

## POSITION DESCRIPTION

**Title:** Administration & Finance Director (AFD)  
**Reports to:** Minister  
**Date:** 10/2019

**FLSA Status:** Exempt  
**HOURS:** 36/week, year-round

### Position Purpose

Oversight of a broad variety of administrative and financial responsibilities with minimal supervision or guidance to ensure the smooth operations of the church. Responsible for strategic planning and coordination of regular maintenance of property. Supervises the Bookkeeper, Thrift Store & Annex Manager and Sexton/Videographer and provides administrative support for Human Resources functions.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes people, funding, materials and support to accomplish multiple, concurrent goals and activities.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation.

**Volunteer Support:** Identifies talent and recruits capable people into roles that match their abilities, while offering opportunities for growth. Communicates expectations clearly and manages accountability for results.

### Essential Job Functions

**Program Support:** Serves as a key resource to representatives of program areas about the organization and its policies and procedures. Provides administrative support for boards, committees, task forces, congregational meetings and other projects. Oversees the maintenance of the church calendar. Key resource for major office-related computer applications, including database management. Responsible for ordering office and maintenance supplies.

**Congregational Support:** Oversees business operations necessary for the integration of visitors, members, and friends into the life of FPBUU with emphasis on welcoming and inclusion.

**Human Resource Management and Support:** Oversees payroll including staff benefits and maintains personnel records. Knowledgeable about state and federal employment regulations and UUA guidelines. Review and make recommendations for the church’s Personnel Policy Manual to the Minister and the Personnel Committee. Holds regular supervisory meetings with Bookkeeper, Thrift Store & Annex Manager and Sexton/Videographer. Conducts annual evaluations for these staff positions and submits recommendations to the Minister and Personnel Committee.

**Communications & Public Relations:** Develops and maintain the publications of the church, including our website and newsletters. Design and submit advertisements in local newspapers, online and special publications. Works collaboratively with program staff and volunteers to coordinate the production of church publications, including weekly Order of Services and Memorial Service bulletins.

**Property Management:** Responsible for the oversight of groundskeeping and snow removal. Attends Building Maintenance and Landscape Committee meetings as necessary. Schedule needed work with Sexton or contractors, manage rentals and space usage. Works with local government and regulatory bodies as needed to ensure that the church is operating legally and in accordance with all applicable requirements.

**Position Requirements**

<b>Skills &amp; Knowledge</b>	<b>Minimum Education</b>
<ul style="list-style-type: none"> <li>● Knowledge of all aspects of general administration, including financial management.</li> <li>● Proven organizational and time-management skills with the ability to delegate.</li> <li>● Ability to use verbal and written communication effectively across all constituencies.</li> <li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> <li>● Proficiency in the software currently in use by the congregational office and knowledge of database administration and a demonstrated capacity to become proficient in new platforms.</li> </ul>	<p>Either:</p> <ul style="list-style-type: none"> <li>● BA or BS degree, or the equivalent combination of education and business experience.</li> </ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>● Three to five years of administrative experience, preferably in a religious or non-profit organization.</li> <li>● Experience supervising staff and volunteers.</li> </ul>

## POSITION DESCRIPTION

**Title:** Director of Lifespan Religious Education (DLRE)

**Reports to:** Minister

**Date:** 7/2021

**FLSA Status:** Exempt

**HOURS:** 40/week, 11 months

### Position Purpose

The Lifespan Faith Development Director provides leadership for the Children and Youth Ministries (CYM) program (from nursery through senior high school) in collaboration with the CYM committee. Coordinates Pathways- Lifespan Learning and Community Offerings. Collaborates with Minister and church leadership to ensure multigenerational community.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes people, funding, materials and support to accomplish multiple, concurrent goals and activities.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation.

**Volunteer Support:** Identifies talent and recruits capable people into roles that match their abilities, while offering opportunities for growth. Communicates expectations clearly and manages accountability for results.

### Essential Job Functions

**Sunday Morning Program:** Plans and organizes Sunday morning program for children. Recruits, trains, nurtures and provides administrative support to Program Leaders and other volunteers. Recommends theme, curricula and/or activity choices for the program year (Sept.-May) to the CYM Committee and supervisor. Welcomes, engages and orients new families and children. Visits/checks in on or delegates check-in duty to a CYM committee member or other designee for all CYM classes each Sunday.

**Congregational Support:** Oversees business operations necessary for the integration of visitors, members, and friends into the life of FPBUU with emphasis on welcoming and inclusion.

**Youth Program:** Trains and supervises youth advisors. Creates challenging and diverse senior youth group programming. Creates a welcoming and encouraging environment for the youth. Supervise Sunday evening programming. Maintains the Youth Ministry Calendar. Supports and trains volunteers who will chaperone CONs- overnight Youth Conferences.

**Human Resource Management and Support:** Hires, trains and supervises the Childcare Providers. Sets up Sunday morning childcare for the summer months mid-June through the beginning of Sept. Sets up a CYM point person to handle any childcare concerns in July.

**Administrative & Financial Responsibilities:** Develops draft of the CYM budget, oversees expenditures from the CYM budget. Administers CYM program, including volunteer and paid staff, supplies, library of resources, correspondence, and attendance records. Maintains and improves systems for keeping accurate and complete CYM records. Registers families and children, produces printed lists, and works with office staff to integrate lists into church database. Assists CYM committee with recruiting program leaders and substitutes. Evaluates the program each year. Submits monthly report to supervising minister, board and CYM committee. Completes CORI checks on program leaders, youth advisors, other volunteers (as needed) and, as requested by supervisor, staff.

**Communications & Public Relations:** In collaboration with the senior ministers and CYM committee, articulates a Unitarian Universalist vision for children, youth and families that is in keeping with the church mission and the vision as articulated by the senior ministers. Communicates the spirit, vision and mission of the CYM program through the weekly and seasonal newsletters as well as the CYM Matters newsletter. Communicates details of the CYM schedule of activities to CYM families via list-serve or email list for CYM families. Supports, educates and engages program leaders, parents and children in areas of conflict resolutions, crisis management and special needs.

**Pathways:** Organizes Pathways Programs

**Multigenerational Community Building:** Plans, implements and supports multigenerational, congregation-wide events, in collaboration with Senior Minister(s) and committees or task forces of the church as appropriate.

<b>Position Requirements</b>	
<p style="text-align: center;"><b>Skills &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>● Knowledge of all aspects of working with children and youth.</li> <li>● Proven organizational and time-management skills with the ability to delegate.</li> <li>● Ability to use verbal and written communication effectively across all constituencies.</li> <li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> <li>● Proficiency in the developing programing for children and youth and a demonstrated capacity to become proficient in new programing.</li> </ul>	<p style="text-align: center;"><b>Minimum Education</b></p> <p>Either:</p> <ul style="list-style-type: none"> <li>● BA or BS degree, or the equivalent combination of education and experience working with children and youth.</li> </ul> <p style="text-align: center;"><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>● Three to five years of experience working with children and youth, preferably in a religious or non-profit organization.</li> <li>● Experience managing staff and volunteers.</li> </ul>

## POSITION DESCRIPTION

**Title:** Music Director  
**Reports to:** Minister  
**Date:** 7/2021

**FLSA Status:** Exempt  
**HOURS:** 25/week, 12 months

### Position Purpose

The Music Director is responsible for the oversight of the music program. Coordinates choir and ensemble rehearsals. This position supervises the Pianist and coordinates with the Organic Music Group Director and works with the Worship Team to craft inspirational and meaningful services.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes people, funding, materials and support to accomplish multiple, concurrent goals and activities.

**Vision and Purpose:** Demonstrates commitment to and knowledge of Unitarian Universalist Principles and values.

**Volunteer Support:** Identifies talent and recruits capable people into roles that match their abilities, while offering opportunities for growth. Communicates expectations clearly and manages accountability for results.

### Essential Job Functions

**Music Program:** Responsible for the building, conducting and rehearsing the FPBUU Choir and Instrumental Ensemble from opening Sunday to mid-June.

**Worship Support:** Plans and organizes weekly Sunday music, special music services. Coordinates with Minister, Lifetime Faith Development Director, Worship Leaders and other staff as appropriate.

**Rehearsal Schedule:** Schedules all Choir and Instrumental Ensemble rehearsals to ensure that members are adequately prepared for performances. Submits room requests to the office.

**Guest Musicians:** Coordinates guest musician appearances to enrich certain worship services.

**Human Resource Management and Support:** Oversees the work of the OMG Director and church Pianist. Performs annual performance reviews for the pianist, approves time sheets for Pianist and schedules the Pianist based on the annual budget.

**Administrative Responsibilities:** Prepare and submits an annual budget for the music program. Attends worship planning meetings, staff and directors meetings.

**Communications & Public Relations:** Submits articles and announcements for FPBUU publications.

**Property Management:** Oversees the maintenance of the pianos and organ. Provides binders, name tags, hymnals. Maintaining the music library and orders supplies as needed. If additional funds are needed for supplies, the Music Director includes this in their annual budget request.

### Position Requirements

Skills & Knowledge	Minimum Education
<ul style="list-style-type: none"> <li>● Knowledge of all aspects of conducting a choir and instrumental ensemble.</li> <li>● Proven organizational and time-management skills with the ability to delegate.</li> <li>● Ability to use verbal and written communication effectively across all constituencies.</li> <li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> <li>● Proficiency in playing the piano and organ; maintains good vocal shape and health and be able to perform as a soloist.</li> </ul>	<p>Either:</p> <ul style="list-style-type: none"> <li>● BA or BS degree, or the equivalent combination of education and music experience.</li> </ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>● Three to five years of work with a choir or choral group, preferably in a religious or non-profit organization.</li> <li>● Experience directing volunteer and professional musicians.</li> </ul>

## POSITION DESCRIPTION

**Title:** Thrift Store & Annex Manager **FLSA Status:** Hourly  
**Reports to:** Administration & Finance Director (AFD) **HOURS:** 30 /week  
**Date:** 10/2019

### Position Purpose

The Thrift Store & Annex Manager is responsible for the management of the Brewster Thrift Store and Annex with minimal supervision or guidance. This position requires the recruitment of and the working with a core group of volunteers to staff the two stores; maintaining inventory including sorting donations by their salability, storing donations in an organized manner for efficient stocking of the stores and purging the inventory of items that are not sellable. The manager is responsible for the basic advertising for the Thrift Store and Annex.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes volunteers, funding, materials and support to accomplish multiple, concurrent goals and activities.

**Vision and Purpose:** Demonstrates a commitment to and knowledge of Unitarian Universalist principles and values.

**Volunteer Support:** Identifies talent and recruits capable people into roles that match their abilities, while offering opportunities for growth. Clearly outlines areas of responsibility.

### Essential Job Functions

**Volunteer Supervision:** Oversees the staffing of volunteers for the Brewster Thrift Store and the Annex at FPBUU, which includes scheduling, recruitment and training of new volunteers as needed. Works with other church staff and key lay leaders to identify potential volunteers.

**Financial Support:** Turns over proceeds to the bookkeeper in a timely manner. Manages adequate cash banks for the two stores and a record of daily income and expense. Schedules sales and promotions as needed.

**Communication:** Places announcements in the quarterly and weekly Angles to inform and promote the

two stores. Uses social media and other publications outside of FPBUU to increase exposure of stores.

**Thrift Store & Annex:** Sorts and processes all donations, discarding what is unacceptable. Keeps an inventory of store donations. Stores excess donations until floor space allows for them to be displayed.

**Property Management Support:** Maintains sheds for storing excess donations. Establishes an appropriate cleaning schedule for the Thrift Store and Annex to ensure a clean, inviting environment for the public. Monitors the physical condition of Dawes Hall and the lower level of the Barn and reports any issues to the AFD.

**Materials/Supplies:** Informs the AFD well in advance when paper supplies need to be ordered. Places orders for other items to be sold in the Thrift Store as needed. Recruits donations of goods and services from within FPBUU and the larger community.

**Resource Management:** Maintains binders of operating information for the Thrift Store/Annex. Evaluates donations to determine appropriate price structure and seeks outside consultation as needed.

**Position Requirements**

<b>Skills &amp; Knowledge</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>
<ul style="list-style-type: none"> <li>● Ability to lift a minimum of 25lbs.</li> <li>● Knowledge of all aspects of general administration, including financial management, accounting and reporting.</li> <li>● Ability to use verbal and written communication effectively across all constituencies.</li> <li>● Understanding of Unitarian Universalist principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> </ul>	<ul style="list-style-type: none"> <li>● Three to five years of management experience, preferably in a religious or non-profit organization.</li> <li>● Experience supervising staff and volunteers.</li> </ul>	<p>Either:</p> <ul style="list-style-type: none"> <li>● a BA or BS degree, or</li> <li>● the equivalent combination of education and business experience.</li> </ul>



## POSITION DESCRIPTION

**Title:** Sexton & Audiovisual Tech  
**Reports to:** Administration & Finance Director (AFD)  
**Date:** 10/2019

**FLSA Status:** Hourly  
**HOURS:** 20/week, year-round

### Position Purpose

This Sexton position is responsible for monitoring and maintaining the property of the church in order to provide a safe, clean, functioning and orderly environment for FPBUU members, staff, visitors and renters of the facilities. This position is time-flexible and includes weekend, evening, and some “on-call” in case of an emergency work as determined by church calendar. The Sexton will use their own transportation and will be compensated for work related travel. The Audiovisual Tech is responsible for livestreaming the Sunday services and for the various audio-visual needs of the church.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes time & materials to accomplish multiple, concurrent goals and activities.

**Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.

**Vision and Purpose:** Demonstrates commitment to and knowledge of Unitarian Universalist Principles and values.

**Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

### Essential Job Functions

**Worship Support:** Offers general support for Sunday morning & special services including audiovisual needs such as running the sound board, mic checks and livestreaming as needed. Is responsible for

recording, editing and posting Sunday services videos.

**Property Maintenance:** Cleans and removes trash and recycling from all buildings as needed. Accurately assesses and promptly communicates to the AFD any needed repairs beyond the scope of regular maintenance. Work with the AFD on developing and updating a campus-wide projects list.

**Congregational Support:** Set-up rooms for meetings and/or functions, including A/V equipment and clear rooms at the conclusion of events. Move office equipment, install shelving, and related organizing activities as needed. Assist staff and volunteers as appropriate.

**Safety Responsibilities:** The Sexton will abide by all standard safety procedures for them self, as well inform any members/visitors as needed. Any on the job injury must be reported to the AFD immediately. Assist with campus security including the locking/unlocking of doors and maintaining outside lighting. Will notify the AFD when a licensed professional is needed.

**Administrative Responsibilities:** Regularly monitors the online FPB calendar for upcoming congregational needs. Reviews and responds all sexton request forms, consulting with the AFD as needed.

**Rental Support:** The Sexton (or substitute) is required to be on-site for all rentals or events with the following criteria: events that serve food AND with more than 60 people in attendance; has more than 150 people in attendance; or wedding and memorial services whatever the size. The Sexton rate is \$150.00 per event (up to 4 hours), to be paid by the renter at the time of service.

**Resource Management:** Submit orders for Sexton supplies (paper towels, trash bags, toilet paper, etc.) that are purchased online to the AFD; purchase other supplies at local outlets. Maintain supply stocks in Sexton’s closets and/or other areas so defined. All products used are to be environmentally safe/friendly. Keep all supply closets and storage areas around campus neat and orderly. Develop and update an inventory list of tools and relevant materials necessary for the position.

**Position Requirements**

<b>Skills &amp; Knowledge</b>	<b>Minimum Education</b>
<ul style="list-style-type: none"> <li>● Extensive walking, standing, reaching, bending, and climbing. Ability to lift 50 lbs., and shovel snow.</li> <li>● Knowledge of basic maintenance/carpentry procedures, repairs, and equipment.</li> <li>● Proven organizational and time-management skills with the ability to prioritize.</li> <li>● Ability to use verbal and written communication effectively across all constituencies.</li> <li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> <li>● Computer literacy required to send/read emails and access the online church calendar.</li> </ul>	<ul style="list-style-type: none"> <li>● High School Diploma or GED.</li> </ul> <p style="margin-top: 10px;"><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>● Three to five years of property/building maintenance and videography/audiovisual production experience, preferably in a religious or non-profit organization.</li> </ul>

## POSITION DESCRIPTION

**Title:** Bookkeeper  
**Reports to:** Administration & Finance Director (AFD)  
**Date:** 10/2019

**FLSA Status:** Hourly  
**HOURS:** 15/week, year-round

### Position Purpose

The bookkeeper is responsible for the financial bookkeeping for all of the funds of the church, including operating, special funds and endowment.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes all income, bills and check requests to ensure deposits and payments are made in a timely fashion.

### Essential Job Functions

**Congregational Support:** Provides reports on expenditures and available funds for each area of ministry and for committees upon request.

**Human Resource Support:** Processes payroll using QuickBooks Online Payroll system for both salary and hourly employees. Produces new employee and independent contractor reports.

**Administrative & Financial Responsibilities:** Tracks billing and processes monthly bill payments. Process weekly check requests and reimbursements. Balances and reconciles all accounts, including investment income, on a monthly basis. Makes and records weekly deposits. Tracks and reconciles petty cash accounts and food coupons. Keeps records for annual audits (worker's comp, etc).

**Annual Budget Management:** Enters new budget figures annually. Notifies AFD if any distribution or reimbursement request is beyond the budget.

**Tax Responsibilities:** Produces annual tax reports (W-2's, 1099's, 5578). Files reports as required.

## Position Requirements

### Skills & Knowledge

- Knowledge of QuickBooks, Microsoft Excel and other Microsoft office programs. Willingness to learn new software.
- Proven organizational and time-management skills with the ability to delegate.
- Ability to use verbal and written communication effectively across all constituencies.
- Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.
- Knowledge of QuickBooks Online Payroll System or similar payroll system.

### Minimum Education

Either:

- Associate degree, or the equivalent combination of education and bookkeeper experience.

### Minimum Experience

- Three to five years of bookkeeping experience, preferably in a religious or non-profit organization.

## POSITION DESCRIPTION

**Title:** Collaborative Pianist/Organist  
**Reports to:** Music Director  
**Date:** 01/2020

**FLSA Status:** Hourly  
**HOURS:**8-10hrs/week, year-round

### Position Purpose

The Collaborative Pianist/Organist is expected to cooperate with all staff and musicians of the congregation so that musical life is enhanced within the life of the church. This Position is responsible for accompaniment for approximately 39 Sundays and weekly rehearsals of the choir and instrumental ensemble. This position is also responsible for solo music for Sunday morning at coordinated by the Worship Team.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes their time and resources to the Music Director, choir and instrumental ensemble for rehearsals and services.

**Attention to Detail:** Consistently tends to the smallest of details while keeping the larger picture in mind.

### Essential Job Functions

**Music Program:** Work closely with the Director of Music to provide well-coordinated worship services. Accompany the choir at Wednesday evening rehearsals (1.5 hours) and for Sunday services from September through mid-June. (Sundays with two services, approx. 4 hours. Sundays with one service, approx. three hours (with choir, and one and half hours without choir). Accompany the choir and instrumental ensemble at all Sunday services and special services.

**Worship Support:** Accompany congregational hymns and other service music at Sunday morning services. Approx. 39 Sundays per year. Currently, two services from September-Mid-May at 9am and 11am. (Three Sundays in there have one service at 10am only.) Services from Mid-May through August, one service at 10am. Provide solo music for Sunday services, for ingathering (prelude), postlude, and some other, depending on service. Consult with Music Director and Minister as needed on this.

**Special Service Support:** Be available and have first option to provide organ and/or piano music for all weddings, memorials, and rites of passage in the sanctuary for which such music is requested.

Coordinate the music for these services with the minister officiating. Outside pianists/organists may be used only with the permission of the pianist/organist.

**Rehearsal Schedule:** Rehearse with and accompany soloists at Sunday services and special services. Accompany extra rehearsals of the choir and soloists as needed. (8-10 hours per week)

**Guest Musicians:** Provide a qualified substitute for any Sunday services, special services, or rehearsals for which the pianist/organist is unavailable. Fee is determined by church.

**Administrative Responsibilities:** Submit titles and composers for preludes, postludes, and other organ or piano solo music to the church office and director of music for inclusion in the Order of Service in a timely manner.

**Position Requirements**

<p style="text-align: center;"><b>Skills &amp; Qualifications - Required</b></p> <ul style="list-style-type: none"> <li>● Excellent sight-reading skills</li> <li>● Experience and skill working with a conductor.</li> <li>● Experience as an accompanist, including ability to read open choral score.</li> <li>● Broad Knowledge of keyboard repertoire.</li> <li>● Ability to work with amateur musicians in a supportive environment.</li> <li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> </ul>	<p style="text-align: center;"><b>Minimum Education</b></p> <p>Either:</p> <ul style="list-style-type: none"> <li>● Four-year college or university degree in music or equivalent professional training and experience</li> </ul> <p style="text-align: center;"><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>● Three to five years of work with a choir or choral group, preferably in a religious or non-profit organization.</li> <li>● Experience directing volunteer and professional musicians.</li> </ul>
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## POSITION DESCRIPTION

**Title:** Childcare Provider

**FLSA Status:** Hourly

**Reports to:** Director of Lifespan Religious Education (DLRE) **HOURS:** 1.5-3.3 hrs/wk; year-round

**Date:** 10/2019

### Position Purpose

The Childcare Provider is responsible for the care of infants and toddlers during Sunday services and church events as needed.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Vision and Purpose:** Demonstrates commitment to and knowledge of Unitarian Universalist Principles and values.

### Essential Job Functions

**Worship Support:** Arrives before the service or event to organize the space as needed. Creates opportunities for children to learn and practice our Unitarian Universalist values. Fills in as a sub as needed in other areas of CYM when there are no children in the Nursery. Helps children who stay after service time to find safe and fun ways to play and cleans up, leaving space as it was found in morning.

**Congregational Support:**

**Human Resource Support:** Fill in time sheet weekly and leave on clipboard. Inform LFDD of potential absence dates in a timely fashion by email or phone (office or home). Finds replacements for childcare on those days, if possible.

**Administrative Responsibilities:** Takes accurate weekly attendance and record on attendance sheet. Provides new families with 'New Family Info Sheet.' Leaves on clipboard for LFDD.

**Communications & Public Relations:** Serve as an ambassador for the Children and Youth Ministries program by welcoming all new families and children and helping children feel safe and at home.

**Property Management:** Keeps the Fellowship Hall nursery space organized. Regularly assesses condition of toys and supplies, sanitizes/cleans as needed, discards any that are potentially dangerous

or broken. Keeps the 'Family Nook' area of the Sanctuary stocked and materials tidy.

### Position Requirements

<p style="text-align: center;"><b>Skills &amp; Knowledge</b></p> <ul style="list-style-type: none"><li>● Knowledge of all aspects of general childcare.</li><li>● Possesses creativity, loves to play with and read to small children.</li><li>● Ability to use verbal and written communication effectively across all constituencies.</li><li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li><li>● Organized, punctual, dependable, and has reliable transportation.</li></ul>	<p style="text-align: center;"><b>Minimum Education</b></p> <ul style="list-style-type: none"><li>● ?</li></ul> <p style="text-align: center;"><b>Minimum Experience</b></p> <ul style="list-style-type: none"><li>● Three to five years of prior experience with infants and toddlers, preferably in a religious or non-profit organization.</li><li>● Must agree to a CORI/SORI check.</li></ul>
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