



**Boise
Unitarian
Universalist
Fellowship**

Staffing Proposal for FY2027 Budget

Minister - Rev. Sara LaWall (full-time, 40+hrs/week) - serves as both Executive of org. & spiritual leader

Director of Communications & Operations - (full-time, 40 hours/week)

Keep Rachel in this position. Add communications vision, content creation & management, supervise & outsource website design/upkeep & social media volunteer or specialist. Continues handling high level financial support, HR and operational needs. Would pass off all low level admin (bookkeeping, data entry, facilities coordination, calendaring) tasks to other positions.

This position would supervise the following:

Facilities & Rental Coordinator - increase to 20hrs/week

Add all facilities coordination (*room scheduling, calendaring, custodial*), *bldg. Maintenance coordination, etc*)

Continues handling all rental inquiries & bookings

Bldg & Grounds Maintenance - 20hrs/month

Bookkeeping Service/Bookkeeper - apx. \$6,000

Use contract position or company until we are able to incorporate into an office staff position.

Program Support Specialist - (18hrs/week)

Areas of focus shift to include: Social Justice admin support (plate Partners, grant funds, specialized communications); worship, membership & special events, database management (in collaboration with all staff)

Director of Religious Education - (¾ time, 30 hours/week)

Directs & administrates Sunday morning RE for nursery - elementary, directs family ministry programming/initiatives beyond Sundays, helps coordinate adult RE program with volunteer support

This position may eventually supervise the following:

Youth & Young Adult Coordinator - (½ time, 20hours/week)

Coordinates youth programming (jr. high, sr. high, coming of age/boston bounders every other year); develops & coordinates young adult programming/ministry/community (could include: campus ministry, young professionals, etc)

OWL Coordinator - contract position focused solely on running OWL programs (budgeted at \$6,000 for the year for min 2 OWL classes per year.

Music Director - keep as is (¼ time, 10hrs/week) - directs choir, schedules guest musicians, works with minister to plan & prep music for Sunday Worship Services

A/V Coordinator - keep at 15 hours/week - handles A/V tech needs for Sunday worship & major events
Added additional funds in A/V support line to cover large events, memorial services, etc. outside of Sundays

Current BUUF Staffing Structure (as of FY26)

- **Minister - Rev. Sara LaWall** (full-time, 40+hrs/week) - serves as both Executive of organization & spiritual leader
- **Business Manager - Rachel Strong** (Full Time 40 hrs/week) - handles bookkeeping, facilities, operations, & HR
Rachel began with us in 2019 at ¾ time
- **Director of Religious Education** - (20hrs/week) - Coordinates Sunday morning religious exploration classes for children & youth, some worship responsibility
- **Program Support Specialist - Nancy Harms** (18hrs/week) - Calendar & Communications, worship, events, misc admin & program support
- **Music Director - Carrie Bastian** (10 hrs/week) - Directs choir, coordinates sunday morning music & special guests, occasional collaborator in worship planning
- **A/V Coordinator - Mike Lemieux** (15 hrs/week) - handles all A/V tech needs for Sunday morning worship and congregational Town Halls/Annual Meetings, consults on all tech equipment & needs, uploads worship videos to YouTube, (other tech support for additional programs comes out of the program budget)
- **Building & Grounds Coordinator - Greg Duffy** (20 hours/month) - misc maintenance needs inside and outside
- **OWL Program Project Coordinator - Sam Carter** contract position (\$6,000/year to run a minimum of 2 OWL programs)
- **Facilities & Rental Coordinator - Dawn Sparling** (10hrs/week) - handling our building event rentals only with some facilities admin support