

UNITARIAN UNIVERSALIST CHURCH OF FRESNO

Job Description

Position Title: Director of Lifespan Learning and Family Ministries
Supervisor: Minister
FLSA: Exempt, Supervisor



La misión de la iglesia Unitaria Universalista de Fresno es:

Amar inclusivamente
Crecer espiritualmente
Servir con gratitud y
Trabajar por la justicia

The Mission of the Unitarian Universalist Church of Fresno

is to:

Love Inclusively
Grow Spiritually
Serve Gratefully
And Work for Justice

Is This the Opportunity for You!

Are you a creative and enthusiastic Religious Professional who would like to join a collaborative staff team and work alongside a 365-member congregation as we transition to a Family Ministries program and live more fully into our shared vision of being intentionally multiracial and multicultural and challenging racist biases, behaviors, and institutional practices?

Are you eager to live in a city that has a small-town feel, some of the best fresh produce you could imagine, a low cost of living that will make you smile, and where it NEVER snows?

Full-Time Position with Benefits and Full Professional Expenses

100 Children and Youth Enrolled
Contemporary Worship and Music Program
Spanish Readings and Hymns Incorporated into the Service
Mosaic Makers Team
Soul Matters Monthly Theme
Children's Choir
Work in partnership with our minister Rev. Tim Kutzmark

The Congregation

Our congregation trusts its lay leadership and staff. Our congregation honors its rich history while keeping a focused eye on the future. Our long-term members are as beloved as our young people. We recently completed a long-range planning process that resulted in a Five-Year Vision Plan and began implementing it this year. We voted unanimously to be a Sanctuary Church if the need arises to provide housing and support to an undocumented individual or family. Our church campus reflects our commitment to resting gently on the Earth by achieving Gold LEED Certified status. We are certified as a WELCOMING congregation and a GREEN Sanctuary.

The church received widespread attention when we were removed as a polling place for the 2018 November election because we refused to cover up our BLACK LIVES MATTER banners when repeatedly requested to do so by the County of Fresno. Read about it at: <https://www.fresnobee.com/news/politics-government/election/article220919265.html>

We're also delighted that Hollywood Superstar Ryan Reynolds recently mentioned The Unitarian Universalist Church of Fresno in his new Aviation Gin commercial that went viral with 4.3 million hits on Twitter. We are a congregation that loves good humor and can play along with a joke and dry-wit-infused jibe.

Watch the commercial here: <https://www.youtube.com/watch?v=NjDCH6SiMgo>
Read about what happened next: www.fresnobee.com/latest-news/article223049460.html
Watch local newscast coverage: https://www.yourcentralvalley.com/news/ryan-reynolds-gave-a-shout-out-to-fresno-s-unitarian-universalist-church-here-s-what-happened-next/1658746877?utm_medium=social&utm_source=facebook_KSEE24_News&fbclid=IwAR0q6GOQYkKVe7eH9EYUookDvzQHsnIEKiSeQLSjBKHHv8ivD6_TbgDqKq8

About Fresno, California

Nestled about halfway between Sacramento and Los Angeles, the city of Fresno is the fifth largest city in CA and is home to roughly 500,000 residents. Fresno is in the heart of the San Joaquin Valley and is the number one agricultural county in the United States. The abundance of fresh produce includes, but isn't limited to, grapes, tomatoes, plums, oranges,

peaches, pomegranates, almonds and nectarines. The city of Fresno is just a short drive from three national parks (Yosemite, Kings Canyon and Sequoia) which offer opportunities for outdoor exploration set against stunning backdrops. Fresno's geographical location is ideal for weekend getaways with San Francisco, Los Angeles and the Pacific Ocean a mere three hour drive away.

The Foundation for Family Ministries

The Board of Trustees has Studied "The Death of Sunday School" and spent considerable time educating themselves on the changing needs of families in UU churches. Our Spirit School Team (Spirit School is what we call our Religious Exploration Sunday School program) has also educated themselves through reading, discussion and attending regional and national workshops. We've already implemented changes. Our Sunday program now includes a monthly All Ages Service, a once-a-month all ages Chalice Camp Sunday, and twice-a-month age appropriate classroom exploration experiences. We've made Sunday Worship more family-friendly with low tables and comfortable rugs in the front of the sanctuary, multiple multi-sensory activities, and a play area.

Primary Focus for Director of Lifespan Learning and Family Ministries

The Director of Lifespan Learning and Family Ministries (DLLFM) provides vision and leadership for a vibrant and inviting ministry which encourages spiritual growth and provides tools to affect positive change throughout the lives of our members and friends. They will build on the early foundations and work with the congregation and staff to implement a Family Ministries program that meets the needs of current and future families. The DLLFM also provides Pastoral Care to families and volunteers.

Position Overview

The Director of Lifespan Learning and Family Ministries (DLLFM) and the Minister form a Ministry Team responsible for meeting the pastoral, educational, and worship needs of the Unitarian Universalist Church of Fresno. The DLLFM will develop and manage a full-week faith approach to spiritual growth and support for families. They will provide management and development in classroom and non-classroom programming, recruitment of capable volunteers, multi-age social justice activities, and provide training and orientation programs for volunteers. They provide Pastoral Care to families and teachers, and regularly participate in congregational life to maintain a familiar, respected and visible presence of the LLFM program.

Areas of Ministry

Lifespan Learning and Family Ministries

Oversees the following programmatic responsibilities:

1. Provide overall vision and leadership for Lifespan Learning and Family Ministries (LLFM) programming for all ages, in collaboration with the Minister, with special attention to assuring the programming is in alignment with the mission and vision of the congregation.
2. Work with Spirit School Team to provide opportunities for faith development and Family Ministries.
3. In collaboration with Spirit School Team and staff, assess spiritual and practical needs of current and future families.
4. Offer resources and programming to support parents in their role as the primary spiritual guide for their children and cultivate Unitarian Universalist identity.
5. Review and curate curricula for children and youth (e.g. twice monthly age-appropriate classes, Spirit Play, OWL, and Coming of Age).
6. Supervise Coming-of-Age Program.
7. Review and develop curricula for High School Youth Group (in consultation with youth advisors).
8. Evaluate programs and guide future program development.
9. Provide a guiding vision for what it means for children and youth to put their faith in action in the world.
10. Collaborate with the Spirit School committee in planning and executing special events.
11. In collaboration with Adult Programs Team, lead development and implementation of adult programming, including meaningful spiritual, personal, and intellectual growth programs for adults.
12. Oversee Small Group Ministry program (Chalice Circles).
13. Edit and produce monthly Soul Matters Theme Sheet.

Administration and Supervision

1. Work with chairs of Spirit School and Adult Programming Teams in providing leadership for respective teams.
2. Provide regular communication with congregation about activities, mission, and vision of LLFM program.
3. Manage volunteer leaders, teachers, facilitators and youth advisors, including recruitment, hiring, training, directing work, and evaluating.
4. Supervise the paid LLFM staff: Nursery Coordinator, Child Care Providers, and Spirit School Assistant.
5. Track registration and attendance records for children, youth, and adult programs, and provide appropriate analysis.
6. In coordination with Spirit School Assistant, arrange for needed supplies and classroom preparation for weekly faith development activities (classroom and worship).
7. Oversee the budget for the Spirit School Team and Adult Programs Team.

8. Participate in monthly meetings of Spirit School Team and quarterly Adult Programs Team meeting.
9. Maintain calendar of LLFM programs and produce appropriate pamphlets and brochures.

Social Justice

1. In collaboration with Social Justice Committee, coordinate regular multigenerational social justice programming.
2. Support larger social justice work of congregation by coordinating youth and family participation, as appropriate.
3. Ensure commitment to anti-racist/multiculturalism and challenging racist biases, behaviors, and institutional practices in programming.
4. Coordinate age appropriate/family friendly social justice materials for home use.

Worship

1. Preach 2-3 Sundays a year.
2. Co-create and co-lead with Minister monthly All Ages Services.
3. Offer the majority of “Time for All Ages” during Sunday morning worship as coordinated with Minister and Worship Arts Team.
4. Co-lead in partnership with Minister the Coming of Age Service and Youth Sunday.
5. Co-lead with Minister occasional alternative worship experience (e.g. evening Solstice Service in December).

Core Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Mission Ownership**: Demonstrates understanding and full support of the mission, vision, values and beliefs of the church. Can teach those values to others. Leads his/her committee and volunteers in the implementing and growth of these values and beliefs. Has a long-range vision for Life-Span Faith Development and strives to work to continue to improve and welcome all that participate in our programs.
2. **Racial Justice and Anti-Oppression**: Ability to analyze situations with a racial equity lens. Uses anti-racist, pro-equity, collaborative decision-making approach. Has experience developing and managing programs to address institutional and structural racism.
3. **Strategic Thinking**: Develops strategies to achieve organizational goals. Understands the organization’s strengths and weaknesses. Adapts strategies to changing conditions.

4. Leadership: Demonstrates a repertoire of leadership styles to help guide the congregation in worship, committee meetings, and small group settings. Shows commitment to deeply collaborative work.
5. Interpersonal Skills: Demonstrates emotional intelligence with church staff and congregation members of all ages. Works to build right relations with all and promotes this when working with committee and teams in the congregation.
6. Organizational Skills: Demonstrates an ability to manage the diversity of tasks required in a vibrant Life-Span Faith Development program. Has strong personal initiative and is able to work independently.
7. Spiritual Maturity: Demonstrates a deep spiritual life from which to draw strength and inspiration to others.
8. Ethics: Sets high standard for integrity and ethical conduct for self and the organization. Conducts programs in a manner that safeguards the organization's reputation. Upholds organizational values. Avoids actual or potential conflicts of interest.
9. Oral/Written Communication: Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Demonstrates group presentation skills. Writes clearly and informatively. Varies writing style to meet needs. Able to read and interpret written information. Embraces technology as a tool for administration, communication and education.

Ideal Candidate Profile

1. Bachelor's degree from an accredited college or university, prior paid experience as a religious educator or education administrator and be credentialed by the UUA or comparable religious organization (or willing to begin process).
2. Member of LREDA (or willing to join).
3. Successful experience or interest in working in a warm, creative and collaborative team environment.
4. Has a great sense of humor and enthusiasm for our faith, congregational life, and multigenerational ministry.
5. Demonstrated capability in recruiting, managing and motivating volunteers, successful program management, and ability to effectively use database, spreadsheet and word processing/presentation software, including Microsoft office. Comfort with Outlook required.
6. Ability to effectively communicate verbally and in writing. Ability to write complex reports and business correspondence. Ability to effectively respond to inquiries, concerns or complaints. Ability to effectively present information to individuals and groups and to effectively facilitate groups.
7. Bilingual language skills a plus.
8. Is committed to professional development and continuing education.
9. Looking to make a commitment to a congregation for a reasonable period of time.

Invitation to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The Unitarian Universalist Church of Fresno (UUCF) is committed to developing a diverse and talented staff team. If you are excited about this position but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

Culture of Inclusivity

Unitarian Universalism (UU) is an intentionally inclusive religion that believes all people are worthy of love. It welcomes and celebrates people of all ages, religious backgrounds, spiritual beliefs, cultural origins, races, differing abilities, gender identities, sexual orientations, levels of education, economic realities and immigration statuses. As UU's, we not only open our doors to people of all sexual orientations and gender identities, we value a diversity of sexuality and gender and see it as a spiritual gift. Additional information regarding UUCF can be found at www.uufresno.org

Compensation and Benefits

Salary commensurate with experience. UUA recommended professional expenses. Benefits include health insurance (80%), 10% pension contribution, liberal vacation/personal day policy and flexible work schedule.

Physical Demands

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to enter data in a PC, take notes, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus for near-reading, viewing computer screen, reading written documents, etc.

The employee is sometimes required to travel independently to multiple off-site locations throughout local cities and counties and occasionally required to travel independently outside of the local area.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This is generally an office environment and the noise level in the work environment is quiet. Workplace flexibility allows some work from home. Private office space and laptop computer provided.

Start Date

Start date is flexible. It can be between mid-July and early-August, but if you are available now (or sooner), our current DLRE is willing to adjust her departure because her family has already relocated to Sacramento (3 hours away) for a new career opportunity for her husband and she will be working remotely and commuting on Sundays.

Contact

Please send letters of interest and resume ASAP to Rev. Tim Kutzmark, Minister c/o The Unitarian Universalist Church of Fresno, at tkutzmark@uufresno.org

Deadline is March 1st, but sooner contact is encouraged. Feel free to contact Tim directly for a conversation or to have any questions answered.

Revised 1/10/2019

Appendix

History of Multi-Racial/Multi-Cultural Work Unitarian Universalist Church of Fresno 2015-2018

In support of living more fully into our vision of creating an intentional church culture that is welcoming and inclusive of people of all races and cultural backgrounds and that challenges racist biases and behaviors

Classes/Study

- *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*, small group discussion, Rev. Sophia Betancourt (2015)
- *Beloved Conversations Training*, 1 ½ day regional training with Dr. Mark Hicks (A curriculum exploring the role of race/ethnicity in individual and congregational lives) (2015)
- *Beloved Conversations*, UUCF, taught by Amanda Peterson and Darcy Williams (2015-2016)
- *Waking Up White: And Finding Myself in the Story of Race*, Katie Hymans (2016-2017)
- *Being White in the BLM Movement*, Rev. Tim Kutzmark and Katie Hymans (2016-2017)
- Spanish Class for Worship taught by David Roberts (2018)
- Immigration and the Border, Rev. Tim Kutzmark presented an overview of current immigration practices and the difficulty of becoming a citizen. (Fall 2016)
- 500 Years of Latino History in America, Six Week Class and Discussion led by Rev. Tim Kutzmark (April-May 2018)

All Church Read

- *Between the World and Me* by Ta-Nehisi Coates (2016)
- *America's Original Sin: Racism, White Privilege, and the Bridge to a New America* by Jim Wallis (2017)
- *Darkening the Doorways: Black Trailblazers and Missed Opportunities in Unitarian Universalism* by Mark D. Morrison-Reed (2017)

BLACK LIVES MATTER Banners - Two years of study and reflection prior to decision to display the banners. There was vandalism, and banners were replaced three times. Church was removed as a polling place when we refused to cover up the banners for the November 2018 election, as requested by the County of Fresno.

People of Color Caucus – meets socially, and for emotional support after race-themed congregational discussions and services.

Worship Service (Beginning Fall 2015)

- Spanish in parts of the service including the Mission Statement, Covenant, and some readings and hymns.
- Multicultural sources in readings and songs
- Multicultural images
- Sermons and Services about the following: White Supremacy Culture, White Supremacy in Unitarian Universalist History and Present, History of Racism in US, Immigration, Sanctuary, Cultural Appropriation, Bayard Rustin, History of Racial Discrimination in America Against Asians, and How to Live with Change (within the congregation and in the community)
- Intentionally recruit young people and POC to the Worship Arts Team.
- Día de los Muertos Worship Services - 2016, 2017, 2018 (Mariachi as musical guests).
- Annual Martin Luther King Sunday Service.
- Multi-racial/Multi-Cultural children's books purchased for our carefully curated collection of books in our Award Winning Norelma Walker Youth Library.

Financial Support

- Katie Hymans, Director of Lifespan Religious Education, completed Multicultural Renaissance Module-Religious Educator professional development classes paid for by the congregation
- 3 Staff and 1 Lay Leader sent to Mosaic Makers Conference (Fall 2017)
- Congregation sent Rev. Tim Kutzmark for border immigration experience in Tijuana, Mexico
- Congregation sent Rev. Tim Kutzmark for launch of Poor Peoples' Campaign in Washington DC with Rev. William Barber. Rev. Tim was arrested along with UUA President Rev. Susan Frederick-Gray in civil disobedience outside Capitol Building.
- Mosaic Makers budgeted \$3,000 in 2018-2019 budget
- Congregation spent \$900 for Mariachi Universal for Día de los Muertos Service

Other

- Formation of Immigration Justice Leadership Team
- Multiple Sanctuary Church/Immigration Panels and had unanimous vote to become a Sanctuary Church
- Congregation has Faith in Fresno/Faith in Valley Team (PICO) and participates in trainings, canvassing and actions related to Immigration Justice.
- Rev. Tim Kutzmark and chair of Social Justice Team attended two-day Statewide Immigration Conference.
- Congregation sent bus full of congregants to State Capitol for Poor Peoples' Campaign Day of Action
- Rev. Tim Kutzmark and several congregants were present and supportive in formative of BLM Fresno Chapter
- Congregation participates in multiple BLM marches and actions

- Congregation participated in community protest against Sherriff Joe Arpaio's appearance in Fresno
- Congregation marches annually in MLK Parade
- Multiple classes and events at General Assemblies
- Long-timer's Tea to Discuss implications of implemented changes in support of mission to live more fully into our vision of becoming multi-racial/multi-cultural congregation
- Policy Governance is driven by the Ends, which were changed to reflect multicultural and antiracist vision and measurement of success
- Our Five-Year Vision plan contains the following directive: "Support a team that ensures the creation of an intentional culture that is welcoming and inclusive of people of all races and cultural backgrounds and challenges racist biases and behaviors." We also have a plan for monitoring our progress in living out this vision.
- Intentional Board study and discussion on White Supremist Culture in UUA and country-at-large
- RE Pot of Gold training, Reimagining Sunday School (9-29-18)
- Trans 101 Class
- Elder of the month (Started late spring 2018)
- Celebrating 30 years Members (May 2018)

Mosaic Makers Conference 2017: Leading Vital Multicultural Congregations. Rev. Tim Kutzmark, Katie Hymans (Director of Lifespan Religious Education), Patty Bennett (Member Services Coordinator), and Patti Potter attended resulting in

- Translating our church pamphlet into Spanish (Working on final draft)
- Creating a pamphlet of resources available through UUA for POC (Working on final draft)
- Revising our welcome packet (in progress)
- Nominating Committee and the Board are intentionally mindful of racial diversity when recruiting lay leaders. Current Board has 3 POC.
- The mission of Mosaic Makers Team is to lead the congregation in living more fully into our shared vision of being intentionally multiracial and multicultural, challenging racist biases, behaviors, and institutional practices.

Lay Led Mosaic Makers Team (formed August 2018)

- Tina Botts, Ida Jones (Board Vice President, incoming Board President 2019-20), Lisa Lindsay (Board Secretary), Kaylia Metcalfe-Armstrong, Patti Potter (chair), and Rev. Tim Kutzmark
- Began meeting in Sept. 2018. Initial goals were to build relationship, learn about the background of creating the team, and create a covenant. Now moving on to cultural competency congregational assessment, two worship services with interactive assessment component, among other things.

Compiled June 2018
Updated January 2019