



**To Apply: Submit a letter of interest & resume to the Director of Lifespan Faith Formation,
resumes@bvuuuf.org**

Non-member of BVUUF preferred

BVUUF Job Description

School of the Spirit Teachers

Part-time (4 hrs per week on-site most weeks Sept - May; 2 hrs per week on-site most weeks June - August, plus 2 additional planning hours per week - 1 per week in the summer)

\$15.16/hour - 12 months/year

Reports to the Director of Lifespan Faith Formation and/or Youth Program Coordinator

Start date: December 1, 2019 or as soon after as possible.

Job Summary

Each School of the Spirit Teacher works 3-6 hrs/wk in a progressive model for religious education in our multi-age Unitarian Universalist program. We are seeking TWO creative, flexible individuals interested in facilitating curriculum as well as creating fun and unique learning experiences we call “jams,” offered on Sunday mornings.

Essential Functions

- **Plan and facilitate curriculum in the School of the Spirit - Please indicate if you have interest in a particular age group or if you are flexible for either group.**
 - Utilize and adapt the “Crossing Paths” curriculum to assist middle-school aged persons explore multiple faith traditions utilizing a culturally-competent, culturally-humble approach.
 - Work to coordinate and facilitate monthly field-trips to other faith-traditions areas of worship/practice.

OR

- Create and facilitate creative, engaging developmental learning experiences that we call “Jams” for elementary-aged persons.
 - Jams will typically follow the BVUUF monthly schedule of themes. This year (September - May) we are using monthly themes paired with a different faith tradition, so our Jams focus on exploring that month’s religion and how it relates to the idea of that month’s theme. For example in November we are exploring Judaism and how the idea of ‘Attention’ relates to or

shows up in this faith. Below are the faith and theme pairings for the rest of the year:

September – Expectation - Unitarian Universalism
October – Belonging - Christianity
November – Attention - Judaism
December – Awe - Catholicism
January – Integrity - Black Church Tradition
February – Resilience - *Justice Immersion Project*
March – Wisdom - Buddhism/Hinduism
April – Liberation - Hinduism/Islam
May – Thresholds - Islam
June – Play

- “Jam” topics can be, but are not limited to: “StoryJam,” “MusicJam,” “BeliefJam,” “CelebrationJam,” “BodyJam.” Additional ideas have been “PhotoJam,” “WritingJam” and “PoetryJam.” We are not looking for experts as much as creative, flexible experimenters.
- Work to encourage energetic elementary and/or middle-school aged persons to explore their own spirituality in a fluid, nonjudgmental space.
- Facilitate two 60-minute classes on Sunday morning during each service (approx. 9 and 11 a.m.).
- Attend bi-monthly planning meetings during which Lead Teachers, Director, and others develop “Jams.”
- Attend Orientation and Evaluation meetings at the beginning and end of the school year.
- Lead program on occasion when the Director is away.

Maintain classrooms and supplies.

- Arrive approximately 30 min early to ensure room is properly set up and to gather any needed supplies.
- Manage a petty cash account (or similar) and stay within budget.

Manage communications.

- Use social media to highlight happenings or upcoming events. We are active on Facebook, Pinterest and Meet Up.
- Utilize existing email lists to keep the community updated and advertise upcoming events within and outside the congregation.

Other responsibilities

- Network with volunteers, staff and RE participants.
- Work with volunteer Teaching Associates who will be offering “Jams” occasionally.

Qualifications

- In accordance with [UUA Safe Congregations standards](#), applicants who are at least 25 years of age are preferred. Applicants who are at least 20 years of age will be considered based on experience, qualifications, and ability to maintain appropriate boundaries with children and youth.
- Creative skills - in a variety of applications such as music, nature, yoga, meditation, martial arts, writing, storytelling, etc. We are open to various ways to stretch our minds, bodies, and spirits.
- At least one year experience, comfort and familiarity working with children and youth, multi-age groups a

plus.

- Ability to recognize and articulate diverse developmentally appropriate behavior and respond to create a safe and welcoming learning environment
- Ability to create developmentally appropriate curricula and activities
- Experience working with children and youth with learning differences and neurodiversity a plus
- Knowledge of and experience with Unitarian Universalism, and UU religious education/faith formation preferred.
- Experience with Google Docs and some social media (Facebook, Pinterest, or Meet Ups.)
- Demonstrated ability to work with diverse people in diverse situations.
- Ability to publicly articulate and teach UU values.
- Strong organizational skills, and fluency with email, Google Drive, calendars, and social media.
- Patience, flexibility, and a sense of humor helpful.
- Successfully pass the required background check.
- High school graduate or equivalent with some higher education experience preferred.

Physical requirements and working conditions

- Able to move freely inside and outside of the facility including meeting rooms, playground, yard, and shed.
- Able to lift up to 40 pounds.
- Must be available to work 4 hours during most Sunday mornings September – May and attend staff meetings.
 - 6 hrs. per week (4 hours SpiritJam Sundays; 2 hrs/wk planning)
- Must be available to work 2 hours during most Sunday mornings June - August and attend staff meetings.
- 40 SpiritJam Sundays per year
 - One Sunday/month off - Hours budgeted include 2 hrs of planning during the week when taking Sunday off
- 20 extra meeting hours (3 hrs. August orientation; 1 hr. review and eval in May)
- Total hours = 237 hrs.
- @ \$15.35/hr. = \$3,991.00 plus FICA

Core Competencies

Attention to detail. Maintains accuracy in scheduling and communications.

Communicating. Can effectively share thoughts, needs and goals. Is seen as approachable and proactive when developing School of the Spirit programming.

Cooperating. Works cooperatively with others in the course of duties.

Maintaining interpersonal relationships. Relates well to all kinds of people, inside and outside of the congregation, builds appropriate rapport; builds effective and constructive relationships, uses diplomacy and tact; is regarded as a team player.

Managing conflict. Deals with problems quickly and directly; steps up to conflicts, seeing them as opportunities for growth; settles disputes collaboratively; finds common ground for cooperation.

Managing vision. Articulates and supports the vision and mission of BVUUF particularly the School of the

Spirit, and is able to communicate that through the work.

Organizing. Can identify need for resources and work with people to get things done; can use resources effectively and efficiently.

Planning. Breaks down work into process steps; develops own schedules; anticipates and adjusts for problems and roadblocks; evaluates results.

Trust and integrity. Is widely trusted; experienced as direct and truthful; keeps confidences; admits mistakes; works to remain in right-relationship with others and the vision and mission of the Fellowship.

Note that qualifications may be met as a result of lived experience, volunteer work, educational experience, professional experience, and/or formal or informal training. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

Stakeholders:

Supervision provided by the Director of Lifespan Faith Formation (BVUUF).

Other coordinating relationships include the BVUUF School of the Spirit Staff and Council, parents, adult volunteers, and youth.

Support for the Mission and Values of the Organization:

Unitarian Universalism is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at BVUUF, all congregational staff members are expected to perform their job duties in accordance with the congregations' values, principles, and missions. In particular the following points, drawn from the Seven UU Principles, are of particular importance for our work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity, and compassion in human relations, and the goal of world community with peace, liberty, and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ+ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of our Earth and of all people is interwoven, and we work to counter environmental exploitation, patriarchy, white supremacy, colonialism, homophobia, transphobia, and other interrelated systems of marginalization.