

## Emerson Unitarian Universalist Chapel

### DRE JOB DESCRIPTION

**Title:** Director of Religious Education

**Time Frame:** 16 hours per week

**Goal:** To provide staff leadership for the religious education program and enthusiastically help grow our religious education program.

**Statement of Accountability:** The Religious Education Director is responsible to the Board of Trustees through the Religious Education Committee. (If the minister is full time, this position is supervised directly by the minister.)

**Tasks:**

- Provide Curriculum planning and preparation
- Obtain resource materials, supplies and equipment using Chapel reimbursement procedures and conforming to budget allocations for the RE Committee
- Preparation of Registration Materials
- Schedule, prepare and execute teacher training
- Support teachers in preparing and conducting their RE classes through weekly communications
- Be present 3 Sundays per month
- Develop an annual plan for Children's Chapel
- Lead Children's Chapel on working Sunday's
- Be available on working Sundays to meet with new families about the RE program and registration procedures
- Keep RE Class attendance records
- Keep set office hours
- Work with the RE committee on curriculum, training, special RE and social outreach events
- Attend DRE Cluster Meetings
- Attend at least one Renaissance Module per year until all (9) have been taken, cost to be covered by Emerson UU Chapel
- Join the Liberal Religious Educator Directors Association (LREDA) and attend at least one meeting per year, cost to be covered by Emerson UU Chapel.
- Attend Staff Meetings
- Write a monthly newsletter column, monthly report to the board, weekly notification of Sunday classes for the Order of Service Announcements and This Week at Emerson (See attached sample schedule.)

**Knowledge, Skills and Abilities Needed:** Initiative, ability to encourage others; knowledge of RE philosophy and Unitarian Universalist principles; comfort in relating to a wide variety of religious views; relational; organizational; volunteer management; administrative and communication skills desired; experience in curriculum development and delivery in an educational setting or church program

**Salary:** \$11,000 - \$12,000 depending on skills and experience. This is a 12-month position.

**Benefits:** Four weeks of paid vacation, paid holidays, and expenses package to be provided.