

Parent Group Coordinator Role & Responsibilities

First Unitarian Universalist Church of San Antonio

A living document created to support collaborative, inclusive, and spirit-centered leadership

Definitions of Roles within the Parent Group

Note: All of these roles are filled by volunteers who generously share their time and care.

To support shared understanding and collaboration, here are key roles in the Parent Group:

- **Coordinator** – A parent who helps guide the structure, flow, and communication of the group. The coordinator holds a behind-the-scenes leadership role focused on connection, organization, and empowerment. They create space for others to participate and lead.
 - **Facilitator** – A parent or guest who leads a specific Sunday gathering, discussion, or check-in. The coordinator may serve as a facilitator at times but often invites others to take on this rotating role.
 - **Guest Speaker** – Someone invited to share insight or lead conversation around a specific topic such as parenting, UU values, or community well-being.
 - **Parent Group Advisor** – A long-time group member (typically 2+ years) who offers continuity, context, and guidance. Advisors support the coordinator, serve as chat admins, and step in when needed.
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The Parent Group Coordinator is a welcoming, collaborative presence who helps nurture a strong, connected community of parents and caregivers. They work in partnership with the Director of Lifespan Religious Education (DLRE), the Adult Religious Education Committee (ARE), and fellow parents to foster trust, share resources, and support the faith development of families at First UU.

The coordinator role is rooted in the UU values of shared leadership, inclusion, and spiritual growth. It's not about managing people—it's about tending the space so others can meaningfully engage and lead.

Coordinator vs. Facilitator – What's the Difference?

The **Parent Group Coordinator** supports the overall rhythm of the group. They help with communication, scheduling, and encouraging participation. They may facilitate meetings at times but more often focus on creating opportunities for others to step into visible leadership.

A **Facilitator** is someone (usually a parent or guest) who leads a particular session, discussion, or Sunday check-in. The coordinator invites others into this role, rotating facilitators to reflect the group's shared voice and experiences.

In short:

- **The coordinator keeps the group connected and supported.**

- **Facilitators (or guest speakers) guide specific sessions or conversations.**

Accountability and Reporting

The **Coordinator is accountable to:**

- The Director of Lifespan Religious Education (DLRE)
- Members of the Parent Group

The **Coordinator reports to:**

- The DLRE
- The Adult Religious Education Committee (ARE)

The Ideal Coordinator

The ideal coordinator is someone who has been active in the congregation for at least 6 months to a year, as a member or friend of the church. They are a good communicator, comfortable supporting others, visible in the church community, and interested in nurturing a vibrant, welcoming space for parents.

They also serve on the ARE Committee, which includes monthly Zoom meetings, a yearly retreat, and a volunteer training—usually held toward the beginning of the school year in August or September.

This is a steady, relational leadership role. The coordinator isn't expected to have all the answers—they simply help the group stay connected, organized, and responsive.

An effective coordinator:

- Helps others access information and resources
- Keeps communication flowing and schedules clear
- Invites shared leadership and encourages participation
- Steps in only when necessary, and steps back to let others lead
- Models curiosity, kindness, humility, and trust

Experience with how the church functions can be helpful, but warmth and collaboration matter most.

Ways the Coordinator Supports the Group

The coordinator helps the Parent Group stay vibrant and connected by offering support in the following ways (either directly or by encouraging others to take the lead):

- Managing the Sunday sign-up sheet for facilitators/guest speakers
- Coordinating 3rd Sunday Family Greeters with the greeting team
- Inviting others to lead check-ins and discussion topics
- Ensuring someone facilitates the monthly Soul Matters session
- Welcoming new parents and offering group info/volunteer materials
- Noticing new families in the congregation and sharing RE/Parent Group info
- Offering gentle timekeeping during gatherings when needed

- Leading or inviting support for the annual covenant renewal
- Serving as group chat admin and refreshing the chat each church year
- Gathering group input before making changes
- Assisting with planning and communication around events
- Communicating ideas or needs to the DLRE, committee liaisons, and connecting with other committees (when no liaison is available)
- Encouraging others to take on leadership and committee liaison roles
- Collaborating with Parent Group Advisors for support and continuity

Who Are the Parent Group Advisors?

Advisors are 2–3 experienced parents who’ve been part of the group and congregation for at least 2 years. They offer historical insight, serve as backup when needed, and help hold the group's collective memory. Advisors are also group chat admins and, ideally, at least one is a former coordinator.

Important Note:

This is a living document and may be changed or amended at any time.

This role description is intended to be flexible and evolving. The coordinator and advisors review it each year to keep it relevant and supportive of the group’s needs.