

**Director of Faith Formation  
Job Description**

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**Follen Church  
755 Massachusetts Avenue  
Lexington, MA 02420  
781-862-3805**

*Send cover letter, resume, and references to: [follen.re.search@gmail.com](mailto:follen.re.search@gmail.com)*

Reports to: Lead Minister

Effective: August 1, 2018

Status: Full time

Compensation and Benefits: Salary is based upon UUA fair compensation guidelines commensurate with experience. Healthcare benefits; 4 weeks' vacation; 11 holidays. Six Sundays off September-June.

**Job Overview:**

Follen Church is a mid-sized suburban Unitarian Universalist congregation with about 150 children and youth (ages 0-18). The Director of Faith Formation (DFF) supports the vision and mission of the Follen church by leading religious education and faith formation ministries and programs for children and families. The DFF is primarily expected to help build strong, positive, and meaningful relationships with and between children, youth, and adults that live out our Unitarian Universalist values. The DFF is expected to nurture and strengthen a respectful, inclusive, supportive, and safe environment; truly enjoy working with children and youth; and support Follen's resolution to become an intentionally and actively anti-racist, welcoming congregation. The DFF collaborates with the Religious Education Action Team (REAT), the Minister and staff, and others. Follen Church has traditionally given this job a title of Director of Religious Education, and the search team discussed several possibilities for how the job might be titled going forward. We are open to having the job title discussion with candidates.

**Essential Functions**

- Recruit, coordinate, train, equip, and advise all lay volunteers in the RE program, with the goal that the RE program is fully staffed with trained people at all times.
- Supervise RE support staff, including Follen UU Youth (FUUY) Coordinator, Nursery Care Coordinator, and RE Sunday Support Aide.
- Collaborate with the REAT to develop, evaluate, and implement RE program content, including review, selection, and preparation of curriculum; oversee the RE budget; and to create vision and strategy for the future.
- Collaborate with the Minister to develop and lead multigenerational worship for children, youth and families.

- Communicate clearly, quickly, responsively and proactively in writing and speech with the congregation about the RE program.
- Collaborate with Minister and fellow staff to support the many ways Follen provides faith development opportunities to children, youth and adults, including the annual springtime musical and the Adult Programs committee.
- Acquire and organize religious education resources, supplies, and equipment and acquire additional resources as needed.
- Connect with and integrate denominational and educational best practices and learning opportunities.

**Other Responsibilities:**

- Participates in Sunday morning worship, staff meetings (traditionally Monday), some evening meetings, and evening meetings of youth and RE classes, with flexibility around other daytime hours.
- One of five members of the Safe Congregation team tasked with carrying out Follen’s Safety policy (along with the Minister, President, Vice-President, and co-chair of Lay Ministers).

**Minimum Qualifications**

Education: Bachelor’s degree required.

Licensure: “Trusted Employee” national background check required.

Demonstrated knowledge and experience with the span of child and adolescent development and varied learning styles. Demonstrated leadership and social skills.

Computer skills with a lifelong learning approach to technology. Prefer those with experience in this field and context.

**Core Competencies:**

*Mission ownership.* Demonstrates understanding and full support of the Unitarian Universalist mission, vision, values, history and beliefs of the congregation; can teach those values to others; consistently behaves in a manner congruent with the mission, vision, values, history and beliefs.

*Developing and motivating volunteers.* Creates a climate in which people want to do their best; empowers others; invites shared input and decision making; makes each individual feel that their work is important; communicates expectations clearly; maintains open and active dialogue with volunteers; thinks strategically about the continual need for a next generation of leaders and works to build the volunteer base.

*Interpersonal relationships.* Relates well to all kinds of people, and finds special joy in relating to children and youth; engages in thoughtful and attentive listening; builds appropriate rapport; builds effective and constructive relationships; considers the impact of their actions on others; uses diplomacy and tact; is regarded as a team player.

*Communication skills:* Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings and mediums; 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; clearly delivers message in a tone appropriate to the context; avoids communication triangles.

*Delegation:* Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.

*Self-Development:* Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.