

Ohio-Meadville District of the UUA
Acting Program Consultant for Lifespan Faith Development
September 2009

Job Description:

This is a half time (20 hr/week) Acting Program Consultant position that runs from October 2009 to the end of June 2010. The Acting Program Consultant must have access to a broadband internet connection since all District staff work from home. Most duties are focused on Lifespan Faith Development support activities. Salary is competitive.

Duties include:

1. Support the health and growth of OMD congregations by helping them provide and expand their Lifespan Faith Development programming and by helping religious educators gain skills and knowledge needed to run excellent programs. Because this is a half-time Acting position, it is expected that duties will focus more specifically on the needs of children's religious education and youth ministry.
2. Consult with ministers, religious educators, OMD Board, Lifespan Faith Development Committee and Youth/Adult Committee members by email, phone, web video or on-site as necessary. (Web camera and headphones are provided.)
3. Provide facilitation services to congregations and Clusters in the area of Lifespan Faith Development to assist with activities such as: visioning, setting missions, development of job descriptions for religious educators, and development of effective committee structures and programs.
4. Consult with congregations and clusters in the development of Youth Ministry programs and work with other staff to arrange for training opportunities for youth advisors and youth leaders.
5. Facilitate and/or offer other trainings and workshops as determined by congregational need, in coordination with available Staff resources and schedules.
6. Attend OMD Lifespan Faith Development Committee meetings and work with the Committee as a resource to help facilitate District-wide trainings in areas such as UU curricula, teacher training, and Renaissance Modules.
7. Keep informed of new resources and developments in the field of Lifespan Faith Development and other UUA programs and materials as needed.
8. Assist congregations and district committees in the understanding and application of the OMD's Child and Youth Protection Policy and consult regarding congregational safety issues as needed.
9. Attend OMD Board meetings and OMD Staff meetings and present updates/reports as requested.
10. Offer leadership at district conferences and annual meetings, as needed.
11. Provide information and materials for district online publications as requested (OMD Now!, OMD Up-Close, website information)
12. In addition to the OMD Board, Staff and Lifespan Faith Development Committee, attend Youth Conferences and other District and UUA events as schedule and funds permit.
13. Keep accurate expense records and maintain responsible accounting procedures.

14. Work cooperatively with the District Executive in responding to district and congregational needs.

Although the District Executive supervises the Acting Program Consultant, it is expected that the relationship between and among all OMD Staff will be one of collegial cooperation and mutuality.

Applications will be accepted until Sept. 27. Email applications are preferred if possible. Please send

1. Cover letter
2. Resume
3. List of 5 references with contact information

To: Acting Program Consultant Search Team
jvanbecelaere@ohiomeadville.org

or use the following hard copy mail address:

Rev. Joan Van Becelaere
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Columbus OH 43085

Please contact Rev. Joan Van Becelaere with any questions,
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