

Director of Religious Education (DRE)

Unitarian Universalist Society of Fairhaven,
192 Green Street
Fairhaven, MA 02719

NATURE AND PURPOSE OF WORK:

This position is of the Director of Religious Education of the Unitarian Universalist Society of Fairhaven, a locally governed, chartered, non-profit society serving the religious and other needs of its members and friends in the community at large. The Society is a supporting member of the Unitarian Universalist Association.

RESPONSIBILITIES:

I. Planning and organization

- a. recruit, train and support nursery caregivers, teachers, and youth advisors
- b. plan and implement curriculum chosen by the Committee on Education
- c. keep abreast of new materials and methods and bring these to the attention of the Religious Education Committee
- d. plan, lead or provide resources and support for worship experiences for children and youth
- e. share responsibility with minister and the director of music for planning and leading intergenerational worship
- f. share responsibility with minister for planning, scheduling and leading adult education programs

II. Communications

- a. maintain regular announced office hours
- b. publish yearly Prospectus for the Religious Education Program to be distributed to church newsletter mailing list and potential newcomers and to be placed in literature racks
- c. write a religious education article for the church newsletter
- d. encourage increased child and youth enrollment and attendance

- e. inform parents of books and other resources pertaining to parenting and family life
- f. inform children, youth and parents of programs and activities through flyers, email, mail or phone, etc.

III. Administration

- a. register new children and maintain attendance records
- b. keep inventory of materials and curriculum stored in Harrop Center and secure supplies and equipment requested by teachers
- c. receive church school offering and deposit it with the church collector
- d. maintain the religious education library
- e. maintain a petty cash fund
- f. share oversight of use and maintenance of Harrop Center with Office Administrator and Property Committee

SCOPE AND EFFECT OF WORK:

The concept of religious education to be followed by the Director of Religious Education shall be, in the broadest sense, compatible with the tenets of the Unitarian Universalism. More specifically, it shall be established by the Religious Education Committee (REC), based on diligent and continuing inquiry among, and in communication with, the parents of the children and youth and concerned members of the Society. The concept would necessarily include appropriate Sunday morning Religious Education Program.

SUPERVISION AND GUIDANCE:

The Director of Religious Education will be immediately responsible to the Religious Education Committee, as described in the By-laws of the Society, which shall periodically review the director's performance. All major decisions concerning the religious education, its children, youth and teachers shall be made with the REC. All money spent beyond petty cash must be approved by the chairperson of the REC.

The position of Director of Religious Education requires:

1. Commitment to the philosophies and goals of the Unitarian Universalist movement.
2. Recent direct experience in religious education or some phase of education.
3. Leadership ability
4. Initiative and imagination
5. Tact and diplomacy
6. Ability to establish rapport with individuals and with groups
7. Dedication to children and youth
8. Understanding of problems and needs of today's youth
9. Willingness to pursue opportunities for further professional growth

PERSONAL WORK CONTACT:

The Director of Religious Education shall be expected to fulfill a work schedule established by conference with the Religious Education Committee. The DRE shall meet regularly with the minister and other church staff. The DRE will supervise any volunteered or paid assistants (youth advisor, music leader, RE Assistant, etc) to the Religious Education program. The DRE will make every effort to attend meetings, denominational conferences and workshops requested by the Committee on Education and to participate in other activities of the church. In addition, the DRE is encouraged to make use of UUA and BCD resources.

SUBMIT RESUME and LETTER of INTEREST to

DREsearch@UUFairhaven.org