

Current Staff Descriptions for First Unitarian Church of Des Moines

Director of Finance and Administration (DFA)

Manages the administrative and financial aspects of our congregation, including facility oversight, human resources administration management, and supervision of administrative and custodial staff. Member of the Executive Team, along with the minister. .75 time position, supervised by Minister.

Director of Religious Education for Children and Youth (DRECY)

Oversees the Religious Education program for children and youth and is responsible for its operation and functioning. Full time position, supervised by Minister.

Director of Congregational Life (DCL)

Oversees the welcoming and integration of newcomers, manages Wednesday night all-church dinner/programming, coordinates adult affinity groups and classes, programs intergenerational activities, and supervises child-care staff. .75 time position, supervised by Minister.

Music Coordinator

Coordinates musical elements of weekly services and provides musical opportunities for members. Directs the choir, which performs at least once a month, and supervises the pianist. .25 time position, supervised by Minister.

Communications Coordinator

Manages the church's communication efforts, including editing routine publications (monthly newsletter, weekly order of service, and annual report), and overseeing electronic communications (weekly e-mail updates, posting of up-to-date website content, and electronic invites to church events). .25 time position, supervised by Minister and DFA.

Bookkeeper

Prepares the weekly deposit, accounts for pledge receipts and sends out regular pledge statements. Issues checks for accounts payable and payroll and keeps other financial-related records. .35 time position, supervised by DFA.

Custodian

Responsible for general maintenance and cleaning of building, and room set-up. .75 time position, supervised by DFA.

Office Assistant

Serves as the first point of contact in the office which includes welcoming and assisting visitors. In addition, her other duties include scheduling the facility for church events, maintaining the visitor's table, general office duties and overseeing the operation and maintenance of office equipment. .40 time position, supervised by DFA.