

Director of Family Ministry Job Description

The Unitarian Universalist Church of Berkeley is looking for a dedicated and passionate leader to serve as our Director of Family Ministry (DFM) who can guide us in reimagining how we connect and engage our children, youth and parents in building community, exploring UU faith formation, and doing service. We are excited to welcome someone who can collaborate creatively with our new minister to grow our program in ways that meet the needs of families today, both those already in our congregation and those in the wider community who seek a village within the city to help raise their children.

While this position has historically been full-time, and we would be glad to continue that with the right fit, we are also open to other arrangements (such as a half-time director supported by a team of paid teachers and/or an administrator). We'd love to hear *your* vision of how you'd like to build a program, and how you would shape your role to lead with the gifts and strengths you bring. We have a small, but dedicated, core of volunteers who are eager to co-create and serve a new vision for Family Ministry and Religious Education. We can't wait to meet you!

Applications are due by May 1st. We will be interviewing candidates on a rolling basis as applications are received, and we aim to select a final candidate by mid-May to recommend to our Board in early June. Exact start date to be negotiated between July 1 and August 1, 2024.

Reports to: Senior Minister

Directly supervises: Childcare workers

Status: Full time (negotiable), FLSA exempt

Schedule: Weekend and evening work required, flexibility in office hours, hybrid options

Salary: \$70,000, adjusted commensurate with experience

Benefits: Healthcare, vision, dental, retirement and professional expenses, as per UUCB personnel manual

Essential Functions:

Lead the Congregation's Family Ministries:

- Recruit, train, supervise and inspire program volunteers.
- Delegate and coordinate responsibilities with the Family Ministry committee and lay leaders.
- Work collaboratively with all stakeholders to articulate a vision for Family Ministry and set goals for the program. Guide the program in achieving those goals.

Direct Religious Exploration and Engagement Programs:

- Oversee religious exploration activities including choosing curricula, providing resources, supporting volunteers, and communicating with parents.
- Organize faith formation programs such as Coming of Age.
- Providing developmentally appropriate programs for children and youth, such as Our Whole Lives (OWL) and Youth Group.

Manage the Family Ministry Program Administration:

- Maintain the program budget, resources, and records, including attendance and registration information, volunteer onboarding and schedules, and an event calendar.
- Use UUCB communication tools to promote program activities.
- Ensure that the program complies with all congregational safety policies, such as fingerprinting and

background checks for all program volunteers.

- Use collaborative web-based tools such as Zoom, Google Suite, and Microsoft Teams to interact and manage workflow.
- Establish priorities and manage time to effectively achieve mission-based goals.

Foster Community Building and Justice-making:

- Welcome and engage new families in collaboration with the Membership committee.
- Manage community events, such as Parents' Night Out and seasonal celebrations.
- Provide leadership to multi-generational community events, justice-making, and service projects as determined each year by the Family Ministry committee, with support from event organizers.

Tend to the Spiritual Lives of Families:

- Lead or coordinate the Time for All Ages portion during Sunday worship services.
- Support the Minister(s) with multigenerational worship services.
- Lead or coordinate a monthly worship service or program for families or children and youth.
- Work with the Minister(s) to provide pastoral care and rites of passages for children, youth, and families.

Other Responsibilities:

- Meets with supervisor weekly
- Attends weekly staff meetings
- Attend Pacific Western Region, UUA, Liberal Religious Educators Association (LREDA), interfaith or other meetings as available.
- Maintains membership with LREDA.
- Meets standards of confidentiality and complies with organizational policies and procedures.
- In collaboration with the supervising Minister(s), the director may pursue continuing education, credentialing programs, and professional coaching relevant to this ministry.

Physical Requirements:

Ability to move freely in and around Church facilities; use phone, computer, and other office equipment; maintain files; and lift boxes and other materials of up to 25 pounds. All staff are required to be fully vaccinated for Covid-19.

Core Competencies:

Leadership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; feels ownership of the Family Ministry program and leads others with an optimistic sense of vision and purpose.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; keeps confidences; uses diplomacy and tact; is approachable; avoids communication triangles.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Verbal Communication and Presence: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings, including storytelling and leading worship; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

Self-Development: Sets appropriate personal work objectives, measures own progress, identifies and undertakes appropriate activities to develop needed skills in areas of growth; seeks regular feedback on performance; knows personal strengths and weaknesses, asks for help and support when appropriate, is sensitive to changing personal and organizational requirements and changes accordingly.

How to Apply

Please email your resume and cover letter to DFMsearch@uucb.org. Include the subject line "Application for UUCB DFM".