

Director of Religious Education Job Description

Second Unitarian Church
3012 S. 119 St. Omaha, NE 68144

<http://www.secondunitarianomaha.org/>

Job Title: Director of Religious Education (DRE)

Salary: \$16,000 - \$17,468, professional expenses \$1200-1400

Hours: 28 hours a week, 11 months a year

The DRE is expected to have regular office hours as well as be at the church Sunday mornings to coordinate programming. One Sunday a month will be coordinated with the Religious Growth & Learning (RGL) Committee and minister for the DRE to be off.

Role: The role of the DRE is to provide leadership, inspiration and practical assistance to coordinate, administer and implement lifespan religious education programs throughout the year.

Statement of Accountability: DRE will work with the support of the RGL committee, congregation and minister. The minister will be the direct supervisor of the DRE.

Description of Duties:

- Work cooperatively with staff, RGL committee, minister, Board members and members of the congregation.
- Oversee Children's Religious Education program on Sunday mornings, being able to fill in as a teacher or intervene in behavior management as needed.
- Work with the RGL committee to oversee Adult Religious Education/Spiritual Education.
- Recruit, organize, train and support teachers. Communicate regularly with teachers, youth advisor, 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.
- Review, enhance, develop and recommend religious education curricula, materials and programs for nursery through 6th grade.
- Along with minister, hire and supervise effective and caring nursery/childcare staff.
- Maintain RE records, including registration and attendance records. Develop and oversee a system for the organization, distribution, and maintenance of the RE files and materials.
- Communicate with parents and members of the congregation, keeping them informed of RE goals and activities through the use of the RE brochure, monthly newsletter articles, information published in the Sunday Order of Service, website, as well as individual conversations as necessary and appropriate.
- Develop, manage, and review annual DRE budget and make recommendations to Finance Committee per designated guidelines.

- Coordinate intergenerational worship services with minister, which involve but are not limited to Water Communion, Religious Education Sunday, Intergenerational Holiday, Christmas Eve, Earth Day, and Flower Communion.
- Provide a children's story each Sunday during worship service or find a substitute, if needed.
- Formulate the philosophy, policy and goals of the RE program in coordination with the RGL committee. Make recommendations regarding class groupings and space management.
- Attend and submit DRE report to monthly RGL committee.
- Submit a DRE report to board meetings and attend meetings on an as needed basis to be determined in consultation with the minister.
- Along with minister, develop and maintain welcome packets for visiting families.
- Be a member of SMART (Sexual Misconduct and Abuse Response Team) and help facilitate safe congregation education, along with minister.
- Seek and pursue professional development through RE leadership training, networking with other DREs, reading journals and other professional literature. Establish membership in LREDA (Liberal Religious Educators Association). Attend as possible LREDA conference, district conference, UUA general assembly, Renaissance models or other trainings offered.
- Assist with the recruitment and work in cooperation with an effective and enthusiastic RGL committee. Delegate and supervise as needed duties that can be performed by members of the RGL committee or other volunteers.

If interested, please send cover letter and resume by September 24 to:

Rev. Scott McNeill

3012 S. 119th St

Omaha, NE 68144

Or email to: minister@secondunitarianomaha.org