

ACTING COORDINATOR OF RELIGIOUS EDUCATION

Unity Church of North Easton
9 Main St.
North Easton, MA 02356

phone: 508-238-6373
e-mail: office@unity-church.com
web site: www.unity-church.com

JOB DESCRIPTION

- POSITION TITLE** Acting Coordinator of Religious Education (CRE), ¼ Time
- OBJECTIVES** With support of the Minister, Lifespan Religious Education Committee (LREC) and volunteers from the congregation, the CRE develops, implements, and administers a Lifespan Religious Education program that nurtures a UU identity among Unity's children and young adults.
- ORGANIZATION** Unity Church is Welcoming, Fair Share, Fair Compensation, congregation in the Ballou-Channing District of Massachusetts. Though historically small, usually 115-130 members any given year, our membership is extremely active in its committees, covenant groups, social action, and community work with high participation by members and friends. We have a \$160K budget supplemented by several trusts for maintenance, RE books, and our music program. Our physical home is a 134 year old historic artistically and architecturally significant building currently undergoing a critical restoration, led by members of our congregation.
- Program has 44 children enrolled
 - Average Fall attendance: 34
 - Average Winter/play attendance: 17
 - Average Spring attendance: 10
- STATEMENT OF ACCOUNTABILITY** Per the Unity Church of North Easton by-laws, the Minister will directly supervise the CRE. The CRE will work closely with the Minister with regards to setting performance goals and evaluating performance.
- WORK HOURS** Part-Time, 10 Hours per week x 10 months per year:
- At church on Sundays at least from 9:30 to noon to supervise the morning Religious Education program
 - Other times, as needed, to maintain curricula and prepare materials for classes
 - One to two evenings per month for meetings
 - Be available to parents and teachers as needed
- ESSENTIAL FUNCTIONS**
- I. Administer the youth Religious Education Program
 1. Work closely with Minister and the LREC to review, plan, and prepare curricula and materials (5 hours per week)

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2. Develop and present worship for children and youth (2 hours per week)
3. Support and assist youth programming (1 hour per week)
- II. Staff and Support the Religious Education Program
 1. Recruit, develop, and support volunteer teachers at all levels with the assistance of the LREC in accordance with our Safe Congregation Policy (1 hour per week)
- III. Publicize and Communicate
 1. Advocate for and publicize the religious education program through the church newsletter, church midweek message, and other means (1 hour per week)

OTHER RESPONSIBILITIES SHARED WITH LREC

- Motivate children and youth from Pre-K through High School to participate in Sunday Services, inter-age and intergenerational social events, and community action projects
- With the minister, organize and implement intergenerational Sunday Services
- Prepare the RE calendar in cooperation with the LREC and Minister
- Schedule volunteers
- Nurture and support volunteer teachers in a variety of ways including but not limited to regular contact and one-on-one assistance with challenging situations
- Attend monthly LREC meetings, and Congregational Meetings as needed
- Keep abreast of new resources, curricula, educational philosophy, and other information that would enhance the Religious Education Program
- Assist with coordinating Spring Play
- Provide budget input and recommendations

EXPERIENCE, KNOWLEDGE, AND SKILLS DESIRABLE

1. Level 2 UUA Credentialed Religious Educator status or in process preferred
2. Experience and/or degree in a field related to education or human services is desired
3. Strong understanding of children's styles of learning and their needs in a religious community
4. Excellent relational, organizational, administrative, communication, and volunteer management skills
5. Must be able to listen well and communicate effectively by both oral and written means
6. Delegation skills, the ability to motivate people, and effective use of teamwork are critical
7. Knowledge of UU philosophy, curricula and religious education resources

COMPENSATION: Salary within UUA guidelines for a ¼ time CRE.

NOTE: In accordance with our Safe Congregation Policy, all staff members and volunteers are required to complete a criminal background check before final decisions for employment and/or volunteer work are made. Successful candidate will be required to sign Safe Congregation Policy.