

**FIRST UNITARIAN CHURCH OF ST. LOUIS**  
**Director of Congregational Life**  
**Position Description**

The Director of Congregational Life is full-time, reporting directly to the Senior Minister and responsible for direction and implementation of two church priorities:

- \* lifespan religious education
- \* membership development and outreach

First Unitarian Church of St. Louis is an historic congregation located in the urban St. Louis neighborhood of the Central West End. We are a mid-size congregation with approximately 210 members and 35 children and youth.

Initially, the Director will spend the majority of their time strengthening the faith-related education programs for our children, youth and adults; this includes nurturing the church's RE community for the children, their families, RE teachers and participating members of the congregation. The Director will also coordinate programs for adults that encourage participants from within the congregation as well as from the greater St. Louis community. It is understood that the Director will work with the support of an active RE Committee and the "Sunday Superintendent's Team" that keep Sunday RE programs running smoothly.

In addition to religious education, the Director, in cooperation with the church's Membership Committee, will plan and coordinate the congregation's efforts in outreach and membership development. Together, they will create practical strategies for the congregation to actively participate in forming a welcoming structure that will attract new attendees and members.

Other team members with whom the Director works closely include the Director of Administration who assists with record-keeping/administrative tasks, and the Technology Coordinator who supports communication and Sunday service needs.

**EXAMPLES OF RESPONSIBILITIES:**

- Manage Sunday Morning RE Programs for preschool to high school aged children and youth
- Coordinate and organize religious exploration and engagement through faith-based educational classes and events for children, youth and adults
- Work with the minister and volunteers to recruit, train and support teachers
- Participate in Sunday services by making presentations and reflections
- Facilitate appropriate committee meetings
- Work with the Administrator to prepare and publish internal and external communications as well as to manage administrative tasks
- Work with the congregation and the Membership Committee to develop and support pathways to membership

## **QUALIFICATIONS:**

**Education:** Bachelor's degree preferred. Equivalent education and/or experiences in Education, Communications, Theology, or other relevant area will be given priority.

**Experience:**

- Experience with educational program planning, community organizing, congregational engagement, and/or communication.
- Experience with current social media platforms and web-based technology
- Experience in volunteer recruitment and management

**Skills/Knowledge:**

- Knowledge of Unitarian Universalist beliefs and religious education/faith development
- An adaptive leader that understands how to work with different personalities
- Excellent group facilitation, problem-solving skills and communication skills
- Respect and appreciation for diversity, equity and inclusion
- Excellent judgment, free from solely personal bias, and ability to sensitively handle confidential information and delicate situations
- Knowledge or willingness to learn Google systems and MailChimp
- Exceptional written and verbal communication skills as well as public speaking skills
- Strong administrative/organizational skills

**Other:**

- Must pass child abuse/neglect background check
- Comfortable with unique and flexible work schedule
- Willingness to become a member of the UU Association of Membership Professionals and the Licensed Religious Education Directors Association (LREDA) if appropriate
- Willingness to seek professional development through credentialing and/or engagement in a mentoring relationship

## **COMPENSATION:**

This is a full-time exempt position that reports directly to the First Unitarian Church Senior Minister. Salary is based on experience and UUA standards. The compensation package includes 80% coverage of UUA health insurance premiums, paid sick leave and vacation as well as contribution in the UUA retirement program upon qualification. The annual budget also includes an allowance for professional development expenses.

## **SIGNIFICANT CONGREGATIONAL SUPPORTS:**

The congregation of First Unitarian provides an existing structure of resources and supports to assist the Director in being successful at the work of nurturing a healthy and growing congregation. These supports include:

1. A strong Religious Education Committee meets regularly in partnership with the Director.
2. A Membership Committee with committed leadership is ready to work with the Director to strengthen hospitality and connection with visitors and people interested in membership.
3. A “Sunday Superintendent Team” is in place to support the Director on Sunday mornings; currently one person from this team is present each week to support RE teachers, greet new families and ensure everyone knows where to go. This team provides the Director with in-person support on the busiest day of the church week.
4. The Sr. Minister and staff work collaboratively, and with respect and consideration for each other’s needs and interests.