



# Valley Unitarian Universalist CONGREGATION

## Job Opening: Faith Formation Assistant

**Reports To:** Director of Faith Formation Ministry  
**Hours:** 20 hrs. per week, Sundays included  
**Pay:** \$15/hr.  
**FLSA:** Non Exempt  
**Location:** Valley Unitarian Universalist Congregation  
6400 W del Rio St  
Chandler, AZ 85226

**To Apply:** Application available on [www.vuu.org](http://www.vuu.org)

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply.

### Basic Purpose:

Support Faith Formation Ministry Director by helping to ensure vibrant, well-organized, covenantal, and healthy programming for children, youth, and adults at Valley Unitarian Universalist Congregation.

### Job Summary: (includes but not limited to)

- **Program Support:** Recruitment and training of teachers & volunteers; planning, editing, preparation, and implementation of lesson plans and materials for classes.
- **Multi-age worship support:** Weekly planning of “Time for all ages” and sermon- related activities.
- **Welcoming/inclusive programming:** Increase **capacity** and **participation** for both youth and adults from traditionally marginalized groups, e.g. POC, indigenous, disabled, LGBTQ+, immigrant, etc.
- **Special programs:** Planning, recruiting, preparation, and implementation of Coming of Age, Our Whole Lives, Christmas Pageant, Easter party, and other special programs.
- **Fellowship events:** Planning, preparation, advertising, and implementation of youth groups and whole congregation events.
- **Communications:** Email, design and layout of fliers, brochures, notices, website publications, and other promotional pieces.
- **Clerical Support:** Process periodic mailings; maintain records and forms; data entry and database maintenance; other clerical duties as needed.
- **Professional Development:** Participate in workshops and training possibilities as opportunities become available and as time and funding permit.

## **Hours**

Sundays: 8:30 am – 2 pm

⊕ 2 Sunday a month – assist Director with all responsibilities

⊕ 1 Sunday a month – replace Director with all responsibilities

Weekdays: days and hours flexible within Director's hours: Mon-Thur. 10 am – 5 pm

## **Qualifications**

### **Minimum qualifications:**

- **Comprehensive understanding of Unitarian Universalist principles and values.**
- Excellent written and spoken English communication skills.
- Strong interpersonal skills and experience with volunteer recruitment, motivation, and appreciation.
- Experience working with children/youth in group settings.
- High school diploma or equivalent.
- Demonstrated knowledge of child and youth developmental needs and characteristics.
- Proficiency in Google Drive, Google Docs, Google Sheets, Microsoft Office Excel and Microsoft Office compatible email and word processing. Facility in using Facebook, appropriate social media and video communications, or ability to learn.
- Ability to deal with diverse personalities and model healthy leadership and relationship with authority.
- Self-motivated, able to work independently and as part of a team, well-organized and able to set priorities within realistic time limitations.

**Ideal:** experience with Unitarian Universalist congregations faith formation/education programming.

### **Physical Requirements:**

- Able to move furniture and equipment weighing up to 30 lbs.
- Must be able to walk/carry a child (due to illness, emotional or behavioral issues) across a 500 ft parking lot, to their parent/guardian in the VUU sanctuary.

**A background check (or current AZ. Fingerprint Card) is required to hold this position**

## **About the Valley Unitarian Universalist Congregation:**

Valley Unitarian Universalist Congregation (VUU) is a vibrant intergenerational Unitarian Universalist congregation located in Chandler, Arizona. We have over 400 active congregants and over 150 registered children and youth. We strive to be a radically inclusive, welcoming community, creating spaces that honor every part of our identities, backgrounds, and experiences.

Our curricula for children through adults is based on Unitarian Universalist Principles and includes a liberal, progressive understanding of Judeo-Christian stories and understanding and acceptance of the World Religions.

**Worship:** Sundays 10:30 am – 11:30 am (Multi-platform: in person, Zoom & YouTube)

**Faith Formation programming:** (in person)

Children & Youth: Sundays 10:30 am – 11:45 am

Supplemental programming: before and after worship service

Adults: times & days of week vary

**Our Covenant:** Love is the doctrine of this congregation, the quest of truth is our sacrament, and service is our prayer. To dwell together in peace; to seek knowledge in freedom; to serve humankind in friendship; thus do we covenant.

## **About the Valley Unitarian Universalist Congregation:**

Visit us online at [VUU.org](http://VUU.org) and [facebook.com/ValleyUU/](https://facebook.com/ValleyUU/)

## **About the UUA:**

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We are a great place to work and we value diversity.

For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).