

## **First Parish Church in Weston Job Description**

**Title:** Director of Faith Development and Community Outreach  
**Reports to:** Minister, Rev. Jeff Barz-Snell  
**Supervises:** Volunteers and other staff as assigned by the Minister  
**Status:** Part-Time (20-24 hours or more up to Full-time, to be determined by mutual agreement with the Minister)  
**Salary Range:** \$62,000- \$70,000 full-time; adjusted for part-time  
**Benefits:** Health care insurance and other benefits are provided

### **Job Summary**

The Director of Faith Development and Community Outreach works with the Minister to inspire children, youth and families to be engaged in the mission of the First Parish Church in Weston. S/he organizes religious education programs, worship, and events online and in person when safe to do so. S/he is an active, visible youth advocate within the extended community served by First Parish. Her/his work contributes to growth of the First Parish congregation.

### **Essential Functions**

#### **Spiritual Care & Worship Leadership**

- Plan and lead virtual and, when safe, in-person chapel services for children and youth;
- Participate periodically (1x / month) in the main service to lead a “Time for All Ages;”
- Provide pastoral care and spiritual support to youth, young adults, and families;
- Affirm the covenant of the First Parish Church in Weston.
- Sustain a culture in which all people feel welcome.
- Use music to engage children and families in spiritual care.

#### **Program Management**

- Implement First Parish and UUA curricula, online and/or in person, for religious education programming for children grades 1 -6;
- Plan, organize, and lead 7<sup>th</sup> and 8<sup>th</sup> grade “Coming of Age” Covenanting program;

- Initiate and coordinate periodic family and youth focused service opportunities and fellowship events.

### **Administration & Communication**

- Recruit adult volunteers to assist as needed.
- Manage a budget for program expenses, in coordination with the Committee for Children and Youth Ministries (CCYM);
- Ensure that First Parish maintains safe congregation standards, including performing CORI checks on volunteers and staff;
- Maintain current CPR/First Aid certification;
- Participate in regular staff meetings and attend relevant committee meetings, to be determined in coordination with the minister;
- Promote congregational communication with frequent updates on the First Parish website;

### **Additional Functions of Full-time Service**

- Utilize social media communication, including online teaching, to promote the mission of First Parish Church within and beyond the immediate region.
- Organize adult education, including social justice action and meditation programming in coordination with the Minister.

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