



PEOPLES CHURCH UNITARIAN UNIVERSALIST

Leading compassionate lives through spiritual growth and just action.

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Cedar Rapids, IA 52405

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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 Some 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, professional development funds to cover membership in the professional association of religious educators, potential to pursue a Unitarian Universalist Association (UUA) Religious Education Credential.
Date revised:	January 22, 2024

Purpose of Position

Direct a volunteer-led Faith Formation program for children and youth from birth through high school. Through multigenerational community building, support families in a) teaching [Unitarian Universalist values](#) and b) practicing those values every day. Offer resources to meet the spiritual needs of contemporary families.

Core Competencies

- **Overall Demeanor:** Is eager to learn; maintains positive composure and patience; remains emotionally flexible and able to adapt.
- **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* (<https://docs.google.com/document/d/1HgLgUVYNXvJlcsyv40Jl7biICagI6MtDxkKVYN6xOk/edit#heading=h.ld4g27x3igdg>) set forth by the Liberal Religious Educators Association (<https://www.lreda.org/new>)

Essential Functions

- Collaborate with the Faith Formation Council to plan, administer, implement, and evaluate a multifaceted Faith Formation program for a variety of stakeholders, including families, children, youth, and the congregation as a whole.
- Communicate effectively with families and the congregation-at-large via various modes and in various locations.
- Select and plan activities for children and youth that build community and support people in developing and acting on their Unitarian Universalist values.
- Recruit, train, schedule, and support faith formation volunteers and Nursery Attendants, including for classrooms; nursery; and unique programs, such as *Our Whole Lives* ([OWL](#)) and *Coming of Age* ([COA](#)).
- Support the Cedar Rapids [Youth Co-op](#) in conjunction with adult leaders of five other congregations; help 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 attendance records, curricular resources, classroom supplies, and equipment.

Qualifications

Qualifications may be met as a result of education, professional experience, volunteer work, informal training, and/or equivalent lived experiences.

- Knowledge of Unitarian Universalism, or a desire to learn.
- Experience with developing and supporting educational programs for young people.
- Familiarity with educational methods; learning styles; children's social, emotional, and cognitive development; and age-appropriate activities.

- Ability to operate a windows computer and a variety of software applications, including Word, Excel, Google suite, OneDrive, and Outlook.
- Experience with leading and engaging multigenerational groups in shared activities.
- Experience with supporting relationships within multigenerational groups, nurturing spiritual development and growth across the ages.
- Ability to create and uphold appropriate boundaries.

How to Apply

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.

- Email a cover letter and your resume to humanresources@peoplesuu.org. In your cover letter, please provide examples of experience specifically related to the essential functions listed above.
- 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.
- Start date: February 1, 2025, or when a suitable candidate is hired.

Learn more about Peoples Church Unitarian Universalist at: <https://peoplesuu.org/about-peoples/>

Learn more about our Faith Formation program at: <https://peoplesuu.org/faith-formation/>

Still have questions? Contact our minister, Rev. Carin Bringelson at: minister@peoplesuu.org.