

**Unitarian Universalist Congregation of Grand Traverse  
Religious Education Lead Teacher**

**Job Title:** Religious Education Lead Teacher.

**Reports to:** Director of Children and Youth Religious Education.

**Classification:** Part-time, up to 9 hours a week.

**Schedule:** Flexible hours, with on-site hours on Sundays and weekdays for Religious Education and possible participation in Sunday service.

**Location:** On-site at UUCGT on Sundays for Religious Education.

**JOB SUMMARY:**

In support of the mission and covenant of Unitarian Universalist Congregation of Grand Traverse, the Religious Education Lead Teacher teaches Religious Education classes and supports Religious Education programming, in coordination with the Director of Religious Education.

**ESSENTIAL FUNCTIONS:**

- Teaches the RE program for K-6th grade children on Sunday mornings during the worship service. Will be available at the church at least one half hour before the service and remain through the coffee hour to greet and communicate with families.
- Prepares weekly lesson for children K-6th grade using approved materials. Gathers and prepares any additional materials necessary.
- Maintains communication with DRE, other teachers, and volunteers from congregation.
- Registers and keeps regular contact with families and children in RE programming. Recruits volunteers for assisting on Sundays in RE Classes.
- Writes an RE update entry for the weekly *Flash* and the monthly *Beacon*.
- Attends weekly Staff Meetings and monthly Program Council and Michigan DRE meetings.
- Assists in the maintenance of UUCGT's RE program materials.

**OTHER RESPONSIBILITIES:**

- Assists in program development and outreach.
- Assists in the planning and delivery of multi-generational services and special events.

**CORE COMPETENCIES:**

- ***Interpersonal Relationships.*** Demonstrates an ability to form relationships with children, families, other teachers, staff, and congregants. Demonstrates the skills of active listening and openly accepts criticism. Engages people positively, with a demeanor of patience, care, and compassion. Relates well to all kinds of people; builds effective and constructive relationships; uses diplomacy and tact; engages in constructive approaches to conflict. Demonstrates the skills of active listening and openly accepts criticism; engages people positively; is regarded as a team player.
- ***Knowledge of Unitarian Universalism.*** Holds a solid understanding of the principles and sources upon which our faith is built, and can apply the principles to

life situations. Guides others in the exploration and discovery of Unitarian Universalism.

- **Organizational Skills.** Responds to emails and phone calls in a timely manner. Keeps RE teaching and classroom materials organized and accessible.

**Qualifications:**

- Awareness of Unitarian Universalism, with an affinity for core principles and values.
- Experience working with children and families.
- An open, collaborative person who works well on a team and is comfortable leading in employee's area of responsibility.

Effective Date: **TBD**