

Job Description for Director of Religious Education First Parish of Sudbury Unitarian Universalist

FPS - RE Program Mission & Goals:

The Staff at FPS functions as a team where each member has an individual ministry. We see the whole congregation's ministry as religious exploration. We are learning and exploring moral, spiritual, ethical and religious issues all the time.

Description of FPS RE Program: Currently RE at FPS offers programming for infants (our nursery) through middle school, including Spirit Play and UU Explorers as well as Coming of Age and Our Whole Lives.

Accountability: The Director of Religious Exploration directly reports to the Minister and is accountable to the RE Committee.

Position: The DRE will work an average of 20 hours per week for 44 weeks each year, from about late August to late June, exact dates to be agreed upon with Minister.

Knowledge, Skills: Love for and patience with children of all ages, and an understanding that not all children learn the same way or develop at the same pace. Ability to modify and adapt individual lessons and general curricula to follow the interests, meet the needs and maximize the engagement of all children as necessary. Good relational, organizational, administrative, and volunteer management skills. Must be able to listen well and communicate effectively. Delegation skills, the ability to motivate people, and effective use of teamwork are critical. Initiative, ability to encourage others, knowledge of religious education philosophy and Unitarian Universalist curricula.

Responsibilities: It is understood that the various facets of this job will be accomplished as time and talents allow.

- Recruit, develop, coordinate, and support volunteers, with the help of the R.E. Committee
- In collaboration with the CORI administrator, ensure all volunteers have been CORI checked
- Coordinate and develop RE curriculum across the age-groups and learning differences
- Provide leadership for RE Committee for goal setting and development of philosophy of religious growth and learning across the age groups (possibly including adults as program grows)
- In collaboration with the Marketing & Communication Coordinator, publicize RE program to FPS congregation and larger community through the use of the FPS website, e-mail, and other social media platforms
- Work with Minister and other lay leaders to attract new families to FPS and help to grow the congregation and RE program.
- Administer RE budget, maintain RE files & records
- Publish Religious Education brochure/prospectus
- Maintain and manage RE resources, supplies & equipment
- With Minister and RE Committee, plan & participate in special & intergenerational events such as Youth Sunday, Rites of Passage, and community outreach events
- Attend district and area religious education conferences and workshops
- Meet with the Minister on a weekly basis to better coordinate the RE program with the overall education and ministry of FPS.
- Attend meetings of the RE Committee, Staff and others as required
- Provide counsel to FPS children and families as requested
- Maintain appropriate professional standards of fairness and confidentiality
- Demonstrate skill in interpersonal relations and group dynamics; ability to listen and communicate effectively with staff, church leadership, children and their families as well as RE volunteers