

**Unitarian Universalist Congregation of Grand Traverse
Director of Religious Education**

Job Title: Director of Religious Education

Reports to: Minister

Directly Supervises: Religious Education (RE) Teachers; Nursery Staff

Classification: Part-time, 15 hours a week

Schedule: Flexible hours, with on-site hours on Sundays and weekdays for RE, participation in Sunday service, and weekly Staff Meetings.

Location: On-site at UUCGT on Sundays and for RE. Remaining hours may be onsite or remote.

JOB SUMMARY:

In support of the Mission and Covenant of Unitarian Universalist Congregation of Grand Traverse, the Director of Religious Education coordinates the RE programming of the community and stewards familial connections with the congregation across all life stages and ages.

ESSENTIAL FUNCTIONS:

- Works with Minister and Sunday Services Committee to coordinate and/or deliver a Time For All Ages during each Sunday's service.
- Ensures there are enough teachers for weekly RE classes for children and youth and assists teachers in planning RE lessons.
- Selects curriculum for RE classes for children and youth, including Our Whole Lives (OWL) classes.
- Creates content/contributions for UUCGT communications such as the weekly *Flash* and monthly *Beacon*, as well as RE content for website and social media when applicable.
- Communicates regularly with families and the wider congregation regarding RE programming and events.
- Provides registration forms and ensures that all enrolled children and youth have yearly updated registration and photo release forms on file.
- Maintains records of enrollment, class lists, and a calendar of RE events.
- Participates in weekly staff meetings, RE Committee meetings, and one-on-one meetings.

OTHER RESPONSIBILITIES:

- Facilitates yearly background checks for all adults (paid staff and volunteers) working with children and youth.
- Develops and works with an RE Committee.
- Engages and trains teachers and volunteers as needed for RE programming.
- Prepares an Annual Report for the Board and contributes congregational reports as needed.
- Plans special RE events outside of regular Sunday classes.

- May elect to teach RE classes; additional hours available for this with review from Staff Resources Committee and Minister.
- Oversees the nursery program.
- Partners with UUCGT broadly through other committees as appropriate (Program Council, new member gatherings, intergenerational activities, and other church functions).

CORE COMPETENCIES:

- ***Interpersonal Relationships.*** Demonstrates an ability to form relationships with children, families, teachers, staff, and congregants. Demonstrates the skills of active listening and openly accepts constructive criticism. Engages people positively, with a demeanor of patience, care, and compassion. Is regarded as a team player. Relates well to all kinds of people; builds effective and constructive relationships; uses diplomacy and tact; engages in constructive approaches to conflict.
- ***Teaching.*** Designs effective lesson plans and facilitates learning experiences for children, youth, and adults. Selects teaching topics that are relevant, provocative and contribute to a deeper understanding of spiritual practice and social justice. Uses a variety of teaching topics to maintain interest and build connections.
- ***Knowledge of Unitarian Universalism.*** Holds a solid understanding of the Principles and Sources. Guides others in the exploration and discovery of Unitarian Universalism.
- ***Organizational Skills.*** Responds to emails and phone calls in a timely manner. Keeps registration forms, background checks, and curricular materials organized and accessible. Meets deadlines for articles and reports.
- ***Communication.*** Provides the information people need to know to do their jobs well through timely and transparent sharing of verbal and written communication.

Qualifications:

- Demonstrated love of learning.
- Awareness of Unitarian Universalism, with an affinity for core principles and values.
- Experience working with children, youth, adults, and families in church, educational, or community-based settings.
- Ability to communicate clearly with congregants, parents, volunteers, and other staff members.
- Highly organized and works well both independently and as a member of a staff team.
- An open, collaborative person who works well on a team and is comfortable leading in employee's area of responsibility.

Effective Date: **TBD**