

FIRST PARISH CHURCH IN BILLERICA
Job Description
Director of Religious Education (DRE)
Part-Time Position

The role of the DRE is to work with the Religious Education (RE) committee and Minister to provide professional leadership for the religious education program for children and youth. The DRE also serves on an advisory capacity to other committees and the Board regarding issues that impact children, youth and families.

Time Requirements

This is a part-time, salaried, exempt position. During the regular church year, typically the 2nd Sunday of September through the 3rd Sunday in June, the DRE is expected to work 8 hours per week on average.

The DRE is expected to work on Sundays, with no more than one Sunday off per month, plus occasional evenings or Saturdays as needed for class preparation, attendance at relevant meetings and church events, and professional development.

Attendance at appropriate district and UUA events and approved professional development are considered time worked.

Responsibilities

The DRE works in collaboration with the Minister and Religious Education (RE) Committee for the planning and delivery of religious education. With the support of the RE committee general responsibilities include:

- Serve as a resource for parents regarding the faith development of their families
- Advise committees and Board of Trustees regarding the needs of children, youth, and families
- Provide leadership for formulating program goals and philosophy
- Participate in program evaluation
- Review and coordinate RE curriculum
- Create a welcoming and nurturing learning environment
- Orient volunteers to teaching and provide ongoing support
- Maintain resources, supplies and equipment
- Keep religious education budget, expenses, files and records current
- Help plan special and intergenerational events
- Promote inter-generational worship and program activities.

Communication and Coordination

- Attends RE Committee meetings
- Represent the RE program at Board meetings, and at other church meetings when necessary
- Advocate for and publicize the religious education program through the newsletter and other means of communication (newsletter comes out once a month)
- Coordinates events between church school and other church program activities.

- Works with the youth group leaders to integrate youth and their activities into congregational life.
- Meet with the Minister and Committee on Ministry

Professional Development

- Meets with colleagues, and draws on resources of LREDA or other groups, for personal and professional support and to support the ministry of the church.
- Attends district training and UUA events as part-time schedule and church finances allow.

Safety and Facilities

- Assists the RE committee, the Board, and the Property committee in safety and facility concerns for the children
- Review and update Safe Congregation and molestation prevention policies and training

Experience, Knowledge, Skills, and Abilities

- Experience or degree in a field related to education
- Knowledge of religious education philosophy and Unitarian Universalist curricula
- Relational, organization, administrative, communication, and volunteer management skills
- Comfort with a wide variety of religious views, initiative, and ability to encourage others

Salary and Benefits

- Negotiated yearly in line with the UUA Fair Compensation Guidelines.