

Unitarian Universalist Church of Delaware County

Position: Director of Religious Education

In alignment with our congregation's mission, covenant, purpose, and principles, the Unitarian Universalist Church of Delaware County (UUCDC) pursues a lifespan Religious Education (RE) program. The Director of Religious Education (DRE) has primary responsibility for the vision and implementation of programming for children pre-school through 8th grade. The DRE also supports lay leaders to plan and deliver youth and adult RE programs. The DRE is a member of UUCDC's senior staff, reporting to our Minister and working closely with our Religious Education Council (REC).

Core Responsibilities include but not limited to:

Children's RE Programming (80% of overall responsibility)

- In cooperation with REC evaluate and plan annual curricula for approximately 50 children (preK-8th).
- Set up facilities, provide supplies, arrange for music and guest speakers, etc.
- Recruit, train, motivate, and support the numerous volunteers who teach and who coordinate the tasks necessary to successfully deliver weekly age specific classes.
- Ensure compliance with all pertinent UUA and UUCDC safety, privacy, and parental/child notification and consent guidelines.
- Design and conduct weekly RE Chapel (preK-6th).
- Coordinate multi-age large group sessions approximately 6 times a year (preK-6th).
- With the Minister design and deliver intergenerational worship services approximately 8 times a year.
- Develop programs responsive to children's needs.

Youth RE Programming (15% of overall responsibility)

- Oversee and support volunteer leadership teams that coordinate Middle School Activity Groups, 9th Grade Coming of Age Program (COA), and Grades 10-12 Youth Group. Oversight includes leadership recruitment and training, budget, and administrative tasks.
- Ensure compliance with all pertinent UUA and UUCDC safety, privacy, and parental/youth notification and consent guidelines.
- Liaison with the volunteer leadership teams to ensure their efforts are consistent with the church's lifespan RE program.
- Adult RE Programming (5% of overall responsibility)
- Support leadership team as needed.
- Liaison with the leadership team to ensure their efforts are consistent with the church's lifespan RE program.

Church Leadership:

- Attend REC meetings, Staff meetings, and Lay Leadership Council meetings as needed.
- Interface with Rose Tree Day School Director as needed
- Together with REC develop annual budget. Oversee departmental spending.
- Prepare annual reports for the RE program.
- Work with church administrative staff to ensure proper and timely completion of any related tasks such as registrations, permission slips, background checks, attendance reports, facility reservations, mailings, copies, and word processing
- Communicate to the congregation regularly about RE programs through the monthly *Focus*, weekly Order of Service, weekly Digest, meetings, website, email, and the annual Program Prospectus.
- Serve as a confidential resource for church members (adults/parents, youth, and children) who are in need of pastoral care; inform our minister and arrange appropriate resources for members in need.
- Address special needs for children and youth.
- Continue professional development through participation in renaissance modules, and membership and participation in DSAREC. Develop collegial relationships within the local community and UU district.

Core Competencies:

- Know, affirm, and model UU principles and values
- Be organized and be able to multi-task, prioritize, and delegate
- Thrive in a team environment
- Be creative, energetic, and flexible (comfortable with frequent invasions of space and interruptions)
- Demonstrate strong interpersonal skills
- Communicate effectively using available technologies.
- Feel successful in an environment where the ideal RE program is constantly sought but never realized

The UUCDC DRE is a 30 hour per week, 11 month per year position (from August to June). Schedule is flexible with commitment to Sunday service (with one Sunday per month off) and scheduled meetings.

Compensation is commensurate with experience and is consistent with UUA Fair Compensation Guidelines. Anticipated salary range is \$26,800 - \$36,200.00. Benefits package is available.