January 2026

PROGRAM DIRECTOR POSITION DESCRIPTION

Purpose of Position:
Keep the Board informed of committee, program, and team activities from different areas of the congregation (e.g., Religious Education, Membership, Caring Circle, social groups).

Term of Office:
Elected at Annual Congregational Meeting, term starting July 1 for three years.

Responsibilities:
- Attend one to two board meetings per month and additional meetings as necessary, for budget development or other topics. Board meetings are generally held online.
- Attend full-day board retreat at beginning of church year for team building and development of board goals.
- Act as liaison for teams with the board (see list below).
- Establish regular correspondence with team leaders to facilitate communication between teams and the Board. Each spring, gather annual reports from teams, to incorporate in the St. John's Annual Report.
- Meet periodically with all team leaders; the Program Director is not required to attend all team meetings but may choose to attend when they feel it's appropriate or have been invited by a team leader.
- Work with team leaders to help ensure there are no scheduling conflicts for major activities (e.g., auction, lunches, dinners, adult RE classes), and ask leaders to add their events to the public church calendar. As appropriate, note these events on the Board / Minister Calendar.
- Track volunteer needs for committees and teams. Work with Membership Team to help match members with volunteer needs (but not responsible for recruiting volunteers).
- As requested, serve as a resource for the Leadership Committee, sharing knowledge about congregational activities and leaders
- Participate actively in the discussion and decision-making processes of the board.

Gifts Required:
- Patience
- Organization
- Planning
- People Skills
- Responsibility

Amount of Time Required: 6 to 10 hours per month, including about 4 hours per month in Board meetings

When Ministry is Performed: Year-round

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Training Provided: Mentoring available from previous Program Director(s). UUA resources on leadership and board development.

Responsible to: Board; Congregation

Support Provided by:
- Other Board members
- Minister
- RE Director

Last revised: January 2026

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As of 2025, the following is the list of committees/teams supported by the Program Director, although some of these groups may be inactive or may not have an identified leader. See the latest copy of St John's Leader List to get specific, up-to-date contact info.

Religious Life Teams/Programs

- Adult Faith Formation
- Chalice Groups
- Chancel & Chapel / Worship Arts
- Children and Youth Programs
- Choir Team
- Compassionate Communication
- EarthSpirit (CUUPS)
- Enneagram
- Meditation
- OWL Coordinator
- Tai Chi

Teams and Team Leaders working within St John's

- Administration
  - Historian and Library
- Art Gallery
- AV & Technology
- Caring Circle
- Communications & Marketing
- Kitchen & Coffee
- Membership
  - Greeting
  - Spirit Connections
- Parliamentarian
- Property
  - Grounds/Garden

Social Groups

- Game Group
- LAFs
- Men's Group leaders
- Movie Club
- St. John's LGBTQ Community
- Young Adult Group