



Unity Church-Unitarian Position Description

Position Title: Coordinator of Children and Family Ministries

Purpose of Position: To support Unity Church's mission and ends by providing administrative support, volunteer management, curriculum development, and program support to the Minister of Faith Formation and work collaboratively with other Religious Education staff.

Reports to: Minister of Faith Formation

FTE (Percent of Time): 1.0 FTE

Qualifications:

- Commitment to liberal religious education and the spiritual development of children and their families.
- Experience working with preschool and school-aged children.
- Interpersonal capacity for shared ministry in highly collaborative setting with staff and volunteers, alongside initiative for independent creative work.
- Ability to organize and coordinate multiple tasks.
- Excellent time management skills.
- Strong oral and written communication skills.
- Experience with software, databases, email, and internet.

Principal Responsibilities:

- Support the Minister of Faith Formation in overall operations of the Religious Education (RE) program, including recruitment and orientation of volunteer teachers.
- Support the Coordinator of Youth Ministries, including Tower Club, Boston Pilgrimage, YouthCons, and other formative programs.
- Support the Nursery Coordinator in the overall nursery ministry of the church.

- Develop and maintain curriculum for Sunday RE classes.
- Oversee RE material needs and classroom organization, coordinating needs and expectations with facilities.
- Oversee enrollment and RE database information and scheduling.
- Track weekly class attendance and provide reports to the Minister of Faith Formation.

- Coordinate Sunday teacher support through teacher trainings, classroom observation, and coordination of Sunday programs.
- Provide hospitality to visiting families on Sunday mornings and monthly orientations for new families.
- Maintain regular communications with families and youth.
- Coordinate all child dedications with ministers and staff, including publicity and receptions.

- Work collaboratively with RE staff toward creative development of programs, attentive to the larger themes and ministries of the church.
- Participate in the larger events of the church that resonate with multigenerational ministries, including Story and Family Sundays, Youth Musical, Christmas Pageant, and Annual Meeting.
- Support the pastoral care ministry to children, youth, and families.
- Support lay volunteers in the Summer in the Garden program.

Updated 4.26.2023