

Northshore UU Church

Part-time Religious Educator Job Description

Job Title: Director of Religious Exploration

Education/Experience: Experience teaching children of various ages and working with parents and volunteers. The DRE will have familiarity with the principles of Unitarian Universalism, knowledge of child development, teaching strategies and religious education youth curriculum. The DRE will have a willingness to improve and expand knowledge and skills as necessary and appropriate.

Role: The role of the DRE is to provide 13 hours a week of leadership, inspiration and practical assistance to coordinate, administer and implement religious education programs for children and youth (nursery through high school) throughout the regular church year (September 1st through June 30th).

Working Conditions/Environment: The program is conducted on Sunday mornings from 10am-Noon in RE classrooms and the church library. Youth Group occurs two Sunday evenings a month from 6-8 pm at Northshore UU Church. There are occasional sleep-over events that may require DRE supervision.

The DRE will conduct business from the church office or from home. The DRE will prepare a monthly report to the church leadership (such as Minister, chairperson of the RE committee) and REC for distribution to the Board of Directors. The DRE is required to attend monthly REC meeting (usually held on Sundays after Sunday school). The DRE is supervised by church leadership and works cooperatively with the church staff through interpersonal communication and/or by attending staff meetings. Region-wide meetings and trainings are held at various places and local travel may be necessary.

Description of Duties:

- Oversee RE youth program on Sundays, being available to teach or intervene in behavior management as needed.
- Assist with recruitment to the wider North Shore community to increase participation in the program. Work in cooperation with the REC. Delegate duties that can be performed by members of the REC or other volunteers.
- Recruit, organize, train and support teachers and volunteers, ensuring fulfillment of the Safe Congregation policy. Communicate regularly with teachers and other volunteers to determine ongoing training needs and provide guidance as needed. Be available to consult with teachers and parents regarding RE classroom management.
- Develop and oversee a system for the acquisition and distribution of curriculum and classroom materials to be supplied in time to complete advance preparations for Sunday assignments.
- Maintain RE records, including registration and attendance records. Develop and oversee a system for the organization and maintenance of the RE files and materials.
- Attend monthly meeting of the REC. Provide budget, registration, and attendance information as requested by the staff, Board, and congregation. Meet with the Minister and/or RE Chair as needed by phone or in person.
- Communicate with parents and members of the congregation, keeping them informed of RE goals and activities by using media such as an RE brochure, monthly newsletter articles, information published in the Sunday Order of Service, in the weekly announcement- *Good Things Are Happening* and/or the insert- *This Week in RE*, as well as individual conversations as necessary and appropriate.
- Seek and pursue professional development: undertake religious training, acquire Religious Education credentials, network with other DREs, read journals and professional literature, consult with minister. Share information with teachers, committees, and parents.

Shared responsibilities with the Religious Exploration Committee:

- Formulate the philosophy, policy, and goals of the RE program; make decisions regarding class groupings and curriculum; evaluate the RE youth program, and prepare an annual RE budget and report to the Minister and the REC to be submitted to the Board of Directors by January 1st.
- Assist with preparation of the RE youth brochure. Collect registration forms and track RE accounts.
- Be an advocate for children and their families. Find creative ways to attract and involve the larger church community in the RE youth program. Develop an on-going relationship with other churches, community leaders and civic leaders.
- Facilitate seasonal celebrations. Develop resources for families and parenting support (libraries, announcements of family information and activities, parenting information, and workshops).
- Recruit, support, and appreciate RE teachers, helpers, and REC members.
- Greet and engage visiting parents and children.
- Organize and implement community service opportunities for our youth.