

**Director of Community Life and Learning
The Unitarian Universalist Church of Greater
Lynn
Swampscott, MA**

Reports to: Parish Minister

Directly Supervises: Sunday School Teachers, Youth
Advisors

Status: FT, benefits, moving expenses budget

FLSA: Exempt

Salary Range: Geo Index 5, Based on Credentialed
Master's Level Religious Educator

Recommendations of the UUA \$50,00-60,000

Job Summary

The Director of Community Life and Learning will serve as religious education professional and program director for the Unitarian Universalist Church of Greater Lynn. This is a full time, senior staff position under the supervision of the Parish Minister. Our congregation practices policy governance.

As a religious education professional, the DCLL will be responsible for implementing the congregation's religious education program. The DCLL will plan, organize and implement a lifespan faith development program with the Parish Minister and the Faith Development Ministry Team.

As liaison to several of the congregation's Ministry Teams, the Director of Community Life and Learning assists and facilitates communication

and connection between ministry teams, committees and the staff. The DCLL will occasionally represent the congregation's interests in the community and liaison with social justice organizations.

The Director of Community Life and Learning will share the pastoral ministry of the congregation with the Minister, staff and lay members. The heart of the DCLL's work is connectional, relational and spiritual.

Essential Functions

- ° Administer the religious education program for children and youth, supervise support staff, coordinate volunteer teachers, and maintain up-to-date database and records.
- ° Develop and evaluate curriculum, including writing or revising curriculum to suit changing multi-age/multi-grade classrooms.
- ° Lead multi-age children's worship weekly as part of religious education program.
- ° Act as main "storyteller for all ages" in worship service. Plan several multi-generational worship services per program year, and guide youth, OWL participants and/or Coming of Age participants in a special worship service in May.
- ° Initiate, develop and implement learning and faith development opportunities for the congregation in accordance with the congregation's mission and ministry goals.

° Communicate and collaborate as necessary with all church staff, maintain regular office hours, attend all staff meetings, and meet bi-weekly with the Parish Minister.

° Provide strong leadership presence in the church and the wider community, communicating Unitarian Universalist values and promoting the church's mission.

° Attend occasional community meetings and programs with UUCGL's partner organizations.

° As church program director, coordinate calendar with lay members, ministry teams, Minister and administrative staff, with special attention to seasonal traditions.

° *This position does not offer one Sunday out a month.* We are a year-round church. The DCLL may choose two other days off per week and schedule vacation time throughout the calendar year. Attendance is expected through the summer months.

Minimum qualifications:

° Five years' experience in Unitarian Universalist religious leadership.

° Thorough knowledge of Unitarian Universalist religious education resources and curricula.

° An undergraduate degree from an accredited institution. Graduate degree or certification in relevant fields strongly preferred.

° A demonstrated vocation for religious leadership and service in parish setting.

The successful candidate for this position will have :

Exceptional organizational and administrative skills

Understanding of organizational systems

Supervisory experience

Leadership charisma

A strong sense of professionalism

A collaborative and self-directed style

Spiritual maturity

Loyalty and confidentiality

Love of church and community life

Please address questions or letters of interest to the

Rev. Dr. Victoria Weinstein at

victoria.weinstein@gmail.com. We hope to hire

someone for August 1, 2017.