

First Parish Milton
Job Description - Family Ministries Director

Job Summary:

[First Parish in Milton, Unitarian Universalist](#) is a vibrant, engaging, civic-minded congregation seeking a ¾ time Family Ministries Director (FMD) to co-create, innovate, and administer a Religious Exploration Program for all ages.

Areas of Responsibility:

Co-create and Innovate (In Cooperation with the Minister and RE Committee)

- Select and refine curriculum and activities for children's RE programming
- Foster youth RE development, in conjunction with existing curriculum, through youth group(s), and via community-based experiences
- Facilitate Faith Development programming for adults
- Implement intergenerational, family, and seasonal programming and events
- Plan, with the Minister, multi-generational worship services

Administer (In Cooperation with the Church Administrator and RE Committee)

- Provide a welcoming and supportive presence on Sunday morning, making sure safety guidelines are followed and religious exploration classes and childcare run smoothly
- Train and support volunteer teachers
- Supervise and train Sunday morning nursery staff
- Communicate with families, volunteers, and the full congregation to update them on programming and events
- Greet and follow up with families new to the congregation
- Work with the office administrator who orders and distributes materials for classes and who maintains up-to-date registration and release forms and attendance for children and volunteers

Desired Competencies:

- Aligned with Unitarian Universalist values
- Significant relevant training and/or relevant experience working with educative programming, particularly programming geared toward children and youth
- Outstanding written and verbal communication skills, as well as solid interpersonal skills
- Demonstrated experience in supporting anti-oppressive, anti-racist, multicultural, and inclusive educational experiences for children and youth
- Demonstrated experience supporting learning environments for different learning styles, neurodiversity, and developmental stages of children and youth
- Ability to work both independently and in close communication with lay leaders, supervisors, and staff
- Adherence to our Code of Professional Practice
- Experience with assisting in administrative and/or office tasks, including familiarity with standard office software
- Willingness to create and engage in a professional development plan supported by the minister and RE committee

Position Details:

Congregation Description: First Parish in Milton has approximately 180 adult members and 30 children and youth. First Parish is located on Milton’s town green and has substantive visibility in the civic life of the town. As a historic congregation in a historic building, we keep in mind the responsibility of being one of the “churches on the green”. We have a long history of social action and justice initiatives, are a Welcoming Congregation (LGBTQAI+ Inclusive) and proclaim through visibility and activism that Black Lives Matter. We have a vibrant music program which includes sponsoring a town-wide concert series, named “Milton Community Concerts”.

Placement within Organization: The FMD will report to the minister and work collaboratively with the RE committee, staff, lay leaders, and volunteers. There is an experienced group of RE volunteers ready to co-lead the RE programming for children and youth.

Time and On-site Commitments: The FMD will start in August, 2023. This is a ¾ time position (30 hours per week). The FMD will be at church Sundays from 9:00 AM – 1:00 PM from September through mid-June, with occasional Sundays off. Attendance at staff meetings is required. The days and times of additional weekly hours may be flexible, and this includes opportunities for remote hours.

Salary and Benefits: The compensation range for this position is \$42,000 - \$47,500, depending on experience, with access to benefit opportunities as recommended by the Unitarian Universalist Association (UUA).

Safe Congregations Requirements: In keeping with Safe Congregations Guidelines, a Criminal Offender Record Information (CORI) background check will be administered annually.

Dedicated to equity, diversity, pluralism, accessibility, and inclusion, we welcome applicants of any identity and ability.

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Cover letter and resume should be sent to REsearch@fpmilton.org by April 15, 2023. Thank you for your interest! We look forward to hearing from you soon!