



PEOPLES CHURCH

UNITARIAN UNIVERSALIST

Leading compassionate lives through spiritual growth and just action.

4980 Gordon Avenue NW
Cedar Rapids, IA 52405

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www.peoplesuu.org

POSITION DESCRIPTION

Title:	Director of Faith Formation
Reports to:	Minister
FLSA Status:	Nonexempt
Hours and schedule:	Average 20 hours/week 9:00 a.m. – 1:00 p.m., Sundays during the program year Sunday afternoons with Youth Co-op Weekday and evening hours, variable Some hours may be worked remotely
Benefits:	Paid Time Off, paid Holidays, Workers Compensation, Retirement contributions, and professional development funds
Date revised:	June 24, 2024

Purpose of Position

Direct and lead a Faith Formation program for children and youth from birth through high school – keeping in mind the spiritual needs and social realities of contemporary families.

Core Competencies

- **Overall Demeanor:** Is eager to learn; maintains positive composure and patience.
- **Organization and Planning:** Organizes people, funding, materials, and support to accomplish multiple, concurrent goals and activities.
- **Vision and Purpose:** Supports Unitarian Universalist values, as well as the values, mission, and end statements of Peoples Church UU.
- **Trust and Integrity:** Is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the ministry and mission of the congregation.
- **Conflict Management:** Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.

Ethical Responsibilities

- Abide by the *Code of Professional Practices* set forth by the Liberal Religious Educators Association at: <https://www.lreda.org/MemberResources>
- Along with the congregation, abide by the *Guidelines for Professional Religious Educators* set forth by the Liberal Religious Educators Association at:
 - <https://www.lreda.org/ResourcesBestPractices>
 - <https://docs.google.com/document/d/1BzCoyoQ1hMQtlj7xNBWrubzg9AGxxZfLsxTq5fejCQ/edit#heading=h.704l45eqxjmk>

Essential Functions

- Collaborate with the Faith Formation Council to plan, administer, and evaluate a multifaceted Faith Formation program for a variety of stakeholders.
- Communicate effectively with families-with-offspring and the congregation-at-large via various modes and in various locations.
- Select and plan appropriate activities for children's and youth programming that builds community and supports people to develop and act on their values.
- Recruit, train, schedule, and support faith formation volunteers and Childcare Workers, including for classrooms, nursery, and unique programs -- such as *Our Whole Lives (OWL)* and *Coming of Age (COA)*.
- Co-coordinate the Cedar Rapids Youth Co-op with youth leaders of five other congregations; plan and implement youth group activities.
- Participate in and help lead multigenerational worship in collaboration with the minister and other worship leaders.
- Manage and monitor the Faith Formation budget with supporting documentation.
- Maintain records, resources, supplies, and equipment.

Qualifications

- Familiarity and experience with the following:
 - Developing and supporting educational programs for young people.
 - Leading and engaging multigenerational groups in shared activities.
 - Educational methods, different learning styles, age-appropriate content, and child social, emotional, and cognitive development.
- Experience supporting relationships within multigenerational groups, nurturing spiritual development and growth across the ages.

- Able to maintain appropriate boundaries.
- Able to operate a windows computer and a variety of software applications.
- Knowledge of Unitarian Universalism, or a desire to learn.
- Open to exploring the possibility of pursuing a Unitarian Universalist Association (UUA) Religious Education Credential.

Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

We are committed to developing a diverse and talented staff team. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. On-site training tailored to the specific system at Peoples Church will be provided.

How to Apply

- To join the dedicated staff of a liberal religious community, email a cover letter and your resume to humanresources@peoplesuu.org.
- The starting hourly wage is \$18.00 - \$22.00, depending on experience.
- Membership in Peoples Church is highly discouraged; exceptions can be granted by the minister
- The position will remain open until a suitable candidate is hired.

Contact Rev. Carin Bringelson, Peoples Church Unitarian Universalist Minister, with any questions at minister@peoplesuu.org.