

## **VII. Job Description**

### **Director of Religious Education** **Job Description – Revised March 2020**

The Director of Religious Education (DRE) position at the UU Congregation of South County (UUCSC) is a 20-hour/week position. The program currently includes Nursery, a main classroom for K-8th grade, and a Junior Youth Group, a Senior Youth Group is also coordinated based on demand. The programs follow the monthly theme (currently Soul Matters), helping to align RE with the same themes addressed. In Worship and Small Groups. Our (RE) program is a place of religious *exploration*, where we encourage children to form a strong sense of self-identity, compassion for others, an awareness of social justice, and a connection to the natural world.

The new DRE would grow and strengthen a strong, existing program. That individual will bring either a UU faith or sufficient understanding to lead from that orientation. While well supported by the RE Committee and staff, there is ample space to shift and alter programming to try new approaches including the possibilities of more multigenerational activities and/or a reorientation to a lifespan faith formation approach. In addition to the requisite experience, it is the intangibles that are being sought – a passion for social justice, an open mind, and, of course, a love of children and families.

**Supervised by: The Minister**

**Collaborates with The Religious Education Committee on general program direction.**

**Responsible for:**

#### **Volunteer Recruitment, Training, and Support**

- a. Recruit volunteers in May or prior for the upcoming year (annually)
- b. provide training at the start of the church year or periodically as needed (annually)
- c. Communicate directly with the volunteers each week and ensure classrooms with all have necessary supplies needed for Sunday (weekly)
- d. send reminders to each teacher prior to the beginning of the session
- e. select youth advisors with the RE Committee

#### **Safety**

- a. maintain the physical safety of the classrooms (weekly)
- b. regulate checkout procedure (weekly)
- c. organize and implement fire drill in coordination with the congregational safety team (yearly)
- d. follow through and complete teacher background checks in a timely manner

#### **Administration**

- a. register all families within the first month of RE classes (annually and ongoing)
- b. update and maintain RE registration and attendance records (on-going)
- c. update and maintain all emergency information cards (on-going)
- d. attend relevant meetings: Staff, board, meetings with RE chair (on-going)
- e. Update RE Handbook (as needed)
- f. In cooperation with the RE chair, develop agenda for RE committee meetings

### **Communications**

- a. manage RE e-mail (regularly, within posted hours daily)
- b. provide a monthly calendar for the newsletter (monthly)
- c. write and submit a monthly report to the Board (monthly)
- d. greet and welcome newcomers and visitors

### **Maintain and update curriculum resources**

- a. maintain a diversified curriculum providing all children with a broad and comprehensive religious education (annually)
- b. maintain children's library with books relevant to UU principals (ongoing, weekly)
- c. be aware of new offerings and obtain them as needed (as needed)
- d. Update the program brochure as needed (yearly)

### **Professional Development**

- a. participate in annual performance review (annually)
- b. participate in regional professional development gatherings and offerings as needed.
- c. pursue professional reading and reflection
- d. join LREDA, the liberal religious educators association) and attend chapter meetings
- e. Actively work toward DRE credentialing if not already achieved

### **Facilitate Worship and Special Celebrations**

- a. Serve as Lead Teacher, as needed (weekly)
- b. coordinate with minister on providing the entire congregation with an intergenerational worship service (quarterly)
- c. create and implement a minimum of 2 special events (holiday event, maypole celebration, etc.) (annually)
- d. coordinate with the minister or worship leader each week regarding a Time for All Ages (all worship weeks)
- e. In coordination with RE Committee, lead a Sunday morning RE service.

### **Manage Nursery Staff**

- a. recruit and hire nursery staff (annually)
- b. provide training for nursery staff and babysitters (annually)
- c. oversee nursery care (weekly)

### **Maintain Supplies and Records**

- a. maintain attendance records
- b. collect and manage family/child registration database (as needed)
- c. prepare, manage and report on the RE budget (quarterly)

- d. spend and manage RE funds (as needed)
- e. maintain background check records (quarterly)
- f. store all documents of a personal nature in a locked file cabinet (annually)
- g. purchase and maintain supplies in each classroom, making sure supplies are removed when no longer needed (weekly)

**Serve as a liaison between families and the church**

- a. maintain regular office hours (weekly)
- b. create a mutual plan with families for managing disruptive behavior (annually and as needed)
- c. check in with families after extended absences (as needed)
- d. develop a path for open communications between families and the church

**Manage Junior and Senior Youth Group**

- a. provide Youth Group advisors with updated registration and emergency information (annually and on-going)
- b. Provide programming direction for advisors.
- c. coordinate with advisors about the Youth Service
- d. coordinate with advisors regarding on sight youth CONs
- e. r weekly communication with parents so that they feel informed and part of the program
- f. plan and coordinate bridging ceremony with advisors