingness to undertake credentialing process
- Pass state-mandated criminal background check, FBI clearance and child abuse clearance.
- Strong interpersonal and problem-solving skills
- Comfort with managing challenging situations
- Comfortable approaching and actively recruiting people to be teachers and volunteers
- Strong written and verbal communication skills.
- Strong ethical character, including respect for personal and professional boundaries and the established confidentiality policies of the church.
- Demeanor and attitude that is energetic, flexible and approachable.

Supervision

- Supervises: Children and Youth teachers and other volunteers; Nursery staff.
- Supervised by: Minister