

JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION
DIRECTOR OF RELIGIOUS EDUCATION

This job description is intended to outline the expectations between the Director of Religious Education and the James Reeb Unitarian Universalist Congregation (JRUUC).

Objectives of the Position

The Director of Religious Education (DRE), with the assistance of the Religious Education Committee for Children and Youth (RE Committee), will develop, oversee, and coordinate the children and youth religious education program (RE Program). The DRE and the RE Committee work together to shape and hold the vision for the RE Program.

Primary responsibilities include:

Program design and coordination

- Work with the RE Committee and the Congregation to develop and regularly refine the vision for the RE Program.
- Plan and administer Religious Education (RE) programming for children and youth.
 - Recruit, train, and support volunteer teachers and assistants.
 - Choose curricula that are consistent with the vision for the RE Program, in consultation with the RE Committee.
 - Support ongoing youth programming, and regularly evaluate the programming to fit the evolving needs of this age group.
 - Regularly evaluate classroom sizes and age-group needs to ensure the program's continued sustainability.
 - Maintain supporting documents.
- Assist the Minister or lead the RE Committee in creating and leading multigenerational worship as needed. Participate in planning for Christmas Eve and other services as needed.
- Work collaboratively with the Minister and Music Director on theme-based ministry.
- Conduct background checks for all RE volunteers, in accordance with the JRUUC Safety Policy.

Sunday mornings

- Serve as Sunday Coordinator three Sundays a month during September through May, and two Sundays a month during June through August.
 - Communicate with and greet parents and children.
 - Ensure full teacher and assistant staffing.
 - Rotate among classrooms to ensure adequate adult presence and to assist as needed.
 - Identify needs for curricular resources, supplies, equipment, and snacks, and maintain them.
- Provide the Message for All Ages at the request of the Minister, Worship Leader, or Worship Associate with at least week's notice.

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Communication

- Attend monthly 2-hour RE Committee meetings, and two 1-hour staff meetings per month.
- Write monthly newsletter articles and contribute to weekly congregational email, focusing on RE families; write weekly reminder emails to teachers.
- Conduct other communication as needed, including:
 - Make follow up contact with new and member families.
 - Call visitors who indicate interest in RE on their Visitor Information Card.
 - Solicit snack donations from congregation.
- Maintain contact with the UU MidAmerica Region and the Liberal Religious Educators Association (LREDA) on religious education matters.

Professional Development

- Participate in training and professional development opportunities through LREDA and other organizations, as available.
- Membership in LREDA is strongly encouraged.

Reporting

The Director of Religious Education is supervised by the Minister.

Core Competencies / Qualifications:

Minimum qualifications:

- Training or experience in working with children and families
- Strong organizational and communication skills, and be a self-directed worker
- Desire to connect with children and families
- Familiarity with Unitarian Universalism
- A Bachelor's degree is preferred

The ideal candidate will have training and/or experience as a Director of Religious Education in a Unitarian Universalist setting.

A criminal background check is required.

Compensation

\$15-18 per hour for 12-15 hours per week, commensurate with experience.

The compensation package will include some professional development funds.

Please send your letter of interest, resume, and a personal and a professional reference, to:

James Reeb UU Congregation
Attn: DRE Search Committee
2146 E. Johnson Street
Madison, WI 53704
office@jruuc.org