



UNITY CHURCH – UNITARIAN POSITION DESCRIPTION

Position Title: Director of Congregational Development

Purpose of Position: To deepen the congregation's experience of Unity Church's mission and ends by welcoming people into the congregation, by providing opportunities for people to form connections, grow their spirits, and become involved in the life of this congregation, and to oversee the effective use of the database to help people live out their gifts and values in shared ministry.

Reports to: Board of Trustees

Qualifications:

- College degree (or the equivalent thereof)
- Excellent people skills
- Good oral and written communication skills
- Effective management style, both with paid staff and volunteers
- Group facilitation, training and leadership development skills
- Experience with database software
- Commitment to liberal religion
- Flexible, organized and able to manage multiple tasks

FTE (Percent of Time): 1.0 FTE / Salaried / Exempt

Principal Responsibilities:

1. Work in collaboration with the Executive Team to promote and interpret the mission of the organization by establishing and administering programs that work toward the stated Ends of the church.
2. Oversee membership development by providing "Pathway to Membership" classes and by working with current members to deepen their relationship to Unity Church. Partner with Executive Director in encouraging good stewardship and retention of members.

3. Coordinate Adult Spiritual Development programs and Small Group Ministries (Religious Education, Covenant Groups, New Member Connection Meal, Circle Suppers, Wellspring Wednesdays, etc.)
4. Oversee the documenting of gifts and talents information to enable volunteer recruitment and management in specific program areas.
5. Coordinate outreach into the neighborhood and the larger community, and evaluate needs for public relations / advertising.
6. Manage denominational affairs, delegate the work to appropriate staff and volunteers, receive information, publicize opportunities and coordinate member participation.

Approved by the Board of Trustees

March 26, 2008