



Unitarian Church of Montpelier
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ucmvt.org

We welcome all
as we build a loving community
to nurture each person's spiritual journey,
serve human need,
and protect the earth, our home.

Director of Spiritual Exploration Unitarian Church of Montpelier

Position Description

Reports to: Minister

Status: 25 hrs/week, Exempt

Work Schedule: This position will require in-person work in the church building on most Sunday mornings. Some committee meetings and church programs also take place during the evenings and occasionally on weekends. Office space is provided.

Start Date: August 1, 2024 (no later than August 15)

Job Summary: The Director of Spiritual Exploration (DSE) supports the spiritual lives of our children, youth, and families by directing programming that builds connection and belonging and develops Unitarian Universalist values. Our congregation has a strong history of welcoming and supporting families on their spiritual journeys. Building on this history, we are in a time of innovation as we strive to offer spiritual exploration programming that is relevant to the needs of our children, youth, and families today. Our next Director of Spiritual Exploration has the opportunity to bring their creativity and energy to this next chapter of our shared life as a theologically inclusive and progressive religious community.

Congregational Description: The Unitarian Church of Montpelier is a Unitarian Universalist congregation that welcomes all as we build a loving community to nurture each person's spiritual journey, serve human need, and protect the Earth, our home. We have a robust ministry spanning worship and music, spiritual exploration, pastoral care, and social and environmental justice. We have 236 members and our spiritual exploration programs reach about 30 different families and 50 children and youth of the congregation.

Essential Functions

Work responsibilities vary week-to-week and generally encompass the following areas:

Spiritual Exploration Programming (Avg. 18-20 hrs/wk)

- Create, implement, and support Spiritual Exploration programs and curricula grounded in current UUA resources and emerging best practices, including:
- Children, youth, and family programming Sunday mornings and throughout the week;
- Coming of Age, Our Whole Lives, Middle School Youth Group, and High School Youth Group;
- Sunday morning nursery care.

- Recruit, empower, support, and supervise Spiritual Exploration leaders, teachers, facilitators, and volunteers to carry out UCM's children, youth, and family programming;
- Support families in integrating Unitarian Universalism in their daily lives;
- Meet regularly with the Spiritual Exploration Committee.

Worship (Avg. 3-4 hrs/wk)

- Participate in weekly worship planning meetings and monthly Worship & Arts Committee meetings;
- Participate in Sunday morning worship services as appropriate, including occasionally leading the Time for All Ages;
- Collaborate with the worship team on the meaningful integration of children and youth in Sunday morning worship;
- Collaborate with the Minister to develop and lead occasional multigenerational services;
- Assist with Rites of Passage as appropriate (Child Dedications, Coming of Age, Bridging of youth, etc.).

Administration (Avg. 2-3 hrs/wk)

- Monitor expenditures of the Spiritual Exploration budget;
- Promote Spiritual Exploration programs through appropriate communication channels, including a regular e-newsletter;
- Serve on the Safe Congregations Response Team and ensure that volunteers are educated and meet the criteria set forth in UCM's Sexual Abuse Prevention, Education, and Prevention Policy (SAPER);
- Supervise nursery staff and child care providers;
- Oversee the management of curriculum materials and libraries, class supplies, and classroom set-up;
- Oversee the maintenance of current records and files regarding all aspects of the administration of spiritual exploration programming, including attendance and registration records.

Other Responsibilities (Avg. 1-2 hrs/wk)

- Participate in regular meetings with the minister, staff, and executive team.

Core Competencies

Mission Ownership: Demonstrates understanding and full support of UCM's mission, vision, and strategic plan and the [Eight* Principles](#) and Six Sources of the Unitarian Universalist Association. Works toward the achievement of UCM's mission and guides those involved in all aspects of Spiritual Exploration ministry to do the same.

**as adopted by UCM on February 13, 2022*

Interpersonal Skills: Demonstrates ability to lead others and work with a variety of people. Demonstrates the skills of active listening and acceptance of critical feedback. Productively engages others and resolves conflict. Engages people positively with a spirit of generosity.

Problem Solving: As issues arise, is able to create and implement solutions to resolve conflicts.

Management Skills: Demonstrates ability to fulfill commitments, maintain flexibility, prioritize tasks and approach work with a high level of organizational skills. Marshals resources, including volunteers, to get things done.

Leadership: Demonstrates a repertoire of leadership styles to help guide others in meetings and small group settings. Shows commitment to deeply collaborative work.

Spiritual Maturity: Demonstrates a deep spiritual life from which to draw strength and inspiration to others.

Lifelong Learning: Demonstrates commitment to lifelong learning and spiritual growth. Pursues a plan of professional growth and maintains membership in the [Liberal Religious Education Association \(LREDA\)](#).

UCM is committed to providing supportive supervision and professional development opportunities for the DSE to continue to grow and develop these core competencies.

Minimum Qualifications:

- At least two years of experience directing, coordinating and/or teaching a youth educational program;
- Demonstrated interpersonal, organizational, leadership and management skills;
- Experience in program development;
- Strong written and oral communication skills, including public speaking;
- Ability to use computers, mobile devices, electronic and social media platforms;
- Knowledge of Unitarian Universalism and the history of the denomination and demonstrated commitment to liberal religious values.

Preferred Training and Experience:

- Bachelor's degree in education or a related field;
- At least two years experience working as a Director of Religious Education.

Compensation: Annual salary of \$32,500 to \$35,100 (\$25-27/hr) commensurate with experience. The position also includes health insurance coverage, professional development expenses, and paid leave time (sick, vacation, and sabbatical) according to the UCM Personnel Policies. Retirement contributions are offered according to UUA Retirement Plan eligibility.

HOW TO APPLY:

To apply, please send the following items to ucm.apply@gmail.com with the subject “Director of Spiritual Exploration.”

- A cover letter explaining your motivation to apply, interest in the position, and relevant skills and experience
- Resume
- Two professional references

Applications are due by close of business on **Thursday, June 15** and will be accepted until the position is filled.

The Unitarian Church of Montpelier is an equal opportunity employer. We encourage applications from people of all genders, people of color and other members of underrepresented groups who will contribute to the diversity of our staff.

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