

JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION JOB DESCRIPTION – DIRECTOR OF RELIGIOUS EDUCATION

Objectives of the Position

The Director of Religious Education (DRE), with the Religious Education (RE) Team and the Minister, collaboratively develops, oversees, and coordinates the congregation's faith formation program. The DRE performs the administrative tasks required by the program.

Primary responsibilities

Program design and administration

- Work with the RE Team, Minister, and Congregation to regularly refine the vision for the program
- Plan and administer faith formation programming:
 - Coordinate JRUUC's family ministry and RE program for children and youth, including program content and scheduling, in collaboration with the RE Team and Minister
 - Regularly evaluate age-group needs to ensure the program's continued sustainability
 - Support ongoing youth ministry, including the Our Whole Lives and Coming of Age programs, and regularly evaluate to fit the evolving needs of this age group
 - Identify needs for curricular resources, supplies, and equipment, and maintain them
 - Recruit, train, and support RE program volunteers
 - Record attendance for all RE and family gatherings
- Work with the Minister in creating thematic, holistic, accessible worship that addresses whole-family needs
- Conduct background checks for all RE volunteers, in accordance with the JRUUC Safety Policy

Sunday mornings

- Provide a thematic Time for All Ages three Sundays a month
- Provide supervision and activities for the "Busy Hands Corner" three Sundays a month, and arrange for activities and a volunteer to supervise on other Sundays
- Participate in and/or help lead worship, as needed
- Maintain a presence before and after worship to allow contact with the congregation

Communication

- Attend two weekly meetings: one staff meeting and one supervisory check-in; and planning meetings with the RE Team and/or Minister as needed
- Contribute RE happenings to weekly congregational email
- Maintain contact with member families via a weekly email message
- Make follow up contact with new and visiting families
- Maintain contact with the UU MidAmerica Region and the Liberal Religious Educators Association (LREDA) on religious education matters

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Primary responsibilities (continued)

Professional Development

- Operate within the context of the LREDA Code of Professional Conduct
- Participate in training and professional development opportunities through LREDA and other organizations, as available
- Membership in LREDA is strongly encouraged

Reporting

The Religious Educator is supervised by the Minister. *A background check is required.*

Core Competencies

The Director of Religious Education will demonstrate or develop:

- Skill in working with children and families
- The ability to work well with a team in a Cloud-based environment to collaborate on worship preparation, and to share information with supervisor and other staff members
- Strong organizational and communication skills, and the ability to be a self-directed worker
- Ability to connect with children and families
- A deepening understanding of Unitarian Universalism and our congregation's mission, structure, and policies

Compensation

\$7,920 annually, for an average of 10 hours per week at \$18.00 per hour, plus professional development funds of \$158.40 (2% of salary).