

Director of Religious Education Job Description

Name and Address of Congregation: Unitarian Universalist Society of Wellesley Hills, 309 Washington Street, Wellesley, MA 02481; 781-235-7423; uuwellesley.org

Size of Congregation: 242

Size of Religious Education Program: 80 registered infants, children and youth

Title: Acting Director of Religious Education (DRE)

Time Frame: Up to Full-time, 40 hours a week, including Sunday mornings

Role: The DRE will proactively support and maintain an innovative, superior religious education program for children and youth at UUSWH. This program will provide a basic understanding of Unitarian Universalism, encourage youth to develop their own religious identity, and inspire children and families to be part of the church community. The DRE also will serve as youth advisor, and oversee the Our Whole Lives program (Junior Youth) and the Coming of Age program (Senior Youth).

Statement of Accountability: The DRE is responsible to the minister.

Responsibilities:

With the support of the Religious Education Committee

- Research, review and recommend developmentally appropriate curricula to the RE Committee. Adapt available curricula to meet the needs of the church community.
- Recruit, train, schedule and support volunteers, facilitators and youth advisors within our cooperative teaching environment. Inspire and motivate volunteers.
- Promote and publicize the RE program through the newsletter, the religious education prospectus, e-mail, website, and other available means of communication.
- Formally solicit feedback, using a variety of information gathering techniques, to evaluate the ongoing program in terms of achievement of the program vision and the needs of the church community.

Coordinate the Sunday RE program on a weekly basis for nursery through high school attendees.

Plan a structured, 15-30 minute worship experience in our chapel on intermittent Sundays for the K-6 population.

Plan intergenerational services and special events with the minister.

Be a supportive and nurturing presence to children, youth, parents, and RE volunteers, serving as an enthusiastic resource. Actively engage all children and youth as they build connections with the RE program, with one another, and with the congregation-at-large.

Administer a comprehensive and forward-thinking RE program that supports the principles of Unitarian Universalism: maintain registration, attendance and legal information; provide records to the RE Committee, congregation staff and governing board.

Maintain an office and religious education resources, library, supplies, and equipment. Create and maintain the budget for the RE program. Manage expenses within the budget.

Welcome and orient new families to our congregation and the RE program. Creatively, regularly and proactively publicize the RE Program and special events to the congregation and the wider community.

Attend and participate in meetings of the RE Committee and congregation staff and, as needed, of the governing board.

Work with the minister and other committees of the church to integrate the RE program into the life of the church.

Seek and pursue professional development through religious education training, district and area religious education conferences, and workshops.

Knowledge, Abilities and Skills:

- Familiarity with Unitarian Universalist principals, values, UU RE philosophy and RE curricula
- Strong organizational, interpersonal, communication and marketing skills
- Ability to prioritize and handle a wide variety of tasks efficiently
- Ability to work independently and in collaboration with staff and volunteers
- Familiarity with different styles of learning, teaching strategies and developmental stages of children and youth
- Ability to recognize and respond to children's and volunteers' needs
- Creativity
- Warm, inviting individual in which families and youth can easily engage or ask questions.

Compensation: Salary and benefits commensurate with UUA guidelines; vacation; professional development expenses.

Interested applicants should send their resume to Nena Radtke at nradtke.uuswh@verizon.net.