

Job Description: Director of Religious Education

PURPOSE: To develop and administer religious education for children and youth.

QUALIFICATIONS: Training and experience in Unitarian Universalist Religious Education and B.A. degree in education or related field preferred. Have a personal demeanor that allows for interacting with people of all ages in a professional and caring manner. Must possess excellent organizational and communication skills and pass a background check.

RELATIONSHIP: Reports to the Minister. Consults with the Religious Education Committee on:
Recruitment and training of teachers
Selection of curricula
Creation and distribution of yearly prospectus
Development of the structure and organization of the religious education program for children and for youth

RESPONSIBILITIES:

Programming:

Supervise year round Sunday religious education program for children and youth.
Arrange for and supervise nursery staff on Sunday mornings.
Coordinate with Minister in developing worship programs (Religious Education Sunday, Youth Sunday, monthly Religious Education participation in adult service, Intergenerational services, holiday services, etc.).
Implement registration process and maintain current enrollment records.
Organize and administer youth activities and programs such as Our Whole Lives sexuality education
Facilitate youth involvement in district and denominational programs, Rites of Passage, etc.
Provide support for families via both structured faith development offerings and less formal means.
Advocate to strengthen the role of religious education in the life of the congregation.

Communication:

Provide attendance numbers to congregational administrator.
Maintain office hours to provide accessibility to congregation.
Act as liaison and resource person to other church groups, including Hogwarts.
Write a monthly religious education column for the church newsletter.
Develop and nurture a strong, collaborative working relationship with the Religious Education Committee. Regular attendance at Religious Education Committee meetings is required.
Provide Web Master with current religious education information.
Write an annual religious education report.

Organizational duties:

Attend weekly staff meetings and supervision every other week.
Exercise final authority for selection of religious education teachers.
Ensure religious education teachers receive appropriate training.
Administer child safety programs and procedures.
Procure needed supplies within the allotted budget.
Maintain a curriculum library.

Professional Development:

Participate in professional development activities within the district and denomination.
Deal tactfully with other staff, volunteers, guests, and all members of the church community.

EMPLOYMENT STATUS: .625 FTE (equivalent to 25 hours per week)