

Job Description
Acting Director of Children’s Ministry, Part-time

First Religious Society, Unitarian Universalist, in Newburyport, a growing and vibrant congregation of 450+ members, is looking for an Acting Director of Children's Ministry.

This new position will oversee the religious exploration program for children, Pre-K through 8th grade. The right person will have new ideas and be open to creative approaches to RE in church today.

Located in the center of Newburyport, FRS draws a diverse group of liberal seekers. The Acting DCM will report to the Minister, Rev. Rebecca Bryan, and work closely with the Director of Faith Formation and Spiritual Exploration, Julie Parker Amery.

This is a one church-year position from mid-August, 2019 – mid-June, 2020. 20 hours per week with Sunday mornings required. This is a great opportunity to join a new ministry and 10-member collaborative staff team. To apply, please send a resume and three references to hr@frsuu.org. We are an Equal Opportunity employer and encourage women and LGBTQ+ to apply.

Job Title: Director of Children's Ministry

Reports To: Minister

Position Status: 0.50 FTE, Exempt. Ministerial. The Director of Children’s Ministry position is approximately 20 hours per week for 10 months (running from mid-August through mid-June).

On-site Work Expectations: Expected to be on-site Sundays for children’s programs and activities; additional scheduled meetings and office hours to be determined in conjunction with the Minister.

Position Description

The Director of Children's Ministry (DCM) provides staff leadership for the children’s religious education program. With policy and program direction from the minister and director of faith formation and spiritual exploration, the DCM is responsible for developing, implementing, and supervising a program of spiritual development and nursery care for children of the parish through eighth grade. The DCM will be responsible for education, advocacy and outreach to the wider community and the congregation about the children’s programs.

Core Responsibilities

- Provides leadership for goal setting and development of philosophy of religious growth and learning.

- Provides planning and preparation of Sunday morning children’s worship and related activities for children in grades K-6.
- Plans and coordinates Sunday morning middle school curriculum (grades 7 & 8); trains and supervises volunteer leaders.
- Coordinates multigenerational worship service programming with the minister and other staff and volunteers.
- Works with the minister and volunteers to coordinate the weekly “Moment for All Ages” component of the worship service and provides leadership to the MFAA core team.
- Coordinates the Our Whole Lives (OWL) program.
- Develops and coordinates occasional family events.
- Develops/curates resources for parents.

Administrative Responsibilities

- Supervises paid nursery care coordinator and the RE Assistant,
- With office staff, keeps religious education budget, expenses, files, and records current and available.
- Selects and orders educational materials for children’s ministries and special programs.
- Maintains resources, supplies and equipment and coordinates with volunteers as needed.
- Attends meetings of the church staff, program council, and other relevant church meetings as required.
- Holds regular office hours.
- Attends some district and area religious education conferences and workshops
- Other administrative duties or responsibilities as required or assigned.

Collaborative Responsibilities

- Recruits, develops, and supports volunteers, advocates for and educates the congregation about children’s ministries through the newsletter and other means of communication.
- Coordinates and leads children’s ministries orientation for new parents.
- Plans or coordinates special and intergenerational events with the Minister, the Director of Faith Formation, and other staff and volunteers.

Required Knowledge, Skills and Abilities

The Director of Children’s Ministry shall have the following knowledge and skills:

- Strong understanding of and personal or professional experience with Unitarian Universalism preferred, but we will consider a strong candidate who is willing to learn through immersion.
- An understanding of children’s faith formation.

- A creative sensibility and the ability to “think outside the box” in terms of delivering a relevant, current ministry to children.
- Experience working with children.
- Excellent communications skills.
- Experience working with volunteers.
- Strong organizational and interpersonal skills.
- Ability to work effectively and collaboratively in a team as well as with other constituencies as necessary.
- Ability to organize, manage and carry out administrative and logistical tasks in a timely manner.
- Ability to balance the necessity to work harmoniously with others with the ability to provide leadership and take initiative within their realm of authority

Salary

The salary for this position ranges from \$22,000 to \$24,350, based on the Unitarian Universalist Association’s (UUA’s) recommended salary range for “religious educators”, depending upon qualifications and experience, in a “Mid-Sized III” UUA congregation in Geo Zone #4. Salary is prorated based on a half-time position for a 10-month time period.