

Job Description Prepared/Updated: February 2025

Job Title: Director of Adult Ministries & Leadership Development

Reports To: Minister of Faith Development

Classification: Full-time, Exempt

Hours: 40 hours/week, primarily on weekdays and Sundays, occasionally includes work on evenings and Saturdays

Summary: The Director of Adult Ministries & Leadership Development provides leadership and oversight of faith development programs for adults (including youth who have completed the Odyssey and/or Coming of Age programs); designing and managing opportunities for adults to explore, clarify, and develop their spiritual values and grow into engaged church members and leaders; and managing the Faith Forward Spiritual Leadership Path.

Essential Duties and Responsibilities

- Offer stage-of-life programming for adults and the varied demographics in the congregation
- Recruit, train, and support volunteers for Adult Ministries programming and special events
- Work with the Minister of Faith Development and lay leadership to select and/or adapt curriculum and workshops that align with the Ends Statement and church-wide themes
- Work with ministers and event/facilities staff to shape educational events such as Front Porch Conversations, lectures, and workshops
- Manage the Faith Forward Spiritual Leadership Path including: recruiting participants, managing the application process, coordinating logistics of the retreat and seminars, communicating with participants, and connecting participants with leadership resources and opportunities
- Maintain accurate and current information relevant to departmental activities in the church database
- Facilitate communication for Adult Ministries with the community, church staff and the congregation as a whole
- Manage finances for adult programs and events, promote responsible stewardship of departmental and church resources, and support volunteers in fundraising efforts
- Manage educational technology needs and setup for adult programming – meeting owls, laptops, Zoom accounts, etc.
- Collaborate with Ministers and Pastoral Care on pastoral issues involving Adult Ministries participants and volunteers
- Other duties as requested by the Minister of Faith Development

Qualifications

- Strong understanding of Unitarian Universalism, with a desire to represent a liberal faith to prospective members, congregants, and spiritual seekers.
- Ability to interact with a diverse population of youth and adults.
- Excellent interpersonal and communication skills.
- Experience with nonprofit program direction, project management, and/or volunteer/team management.
- Strong organizational and time-management skills and attention to detail.
- Proficiency in the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint). Experience with or willingness to become proficient in ACS/Realm database software. Comfortable using social media, Zoom virtual meeting software, and other emerging communications and learning technologies.
- Skilled in managing budgets and administrative requirements.
- CPR/First Aid Certification. The Church will support the Director in acquiring this certification if they do not already have documentation of completion.

Compensation & Benefits

- This is an exempt position with a starting salary range of \$60,000-\$67,000. Compensation may vary based on experience and qualifications.
- Health Insurance – the Church covers 100% of the employee’s premium. Payroll deduction for the cost of coverage of eligible family members can be arranged.
- Optional dental and vision insurance
- Employer-paid group life, AD&D, and short-term and long-term disability insurance
- Flex-Spending Accounts (FSA) for healthcare and dependent care
- Employer contributions to retirement benefit account after 1 year of employment
- Paid time off (25 days), paid holidays (11 days)

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply. First Unitarian Church of Dallas is committed to ensuring its staff reflects the diversity of its congregation and of Dallas, because we believe diversity in communities of all kinds is a strength. If you are excited about this role, but are unsure whether you meet 100% of the qualifications, we encourage you to inquire and/or apply. We know that skills evolve over time, so if you are willing to learn and evolve alongside us, we would love to receive your application. Please submit your resume, cover letter, and contact information for three (3) references to Rev. Beth Dana at bdana@dallasuu.org. Applicants must be able to pass a criminal background check in order to work for this organization.

About First Unitarian Church of Dallas

The First Unitarian Church of Dallas is a liberal religious community founded in 1899 and located in the University Park neighborhood of Dallas, Texas. Our congregation of more than 1,000 adult members and 300 children and youth is committed to genuine inclusion, depth and joy, reason and spirit. Love inspires us to be a voice of progressive religion working toward a more just and compassionate world. Unitarian Universalism puts love at the center of our commitments, which embrace the Shared Values of justice, equity, transformation, interdependence, pluralism and generosity. All Church staff members are expected to perform their job duties in accordance with the Church’s values, principles, and mission.

The First Unitarian Church of Dallas is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the Church will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Executive Director at kashley@dallasuu.org. For more information on the Church, visit us online at dallasuu.org.

General Competencies

The following key elements of performance are considered a part of every job description at the First Unitarian Church of Dallas. Performance evaluations will include a review of these elements.

Ethics: All employees are expected to treat others as they themselves would like to be treated. Each employee must demonstrate by their actions an understanding of the First Unitarian Church of Dallas’ Mission Statement. Confidentiality of the church’s information should be maintained.

Dependability: Employees should demonstrate they can be depended on. This includes following established procedures, taking responsibility for their own actions, keeping commitments, demonstrating consistent performance, being on time for work and scheduled activities, and meeting workload expectations, ensuring responsibilities are covered when absent, and achieving goals. Each should react well under the pressure and stress encountered. Each employee should work in a way that sets a good example for others.

Judgment: Employees should exhibit sound and accurate judgment within defined parameters in their area of expertise. They should make timely decisions which they can support and explain, and they should include appropriate people in the decision making process.

Change Management: Employees must be adaptable to changes in the work environment and integrate such changes smoothly. They should be open to other people’s ideas and approaches and be able to change their approach to best fit the situation. Each should be able to manage competing demands.

Initiative: Employees should demonstrate initiative by seeking increased responsibility, looking for and taking advantage of opportunities, and volunteering for appropriate duties. Each should propose solutions when coming up with problems and seek agreement on these proposals. Each is expected to take reasonable independent action, and to ask for help when needed. Each should try to identify new methods or resources that could help them or others. Each should undertake self-development activities.

Job Knowledge: Employees should be competent in the required job skills and knowledge, exhibiting the ability to learn and apply new skills, and keeping abreast of current developments. Each should require minimal supervision while displaying an understanding of how one’s job relates to others. Each must also understand one’s own strengths and limitations.

Creativity: Employees are encouraged to display original thinking and creativity developing innovative approaches and ideas to apply to our work. Each should generate suggestions for improving work and meet challenges with resourcefulness.

Communications: Effective communications are essential to mutual understanding. To achieve this, employees should speak and write clearly, persuasively, and informatively editing writing for spelling and grammar. One should listen well and understand or get clarification. Each should keep others adequately informed, respond well to questions, participate in meetings, and demonstrate good group presentation skills. It is important to select and use appropriate communication methods. One must also maintain appropriate records and promptly submit information.

Teamwork: Employees are expected to work in a team setting and atmosphere. This includes establishing and maintaining effective relations, offering assistance and support to team members, and exhibiting tact, consideration, a positive outlook, and a pleasant manner. Team members (every employee at First Church) should work cooperatively in group situations and actively work to resolve conflicts. It is important to be available to team members, help others learn and do a better job, take responsibility for team decisions, and in other ways inspire respect and trust.

Problem Solving: Employees should be able to identify problems in a timely manner, gather and analyze information skillfully, develop alternate solutions, and resolve problems in early stages.

I have read and understand this job description. I have the skills to perform the required tasks.

Applicant Signature

PRINT Applicant Name

Date

Supervisor Signature