

The First Unitarian Congregation of Ottawa

Job Description: Director of Lifespan Faith Formation

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Reports to: Senior Minister, Rev. Lara Cowtan
Supervises: Lifespan Faith Formation (LFF) Assistant, Teachers, Childcare Staff, and Volunteers
Status: ¾ to Full-time position, benefits

Position Overview

The Director of Lifespan Faith Formation (DLFF) designs, leads, and implements a comprehensive educational and spiritual development program that nurtures congregants of all ages. Working closely with the Senior Minister, staff, and lay leaders, the Director fosters a vibrant, inclusive, and intergenerational community aligned with the mission and vision of the Congregation.

Core Responsibilities

Program Leadership & Worship Collaboration

- Design and execute innovative lifespan faith formation and engagement initiatives.
- Plan and co-lead select intergenerational worship services in collaboration with the Senior Minister.
- Create and deliver engaging Time for All Ages segments during regular Sunday services.
- Develop and facilitate year-round intergenerational activities to deepen community connections, such as community game nights and adult/family programming around community dinners.
- Ensure all lifespan programming directly reflects and advances the strategic goals of the Congregation.

Staff & Volunteer Management

- Recruit, train, supervise, and support the LFF Assistant, teachers, childcare staff, and volunteer leaders.
- Oversee the implementation of the Our Whole Lives (OWL) sexuality education curriculum, including tracking and managing volunteer teacher certifications.
- Foster a collaborative, positive, and growth-oriented environment for all staff and volunteers within the program area.

Administration, Safety & Operations

- Manage the Faith Formation budget and maintain precise financial and administrative records, including tracking and reporting staff hours.
- Monitor, update, and strictly enforce Safe Congregations and other Religious Education (RE) safety policies to guarantee a secure environment for all participants.
- Act as the designated staff liaison and lead for specific congregational groups as outlined by the organizational structure.

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Presence & Team Integration

- Maintain a consistent on-campus presence, including working three out of four Sundays per month and major holidays (such as Easter and Christmas Eve).
- Participate actively in weekly supervisory check-ins and all-staff meetings.
- Establish regular, predictable weekly in-person office hours.
- Support overall staff cohesion by occasionally assisting with major community events outside the immediate scope of faith formation.

Communications & Engagement

- Market and promote Religious Education and Faith Formation programs effectively across internal and external communication channels.
- Engage with families and congregants to understand evolving spiritual and educational needs.

Required Qualifications & Experience

- **Education:** Bachelor's degree in religious education, theology, education, non-profit management, or a related field; or equivalent professional experience.
- **Experience:** Minimum of 3–5 years of experience leading educational programs, ideally within a faith community or non-profit setting.
- **Leadership & Management:** Proven track record of supervising staff and building, training, and motivating volunteer teams.
- **Curriculum Familiarity:** Prior experience with or knowledge of progressive religious education curriculums, with Our Whole Lives (OWL) certification or familiarity highly valued.
- **Interpersonal Skills:** Exceptional emotional intelligence, with the ability to communicate warmth, inclusivity, and professionalism to individuals of all ages and backgrounds.
- **Administration:** Strong organizational and budget management skills, with proficiency in modern office tech, database management, and communication tools.

Compensation & Benefits

- **Hourly Salary Range:** 32.50-38.00 per hour to commensurate with experience and qualifications.
- **Health & Insurance:** Comprehensive health, dental, and vision insurance
- **Retirement:** Employer contribution RRSP pension plan of 10% after meeting eligibility requirements.
- **Professional Development:** Dedicated annual budget and paid leave for professional development, continuing education, and credentialing.