

Skagit Unitarian Universalist Fellowship (SUUF)
Job Description

Title: Technology Lead
Reports to: Spiritual Development Committee
FLSA Status: Nonexempt at \$5,980/yr (\$23/hr)
Hours and schedule: 5 hours per week; Sunday 9:30am-12:30pm, other hours flexible
Date created or revised: 6/2022

Position Purpose:

Technology lead maintains technology needed for high quality worship services and oversees the operations of the multi-platform services to be viewed in person or via online applications.

Core Competencies

- Organization and Planning: Organizes information from speakers, celebrants, Spiritual Development committee to create high quality audio and visual for Sunday services.
- Vision and Purpose: Commitment to and knowledge of Unitarian Universalist Principles, values, history and worship.
- Trust and Integrity: Is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the ministry of the congregation
- Conflict Management: Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.

Essential Functions:

Develops appropriate visuals for the services, ensures that speaker and celebrant have appropriate a/v in place, operates multi-platform service. Maintains appropriate technology (hardware and software), coordinating with the board as needed for replacements or updates. Recruits and trains others to provide support service operations. May include but not limited to hosting Zoom, playing recorded material, showing slides, adjusting system volume as needed. The tech lead shall have oversight over all digital and communications technology and shall make recommendations to the board on such purchases.

Qualifications:

Qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

Skills/Knowledge/Physical Requirements:

- Demonstrates facilitation skills.
- Ability to lift 40 pounds.
- Vaccinated against COVID-19
- Proficiency with Zoom, a variety of professional audio and video equipment, slideshow program

How to Apply

Please send a letter of interest and resume to the following:

- office administrator at skagituu@gmail.com
- board president at pres@skagituuf.com
- board vice president at vpres@skagituuf.com

Skagit Unitarian Universalist Fellowship (SUUF)

Job Description

Title: Celebrant Lead
Reports to: Spiritual Development Committee
FLSA Status: Non-exempt \$3,120/yr (\$20/hr)
Hours and schedule: 3 hours/week, flexible schedule
Date created or revised: 3/2022

Position Purpose

Supports Celebrants through training, resource development, coordination with speakers, Service Lead, Tech Lead, and the Spiritual Development Committee

Core Competencies

Strong interpersonal relationship skills

Leadership skills, including the ability to recruit and nurture volunteers and Delegate tasks

Strong verbal and written communication skills, with the ability to speak

Comfortably before a congregation or other large groups

Proven commitment to being a positive role model and witness of the Unitarian Universalist faith

Strong organizational and administrative skills

Essential Functions

Recruit and train Celebrants

Create and maintain Celebrant schedule

Coordinate the communication between Celebrants and Speakers

Provide guidance and support for Celebrants as needed in choosing music and readings that are of interest across all ages

Create order of service when appropriate

Substitute as a Celebrant when appropriate

How to Apply

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- office administrator at skagituu@gmail.com
- board president at pres@skagituuf.com
- board vice president at vpres@skagituuf.com

Skagit Unitarian Universalist Fellowship (SUUF)
Job Description

Title: Service Lead
Reports to: Spiritual Development Committee
FLSA Status: Non-exempt \$1,560/yr (\$20/hr)
Hours and schedule: Approximately 1.5 hours/week, flexible schedule
Date created or revised: 3/2022

Position Purpose

Develops high quality services for all ages through recruitment of speakers in coordination with other members of the Spiritual Development Committee, Celebrant Lead, Technology Lead, and with other SUUF Committees. Primarily an administrative role, the coordinator will work independently on clearly defined tasks, as well as working closely with lay leadership.

Core Competencies

- Strong interpersonal relationship skills, with the ability to relate to and motivate people of all ages and backgrounds
- Leadership skills, including the ability to recruit and nurture volunteers and delegate tasks
- Strong verbal and written communication skills, with the ability to speak comfortably before a congregation or other large groups
- Proven commitment to being a positive role model and witness of the Unitarian Universalist faith
- Strong organizational and administrative skills

Essential Functions

- Recruit, schedule, and support Speakers
- Communicate with Speakers the process and expectations for intergenerational service
- Coordinate with other churches in shared services.
- Work closely with appropriate staff and committee members to communicate Speaker Schedule and needs. This might include but not limited to:
 - Speaker info made available for newsletter and order of service
 - Arrange appropriate reimbursement to speaker in line with budget
 - Facilitate communication about service specifics such as music and readings
- Seek appropriate permissions for use of YouTube services or videos and maintain list that may be used when a speaker is unavailable.

How to Apply

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