

the light of truth...
the warmth of community...
the fire of commitment.



Community Unitarian Universalist Church

2875 East Parker Road
Plano, Texas 75074

Title: Director of Religious Education

Goal: Provide professional leadership for a diverse and robust religious education program serving children and youth at a growing church

Accountability: The Director of Religious Education reports to the minister and is accountable to the Board of Trustees.

Time Frame: Full-time, 12 units per week, including Sunday mornings

Size of Congregation: Membership 213 Average attendance 140 – 175

Size of RE Program: Enrollment 130 Average attendance 41 - 72

Responsibilities:

- Oversee Sunday morning RE program, including nursery staff (seven classrooms plus nursery). Ensure each classroom has two teachers each week and line up last-minute substitutes as needed.
- Attend district and area religious education conferences and workshops
- Collaborate with North Texas UU religious education directors in joint programming for youth and teachers (training and appreciation)

With the support of the Religious Education Committee:

- Oversee and participate in recruitment of thirty to forty adult teachers, facilitators, and youth advisors for religious education classes. Communicate regularly with teachers about curriculum, teaching schedules, discipline and other issues.
- Organize and coordinate special events such as teacher training and recognition, parent orientation, holiday parties and pageants, and social service projects.
- Research, select, and purchase age-appropriate classroom curricula; develop and publish prospectuses explaining program/curricula.

- Provide leadership for goal setting and development of philosophy of religious growth and learning
- Advocate for and publicize the religious education program through the newsletter and other means of communication
- Purchase and maintain resources, supplies, and equipment
- Prepare religious education budget requests and administer religious education budget
- Plan special and intergenerational events with minister and worship committee
- Meet with the Religious Education Committee and the church staff on a regular schedule
- Determine classroom configuration and age groupings for optimal use of space, personnel, and children's developmental needs
- Manage student registration, including creating registration forms, publicizing registration periods, collecting, entering and maintaining data in a student database.
- Support and promote the mission of the Congregation

Experience, Knowledge, Skills, and Abilities Needed:

The ideal candidate will have the following:

- Knowledge of religious education philosophy and Unitarian Universalist curricula
- Understanding and agreement with Unitarian Universalist values and comfort with a wide variety of religious views
- Experience or degree in a field related to education, human studies, etc.
- Relational, organizational, administrative, communication, and time management skills
- Experience recruiting and managing volunteer staff
- Computer literacy in desktop and internet-based applications and technologies
- Ability to provide a warm environment while serving children, parents, and the entire congregation

Compensation: Community Unitarian Universalist Church is a practicing Fair Compensation Congregation.

Salary Range: \$32,000 to \$35,000, depending on skills and experience

Benefits Offered: Health Insurance, UUA Retirement, Life Insurance, and Disability

Professional Expenses: Reimbursable expense budget to be approved by the BOT (conference fees, travel expenses, continuing education, periodicals, study books and materials are included in this budget)

Vacation: 2 weeks plus 6 Sundays per year

Study Time: 2 weeks of paid time to be spent in professional development (LREDA, Spring and Fall Conferences, and GA are not considered study time.)