

Eno River Unitarian Universalist Fellowship (ERUUF)
Religious Education Coordinator

Position: Religious Education (RE) Coordinator

Purpose: The RE Coordinator's role is to oversee, lead and direct the Sunday morning Children's Religious Education program at ERUUF. The RE Coordinator will be the main presence on Sunday morning for children, parents and the congregation. He/she will work closely with the RE Committee, volunteers and staff to ensure our children and teachers have a positive learning and spiritual experience on Sunday mornings. This is a temporary position that will be in place for six – nine months.

Reports to: Lead Minister

Supervises: RE Assistant and Nursery Staff

FLSA: Hourly

Work Schedule: Twenty to thirty hours a week which includes at least three Sundays a month and some evening work. Schedule to be negotiated with supervisor.

Essential Functions:

- A. Coordinate the Religious Education (RE) program and youth groups (with Youth Ministry Coordinator), administer RE programming for children (birth through Grade 12).
 - 1. Maintain a learning environment that welcomes and nurtures children and parents, and reflects UU values.
 - 2. Support volunteers and work with the RE committee to assist in recruiting teachers and advisors, orient new volunteers and provide teacher training in January or February 2009.
 - 3. Work with ministerial staff, when needed, for worship planning.
 - 4. Insure that RE facilities are clean, well-maintained and safe.
 - 5. Supervise and support the nursery staff.
 - 6. Supervise and support the RE Assistant.
- B. Support RE teachers for classes Pre-K through Grade 12 and assist Youth Ministry Coordinator in working with Youth Advisors.
 - 1. Serve as the UU and curriculum resource person for teachers
 - 2. Advise teachers regarding strategies for classroom management, and intervene as necessary for emotional or behavioral problems within the classrooms on Sunday mornings.

3. Refer children and youth to appropriate resources for pastoral care and or counseling in consultation with their parents.
- C. Integrate RE into the life of the congregation
1. Welcome, provide orientation and answer questions for new and visiting families
 2. Promote and publicize the goals and activities of the RE program to the congregation through monthly newsletter articles, weekly classroom handouts, and other appropriate communications.
 3. Attend weekly staff meetings.
 4. Maintain regular office hours.
 5. Work with staff in ensuring childcare is available for congregational events.
- D. Create and maintain necessary documentation for the proper administration and evaluation of the RE program.
1. Work with the RE committee to create an annual budget proposal.
 2. Maintain the RE budget for the current year and submit budget reports as requested.
 3. Prepare an annual report in consultation with RE Committee.
 4. Prepare monthly reports for the Lead Minister and RE committee as requested.

Qualifications

Education and experience:

B.A. (minimum) any field, with coursework in at least two of the following: religious studies, counseling, psychology, education;

Significant work experience in at least two of the following: program administration, teaching, counseling, group facilitation, volunteer recruitment and support.

Core Competencies

- Commitment to the philosophy and purpose of UU religious education; knowledge of UU religious education curricula; ease in relating to a wide variety of religious views;
- Sensitive to psychological and spiritual issues among students, parents, families and committee members;
- Experience in and desire to work with people of all ages;
- Independence and initiative;
- Ability to delegate tasks and empower others to share in the many ministries of our fellowship;
- Attention to detail; administrative and organizational skills;
- Excellent oral and written communication skills