

Job Description for Open Position
Valley Unitarian Universalist Congregation, Chandler, AZ

Title: Director of Faith Formation
Job Type: Part Time up to 25 hours a week
Pay range: 39,000 - 42,000 annually
FLSA Status: Exempt
Report To: Minister

Overview:

Valley Unitarian Universalist Congregation, a program sized congregation with over 260 adult members and 100 enrolled youth participants last year, seeks a part time Director of Faith Formation (DFF). VUU Lifespan Faith Formation encompasses programming that is designed to serve the entirety of the congregation and all ages. While the DFF may have involvement in all aspects of FF programming, the direct administrative responsibilities of the DFF will primarily focus on programs for children and youth, while adult Faith Formation programs will generally be directly administered by volunteers from the congregation. The position reports to the Senior Minister. This position supervises classroom teachers, caregivers and several volunteers.

VUU is located in the Phoenix metro area, in the city of Chandler, AZ and is a vibrant community with thriving faith formation programs that include the Our Whole Lives curriculum alongside regular Sunday programming, multi-generational Sunday programming, a robust Coming of Age program, and adult Faith Formation programs that include spiritual and educational programming. These are managed by both staff and volunteer positions.

Essential Functions:

- Align our ministry and Faith Formation programs for children and youth with VUU's mission and ends, the needs of the congregation's children, youth, and families, and our Unitarian Universalist values.
- Create and maintain a Faith Formation Calendar and online resources such as Supply Closet Inventory and VUU youth Faith Formation Library.
- Foster a supportive, engaged, and joyful multigenerational and multiculturally-aware community.
- In collaboration with volunteers, staff, and participants, develop a meaningful and robust youth ministry program. Emphasize creating positive community experiences and relevant programming for youth and families of color and our LGBTQAI+ families and youth.
- Coordinate established curriculum (sourced from UUA) and programming for all age groups, with emphasis on Sunday morning youth Faith Formation.
- Recruit, train, support, collaborate with, and manage Faith Formation volunteers. Foster a supportive and connective culture in which people love to volunteer. Utilize a volunteer advisory team towards this purpose.
- Manage the overall administration of the program. Develop and manage the budget in consultation with the Senior Minister. Coordinate annual registration process for Faith

Formation program. Keep Faith Formation attendance records and provide data as requested.

- Recruit, train, and supervise paid staff members as needed, to include Sunday teachers and childcare providers.
- Provide weekly updates for congregation publications with regard to Faith Formation programs. Provide website updates as needed. Communicate with parents and volunteers directly or through other communication vehicles.
- Work with the minister and lay leaders to schedule worship services for all ages and assist with coordination of youth participation in selected worship services.
- Work with volunteers, the minister, and staff to support special educational and holiday events.
- Maintain an active membership in LREDA, our national professional organization for Unitarian Universalist religious educators and work toward LREDA credentialing.
- As a staff member, help to create a positive and welcoming congregation staff culture. Participate in monthly staff meetings and weekly 1:1 communication with the minister.
- Manage educational supplies, curricula, resources, and equipment.
- Abide by VUU Safety Policies at all times.
- Maintain regular and reliable attendance.
- Perform other duties as assigned by the Minister.
- Actively demonstrate and promote Unitarian Universalist values.

CORE COMPETENCIES & QUALIFICATIONS

Mission Focused

- Works to further the mission, vision and ends of VUU
- Knowledge of and respect for the living tradition of Unitarian Universalism
- Able to nurture the development of UU identity for our children, youth, adults and families
- Personal and professional commitment to and proven competency in antiracism and in fostering diversity and inclusion

Interpersonal Skills

- Engages children, youth, and adults warmly and respectfully
- Demonstrates active listening, clear communication, and collaborative problem solving
- Holds others accountable in a spirit of love, while supporting their success
- Compassionately and effectively engages and resolves interpersonal conflict
- Demonstrates sensitivity to others while modeling appropriate and healthy boundaries
- Acts in a professional manner and maintains confidentiality
- Able to connect with members, staff, and others in ways that affirm and empower

Team Building & Shared Leadership Skills

- Exhibits strong team leadership and functions effectively as team member
- Demonstrates initiative and ability to be collaborative

Volunteer & Staff Management

- Experience in recruiting, managing, coordinating, and guiding volunteers
- Demonstrates ability to select, train, support, and supervise staff

Other Core Competencies

- Knowledge of faith formation, learning theory, and curriculum selection

- Creative leadership that fosters program and community engagement within our growing congregation
- Strong written and oral communication skills
- Ability to multi-task and set priorities, with good organizational skills

Qualifications:

- Education/Experience:
 - Prefer at least 1 year of experience in faith formation, teaching, and /or youth ministry
 - Prefer BA / BS in related fields (social work, teaching, psychology, sociology, religion, etc.)
 - Or equivalent education and experience
- Other skills: Knowledge of Google Suite, Breeze church software, and other programs for managing collaborative projects and data are helpful.
- Work Hours: Ability to work most Sundays and occasional holidays. This is a part time position of up to 25 hours a week with one non-working Sunday a month. Schedule is flexible outside of required Sundays.
- Religious Affiliation: Identified Unitarian-Universalist preferred but not required

Position to be filled beginning November 1, 2025. Salary range: \$39,000-42,000 annually for 25 hours/week depending on qualifications. Benefits include paid sick leave, retirement contributions and professional development funds. (1 hour of sick leave per 30 hours of work with a maximum of 40 hours of sick leave accumulation in one calendar year.)

Inquiries, Resume and Letter of Introduction can be sent to: minister@vuu.org

Please provide references upon request.

All potential candidates must pass a background check.