



Unitarian Universalist Fellowship of Falmouth

Director of Whole Life Learning

Title of Opportunity: Director of Whole Life Learning

Name of Congregation: Unitarian Universalist Fellowship of Falmouth (Massachusetts)

Physical Address: 840 Sandwich Road, East Falmouth, MA 02536

Time Required: Part-time, Twenty (20) hours per week

Using UUA Compensation Standards? yes

Salary Range: \$21,050 to \$28,450 annually

The UUA Compensation Guidelines are attached. (GeoIndex 4, Mid-Size I)

Status: Settled

Contact Name: Personnel Committee Chair, Susan McCourt

Contact E-mail: admin@uuffm.org

Application Deadline: March 22, 2021

Posting Date: February 22, 2021

Position Description

General Description: The Unitarian Universalist Fellowship of Falmouth (UU Falmouth) is looking for a creative and enthusiastic leader to manage the development, delivery, and coordination of UU Falmouth's learning programs for all ages. If you are excited by the prospect of working with an energetic professional staff and congregation that is looking to transition its RE offerings from one mainly focused on children and youth to one that also serves the multi-faceted RE needs of adults, this position is for you. Our vision for this new program, Whole Life Learning (WLL), is at the heart of our ministry, rooted in the seven principles of Unitarian Universalism. In partnership with the minister and WLL Committee, you will have the opportunity to shape a new program that aims to support individuals at all life stages in developing their whole selves (spiritual, physical, emotional, and intellectual) as well as deepen connections between all ages in an authentic multi-generational UU community.

The Director of Whole Life Learning reports to the minister and is supported by and supports the Whole Life Learning Committee. The Director also provides monthly reports to their supervisor and attends board meetings as needed for board education on the program. The program is supported by an annual budget (2020-2021, \$5000) and funds are budgeted for start-up expenses (\$10,000). Additional funding can be requested as needed.

This 20-hours per week position includes two Sundays per month, one for youth programs and one for direct intergenerational programs, social presence, or other program needs as decided in consultation with the minister and Whole Life Learning Committee.

It is anticipated that all UU Falmouth programs and services will be exclusively online through at least May 2021.

UU Falmouth is committed to representing our local community, being an anti-oppressive and inclusive faith community, and developing a diverse and talented staff team. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply. If you are excited about this role and are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

About our congregation: The Mission of UU Falmouth is to create a welcoming Unitarian Universalist community where we are inspired to lead our best lives and better our community and our world. We are a Welcoming Congregation and a certified Green Sanctuary. Our meetinghouse in Falmouth is the hub for a myriad of spiritual, educational, social and community service activities. Our UU Falmouth family includes about 200 members and many friends from Falmouth and the surrounding communities of Upper Cape Cod and Southeastern Massachusetts. Currently our programming includes presentations, films, and discussions to probe issues we care about (e.g., current events that relate to social, racial, and environmental justice). Throughout the year we have a variety of special multi-generational events, including holiday parties, beach cleanups, and Family Butterfly Hours (a multi-generational version of our casual open-mic Zoom storytelling). For our children and youth, we offer UUA Faith Formation programming such as OWL (Our Whole Lives) and Neighboring Faiths. We have a small but active youth group for grades 7 through 12. We are planning to continue and grow all of these programs from a radically inclusive approach, by challenging and changing deeply ingrained cultural habits and expanding our work beyond Sunday mornings.

Duties and Responsibilities

- Collaborate with the Minister, staff, WLL Committee and other committees to accomplish the WLL mission and goals. This includes, but is not limited to, weekly meetings with the minister, monthly with staff, and monthly with WLL committee
- Manage program development and delivery according to annual goals set with the minister
- Coordinate, manage, train and support as needed program volunteers and presenters
- Work with Communications to publicize and communicate about programs
- Manage program registration and record-keeping
- Work with Building and Grounds and Technology to coordinate and manage program facilities and on-line delivery platforms
- Measure and assess program delivery and results to ensure quality, and continually build and evaluate and improve programs

Qualifications for the Job

Education: Minimum bachelor's degree or the equivalent in training/education, program management, or applicable fields

Desired Knowledge, Skills, Experience, and Abilities:

- Program development and management
- UU programming
- Community education
- Volunteer management
- Ease and resilience in working with people with diverse backgrounds
- Skills in countering systems of oppression
- Enthusiasm, creativity, humor, innovation, energy, flexibility, and openness
- Organizational and planning skills
- Communication and presentation skills
- Comfort, ease, and passion for working with people of all ages and learning interests and styles

To apply for this position please send a resume and cover letter expressing your interest in the position, as well as three references to: Personnel Committee at admin@uuffm.org or mail to: UU FALMOUTH
840 Sandwich Road, East Falmouth, MA 02536

Religious Education Staff

Notes for setting religious education staff salaries:

- Be sure to use the appropriate position based on our capsule job descriptions, regardless of your congregational position title.
- "Credentialed" refers to those who have completed UUA RE Credentialed Program at one of three levels.
- Religious Education program size may impact placement within the range, if it is especially large or small relative to membership.
- Religious Education staff primarily responsible for providing clerical/administrative support should be classified as Administrative staff.

Refer to **Guide to Salary Recommendations** for appropriate use of charts, including guidance on:

- How UUA Salary Recommendations are developed.
- Prorating for part-time and converting annual to hourly.
- Adding in the cost of benefits and payroll taxes (which are not included here).
- Consideration of local wage environments. (UUA Recommendations are based on national wages.)
- Adjustment of range minimums to at least 85% of midpoint.

https://www.uua.org/sites/live-new.uua.org/files/guide_to_salary_recommendations.pdf

TITLE <small>See capsule job descriptions</small>	Small <small><150 members</small>			Midsize I <small>150 - 249 members</small>			Midsize II <small>250 - 349 members</small>			Midsize III <small>350 - 499 members</small>			Large I <small>500 - 749 members</small>			Large II <small>750+ members</small>		
	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
Credentialed, Master Level	44,000	51,600	59,300	48,300	56,400	62,600	56,400	64,400	70,200	65,900	72,700	79,200	73,600	80,900	88,300	93,400	102,600	111,900
Credentialed, Credentialed Level	41,000	48,800	56,000	45,600	52,300	59,000	55,100	60,700	66,100	62,200	68,500	74,700	69,200	76,200	83,200	87,900	96,700	105,400
Credentialed, Associate Level	39,000	45,900	52,600	43,400	51,000	58,000	52,900	58,100	65,500	58,500	64,300	71,000	64,100	70,600	80,300	75,800	83,400	98,400
Religious Educator	38,200	44,100	51,700	42,100	49,500	56,900	49,100	56,600	64,900	52,700	62,000	71,200	57,200	67,300	77,400	67,800	79,800	91,500
Religious Education Coordinator	29,200	33,700	38,700	32,100	37,800	43,600	36,800	43,100	49,600	40,200	47,300	54,500	43,800	51,500	59,000	51,700	60,800	70,000