

JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION
RELIGIOUS EDUCATOR

Objectives of the Position

The Religious Educator, with the Religious Education (RE) Team and the Minister, will collaboratively develop, oversee, and coordinate the congregation's faith formation program. The Religious Educator performs the administrative tasks required by the program.

Primary responsibilities include:

Program design and administration

- Work with the RE Team, Minister, and Congregation to regularly refine the vision for the program.
- Plan and administer faith formation programming.
 - Program coordination, including program content and scheduling, is done collaboratively with RE Team and Minister.
 - Oversee class scheduling.
 - Maintain attendance records.
 - Recruit, train, and support volunteer teachers and assistants.
 - Ensure full teacher and assistant staffing when needed.
 - Identify needs for curricular resources, supplies, and equipment, and maintain them.
 - 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.
- Work with the Minister in creating and/or leading multigenerational worship as needed, including a Christmas Eve service.
- 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:
 - Communicate with and greet parents and children.
 - Rotate among classrooms to ensure adequate adult presence, to assist as needed, and to ensure that teachers have the necessary supplies, and equipment.
 - Ensure that attendance is taken in all classrooms.
- Participate and/or help lead multigenerational worship, as needed.
- Provide the Message for All Ages at the request of the Minister, Worship Leader, or Worship Associate with at least a week's notice.

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Communication

- Attend one 2-hour planning meeting with the RE Team and the Minister, two half-hour staff meetings, and one 1-hour supervisory meeting per month.
- Contribute to weekly congregational email when needed, focusing on RE families; write weekly reminder emails to teachers.
- Maintain contact with member families.
- Make follow up contact with new and visiting families.
- 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 Religious Educator 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 in religious education in a Unitarian Universalist setting.

A criminal background check is required.

Compensation

\$8,580 annually, for an average of 10 hours per week at \$16.50 per hour.

The compensation package will include some professional development funds.