

# **DIRECTOR OF RELIGIOUS EDUCATION JOB DESCRIPTION**

## **First Jefferson Unitarian Universalist Church**

1959 Sandy Lane  
Fort Worth, Texas 76112

Congregation: 161      Children and Youth: 50

Acting Director of Religious Education, August 15, 2010 – August 14, 2012, three-quarter time.

**PURPOSE:** The purpose of this position is to work with the leadership and membership of the congregation to provide religious education for the children and youth consistent with our UU principles and values.

**GOAL:** Continued quality religious education programming for children and youth, supporting the congregation's efforts in further development of religious education.

**ACCOUNTABILITY:** We are all accountable in covenant and mission. Managed by the minister, annually evaluated through performance review, the director of religious education reports to the Children and Youth Religious Education Council (monthly), the Board of Trustees (quarterly), and the Congregation (semi-annually).

**RESPONSIBILITIES:** To implement the plans and the goals for the Children and Youth Religious Education program as follows:

1. Have working knowledge of Unitarian Universalist curriculum on all levels and articulate curriculum goals.
  - Review RE curricula regularly
  - Publicize the RE program goals and activities through the Courier, the prospectus, and other means (e.g. bulletin board displays, hallway art, church announcement, mailings, etc.)
  - Make a commitment to self-development and training by attending Renaissance modules and Liberal Religious Educators Association (LREDA) events – professional expenses are intended for this.
  - Acquire or subscribe to RE resources available through the UUA (Reach packets, LREDA membership, RE listserv, etc.)
  - Attend some dinners (especially large church events) for a chance to communicate the faith
2. Initiate, coordinate, and communicate religious learning experiences for children, youth, and families.
  - Coordinate class participation and supervise as RE Sunday Worship Leaders monthly, participating as necessary in training children and youth for their roles.
  - Twice monthly prepare and provide the Story for All Ages for Sunday worship
  - Coordinate two-to-four Sunday worship services yearly (YRUU, Coming of Age, Senior Bridging, Holiday Pageant)
  - Coordinate or present nine Wednesday Vespers worship services yearly (Sep-May)
  - Plan the church school yearly calendar
  - Work with the Children and Youth RE Council to plan and implement or facilitate special programs and events (RE Open House/Feast for All Good Children, Halloween Party,

- Holiday Pageant, Tree Decorating Party, VALYUUs, Social Action Day, Easter, Teacher Appreciation, Family Picnics, Summer Weeklong Day Camp)
  - Hold parent informational meetings and obtain permission for courses such as Our Whole Lives.
  - Write and submit on time for the variety of media available for all-church communication: up-to-date online calendar, weekly all-church email, order of service announcements, monthly newsletter articles, emails, postcards, Facebook or yahoo groups.
  - Review and revise web content as needed.
- 3. Train and assist volunteer teachers in curriculum development and classroom planning.
  - Develop and support volunteer teachers through orientation sessions and opportunities to network with other RE teachers within and outside our church community.
  - Facilitate RE teachers' sharing of ideas and adaptations made to existing curricula.
  - Select curriculum in conjunction with the RE Council and teachers.
  - Develop and present an annual teacher training in August (approx 4-6 hours).
  - Publicize and attend the yearly NTAUUREs teacher training, usually in August
  - Present additional trainings as needed (e.g. Special Needs; Intergenerational Classes).
  - Visit RE classes to help teachers adapt curriculum, to suggest classroom management techniques, and become acquainted with individual children and youth.
  - Participate in youth lock-in planning, rally planning meetings, cluster middle school conference and at least one youth event yearly (e.g. Weekend Rally).
- 4. Manage Childcare Coordination.
  - Have working knowledge of nursery and large-group child care
  - Supervise the Childcare Coordinator to ensure adherence to the Operations Manual for Nursery and Childcare
  - Approve contract hires as suggested by the Childcare Coordinator
- 5. Coordinate administrative responsibilities.
  - Provide for student registration.
  - In conjunction with the RE Council prepare RE budget for board approval and monitor RE expenses.
  - Monitor use and maintenance of facilities and equipment, such as AV equipment, supply inventory, classrooms and materials. Purchase supplies and materials as needed.
  - Maintain current registration and attendance records; make these available for teachers, church governance, membership and other church use.
  - Administer the child protection policy for RE activities including conducting criminal background checks on RE volunteers and child care workers.
  - Assist with administration of the Youth Program.
  - Meet with the RE Council and other Committees as needed to provide an RE perspective. The DRE will be an *ex officio* member without vote of the RE Council. The DRE will report to the RE Council at its regular meeting, bringing to its attention specific concerns as they arise.
  - Submit written reports for the regularly scheduled congregational meetings, usually in May and December, Board meetings and RE Council meetings.
  - In conjunction with RE Council, recruit and train teachers and arrange for teacher substitutes.
  - Conduct and report on a yearly evaluation of program (i.e. Family Town Hall)
  - Oversee the RE library system including acquisitions.

**EDUCATION & TRAINING:** Knowledge of and commitment to:

- Unitarian Universalist Principles and Purposes
- Child development and age appropriate behavior and needs, infant through young adult
- Unitarian Universalist curricula and youth program philosophies

- Training and supervision of adult volunteers

**QUALIFICATIONS:** The incumbent will be able to demonstrate capabilities in the following areas:

- To articulate and communicate a vision of religious education for children and youth.
- To identify and develop resources within the church community.
- To work with minister, lay leadership, and parents in a variety of roles.
- To provide leadership for adult volunteers and paid staff.
- To relate to children and youth in a manner consistent with UU values.
- To plan, organize, and carry out a variety of programs and experiences for children and youth that are designed to expand their knowledge and understanding of UU Principles and Purposes.

**COMPENSATION:** Per UUA recommended Salary Range for UUA Congregations, Jan. 1, 2009 – Dec. 31, 2010, prorated for  $\frac{3}{4}$  time at the minimum level for a mid-sized congregation:

RELIGIOUS EDUCATION	SALARY	10% UUA PENSION	80% UUA HEALTH PLAN	10% PROF. EXPENSES	VACATION	TIME OFF WEEKLY
Credentialed Religious Educator – Associate Level	23,850.00	2730.00	4000.00	2730.00	2 weeks	2 days, consecutive
Religious Educator	22,575.00	2655.00	4000.00	2655.00	2 weeks	2 days, consecutive

Authorizing Signatures:

\_\_\_\_\_ Date \_\_\_\_\_  
 Director of Religious Education

\_\_\_\_\_ Date \_\_\_\_\_  
 Minister

\_\_\_\_\_ Date \_\_\_\_\_  
 President, Board of Trustees