



538 W. Chestnut Street | Lancaster, PA 17603 | (717) 393-1733 | uuclonline.org

**Acting Coordinator of Lifespan Faith Development
Unitarian Universalist Church of Lancaster, PA
Spring 2023**

The Unitarian Universalist Church of Lancaster (UUCL) works to promote spiritual growth and Unitarian Universalist identity for its children, youth, and adult congregants. To further this goal, the Acting Coordinator of Lifespan Faith Development is a paid temporary staff member who works collaboratively to coordinate UUCL's Lifespan Faith Development Program. Overall responsibilities include structuring programs and communicating about their availability, providing a safe setting for participants and volunteers, building community, supporting volunteer staff, supervising part-time faith development staff (assistant and childcare assistants) and supporting the overall mission of the congregation. This individual will report to the Minister and coordinate closely with the Faith Development Council of volunteers, part-time faith development staff, as well as other staff members of the congregation.

Employment is March-June 30, 2023 with the possibility of additional summer hours and responsibilities to be negotiated. Salary will be commensurate with experience, per UUA Fair Compensation guidelines for Geo Index 2. Package includes a stipend for professional expenses. This is a three quarter time position and includes at least 3 Sundays a month on site. A hybrid position is a possibility; however, presence of the Acting Coordinator may be required on Sunday mornings and events as needed to substitute for volunteers due to illness or other unanticipated life circumstances.

The Acting Coordinator of Lifespan Faith Development has the following specific responsibilities and works to:

- Update children's allergy information, contact information, and areas of interest in family participation based on registration forms
- Support and coordinate with Lifespan Faith Development leaders (i.e., Faith Development Council, teachers, advisors, small group facilitators) regularly to ensure delivery of programming for all ages by establishing goals, identifying resources, mapping curricula and offerings for children and adult faith development and community gatherings
- Ensure safety in classrooms by following volunteer clearance procedures and by making sure that the volunteer scheduled for working with children does not include teachers/advisors who have not turned in their paperwork

- Abide by any additional safety procedures and protocols and congregational policies
- Provide weekly communication to the congregation through the congregational email newsletter, social media, and other Faith Development correspondence lists on upcoming programming for all ages.
- Keep attendance and/or participant records for all programming and report on attendance as requested
- Coordinate with the Minister on the “Wonderbox” time for all ages during Sunday worship and multi-age worship Sundays.
- Assist during children and/or youth programming as needed on Sundays
- Arriving on Sundays by 9:15 am to start checking in with program volunteers to make sure they have all the materials they need and then greeting in the lobby from 9:40 to 10am. Assure there is another responsible person to do this on Sundays away.
- Support children’s program volunteers on a weekly basis and check in regularly with youth and adult program facilitators to ensure they have what is needed
- Purchase supplies as needed in accord with procedures
- Communicate with families with children with specific needs (learning or ability) to work on creating classroom spaces and programming that are safe, accessible, and welcome to all children and youth
- Support OWL programming
- Schedules and supervises Faith Development Assistant and Childcare Assistants
- Ensure classroom, nursery, and reception areas are cleared and organized following faith development activities
- Ensure activity tables are supplied in Sanctuary on Sundays, at coffee hour and receptions.
- Assist with “Second Hour” programming following Sunday Services
- Serve as a resource for the settled religious education search committee when the congregation enters search.

As a staff member, the Acting Coordinator of Lifespan Faith Development is part of a team that aims to maintain the church’s role in the spiritual growth of its community. The Acting Coordinator of Lifespan Faith Development functions within the staff team by:

- Meeting regularly with the minister to review faith development issues and worship
- Attending staff meetings, faith development meetings related to programming, Safety and Response Team meetings.
- Attending Board meetings as requested and ensuring they or a Faith Development Council representative attends Leadership Circle meetings.
- Turns in receipts for any items purchased

- Complete timesheets
- Timely submission of weekly email newsletter and social media announcements
- Assist with smooth transition to long term Faith Development Director by maintaining documentation and communication

Qualifications:

- College degree or demonstrated equivalent work experience
- Religious Education credentials (such as completion of LREDA modules) preferred
- Training in interim work for religious professionals or equivalent experience a plus
- Working understanding of the Unitarian Universalist faith and tradition
- Familiarity with Unitarian Universalist curricula such as Soul Matters and Wellspring programming, Spirit Play programs and other offerings available
- Demonstrated skill in working with volunteers and navigating family systems dynamics
- Ability to build relationships with children, youth, families, and adults and integrate them into the church community and faith development programs
- Familiarity and conversance with Google tools, text, social media, Zoom, and file-sharing.
- Passion for family ministry, including parent support, community gatherings, and intergenerational worship