

Faith Formation & Music Coordinator

Cedars Unitarian Universalist Church

We are a vibrant faith community who are committed to our mission:

*Worship with open hearts,
Nurture a learning spirit,
Serve justice with compassion,
Love without judgment.*

The Faith Formation and Music Coordinator helps the congregation live more fully into this mission while also embracing the changing realities of community life in the 21st century. The FFMC uses creativity, organization and congregational engagement to enhance the Unitarian Universalist experience of people of all ages with a particular emphasis on children and youth.

Position Description

Reports to: Minister (Rev. Zackrie Vinczen)

Status: Full Time, exempt. Temporary for 6 months, with potential for permanent placement.

Start Date: TBD

Salary Range: \$35,000 to \$41,000

Benefits: Contribution to medical and retirement plans. Professional Expense Budget.

The Faith Formation & Music Coordinator Lead is supervised by the Minister of Cedars UU Church. The FFMC works with the Minister, Religious Education Committee and Music Committee to arrange family focused, all ages experiences which may include classes, service projects, community building activities, worship segments and accompanying music.

To Apply: Send resume, references and cover letter to office@cedarsuuchurch.org. If you have questions, contact Mike Cox at toxman57@gmail.com

[Link to Full Position Description](#)

Vacancy Listed: January 2022

Key Areas of Responsibility

Faith Formation Coordination 60%

- Works with the Minister and Religious Education Committee to plan and implement Faith Formation programming, including storytelling at worship services, service projects and other opportunities.
- Fosters community that provides developmentally appropriate educational, spiritual, and community-building opportunities for all ages.
- Identifies talents and abilities within the community and calls these gifts into action through volunteer recruitment.
- Helps to establish/implement/manage opportunities for religious education, spiritual development and/or the formation of new ministry teams/affinity groups.
- Works to bridge the gap between Cedars and the larger community (in collaboration with the Minister).
- Helps families engage in worship at church (and home) by providing resources and educational opportunities.
- Arranges for hiring, training, scheduling and supervising childcare providers.
- Works with the Minister and Youth Advisors to coordinate extracurricular programs including:
 - Our Whole Lives Classes (OWL).
 - Coming of Age Programming (CoA).
 - Service Projects and Educational Field Trips.
 - Rituals and Spiritual Practices.
 - District/Regional/National Conventions and Activities.

Music Coordination 15%

- Works with the Minister, Worship Associates and Music Committee on planning music for weekly, in person and streaming worship services (includes infrequent special services as needed).
- Arranges for music programming for all worship services, including songs, hymns, instrumentals, and guest performers and song leaders.
- Organizes and tracks sheet music and streaming music rights in the music library.
- Maintains current records and files regarding all aspects of the administration of the music program, including the music budget.

Overarching Role Tending to the Spiritual Life of the Congregation 10%

- Works with the Minister to help people develop an understanding of Unitarian Universalist values and their application in daily life.
- Welcomes and connects new people to the life of the church (in conjunction with the Path to Membership team).
- Makes referrals to the Minister and Pastoral Associates about pastoral care needs.

Administrative 15%

- Communicates with the congregation about program needs and direction through newsletter articles and other church communication tools.
- Maintains social media presence by posting relevant activities/programs.
- Works with lay leaders to coordinate volunteers and set program calendar.
- Updates the Board of Trustees through monthly written reports, and an annual report.
- Works in conjunction with the Prepared Cedars Taskforce to establish/implement/manage policies and procedures regarding safety (including background checks, fire/earthquake drills, and basic first aid procedures).
- Procures/prepares necessary supplies for program needs.
- Coordinates with the Minister and relevant committees to drafts and maintains annual program budgets in conjunction with the Minister and Budget Leadership Team (BLT).

Personal Growth

- Works with the Minister and RE Committee to develop a plan for professional/personal growth.
- Seeks out opportunities that foster a sense of renewal and deepening spiritual reflection.
- Works with the Minister to set a schedule that ensures a healthy work/life balance (including scheduling vacations and adjusting hours to manage shifting work loads).
- Fosters and maintains relationships with colleagues.

It is understood that from time to time the FFMC may be asked (by the Minister) to perform other duties in addition to those described above and that the FFMC's responsibilities may be modified or expanded by the Minister to accommodate Cedars' needs or growth.

Qualifications

- Education in an applicable field (or other relevant experience).
- Experience with children, youth, working parents and families in a multigenerational setting.
- Competence in music selection and or performance, including awareness of cultural appropriation and obtaining and documenting copyrights to stream music online.
- Knowledge of, or willingness to learn a variety of music genres including folk, classical, jazz, pop and world music.
- Familiarity with technology including video conferencing, youtube, audio and video production.
- Deep commitment to countering systems of oppression.
- Comfort with liberal religious values as affirmed by Cedars and the Unitarian

Universalist Association.

- Experience coordinating programs, organizing events, managing employees and/or volunteers.
- Comfort with public speaking and leading community events.
- Familiar with Unitarian Universalist curricula (or ability to learn).

Preferred

- Credentialed religious educator (or equivalent).

Personal Qualities

- Warm and friendly
- Creative, flexible, and spontaneous
- Collaborative (works well on a team)
- Dynamic (able to change directions and try new things)
- Strong Communication skills (both oral and written)
- Comfort with public speaking
- Inquisitive/Curious
- Organized and Detail Oriented
- Playful
- Caring

Work Time

Must be able to work Sundays

The FFL will work approximately 40 hours each week throughout the year. The position is compensated at a flat salaried rate and is not eligible for overtime compensation. It is expected that the duties of the position will impose varying demand on the FFMC's time from week to week, and the FFMC is therefore expected to manage their time in a flexible manner to meet the varying requirements of the job. Training and conferences from time to time may require the FFMC's absence from the area.