

Eno River Unitarian Universalist Fellowship (ERUUF)
Director of Lifespan Religious Education

Position: Director of Lifespan Religious Education (DLRE)

Purpose: The purpose of the Director's position is to further the ERUUF mission of transforming lives by creating a free, covenantal religious community of spirit, service, justice and love through religious education programming. The Director's role is to lead a broad and diverse religious education program that nourishes spiritual growth, ongoing development of UU identity, and an understanding of our heritage, principles and sources for children, youth, families and adults. The DLRE role plans, organizes and directs religious education programming and is responsible for recruiting, training, supporting and supervising RE volunteer and paid staff. We are interested in candidates who will transition ERUUF to a Lifespan Religious Education Program based upon the recommendations made by our Vision Quest Team.

Reports to: Lead Minister

Supervises: RE Assistant, Nursery Staff, and Youth Ministry Coordinator

FSLA: Full-time, exempt

Work Schedule: Full-time flexible schedule including Sunday mornings and Wednesday evenings. Maintains office hours that are compatible with the ministers' office hours and other staff schedules.

Essential Functions:

- A. **Leadership:** Provides leadership and direction for religious education and spiritual development of ERUUF members and friends; ensures integration with other ministries of the fellowship; works with the ministerial team to fulfill the goals and mission of the fellowship.
- B. **Program development and planning:** Directs the RE program for children and youth and provides supports and input into programming for adults; ensures programs are welcoming, accessible and safe; selects, modifies, implements and evaluates age appropriate curricula and incorporates best practices.
- C. **Effective staff management:** Recruits, trains, supports and retains volunteer teaching staff and other necessary volunteers; supervises paid LRE staff; ensures optimal classroom experience for children, youth, and teachers by providing ongoing professional guidance; works with RE Assistant to provide classes with appropriate materials and resources; monitors classrooms and addresses outstanding issues as they arise.
- D. **RE program administration:** Provides RE program administration and budget oversight; leads appropriate ministry teams and committees.
- E. **RE integration into the life of the congregation:** Ensures integration of spirit, service, justice and love into the LRE program and works with staff and volunteers to promote the goals and activities of LRE to families and the congregation at large.
- F. **Worship:** In collaboration with staff and volunteers plans worship opportunities for children and youth, including intergenerational and mid-week worship services, and children's chapel services.

- G. **Skill and Knowledge Competency:** Maintains skills and knowledge in religious education through ongoing professional development.

Minimum Qualifications:

- BA or its equivalent in education with experience in religious studies, counseling, psychology or related fields
- 3 to 5 years work experience in program administration in a large congregation or similar size setting plus at least two of the following: teaching/classroom instruction, volunteer recruitment and support, curriculum design and development, large group facilitation
- 2 or more years management experience (hiring and managing staff)
- Strong knowledge of and commitment to the philosophy and purpose of UU religious education
- Credentialed UU Religious Educator or willing to become credentialed

Core Competencies:

- Strong organizational and time management skills, able to plan, organize and complete projects with initiative and with minimal direction
- Facile with computers, skilled in using Word, Excel, PowerPoint and e-mail software, ability to learn software used by ERUUF
- Creative and flexible, open to new ideas and testing new concepts
- Effective written and oral communication skills
- Demonstrated leadership skills including ability to develop and execute strategies, build and retain teams and motivate others
- Ability to delegate tasks and empower others
- Ability to establish and maintain a cooperative and effective working relation with staff, volunteers, parents and other Fellowship members
- Motivated to accomplish the overall goals of the fellowship and work within ministry teams

Compensation and Benefits:

- A salary and benefits package that meets the fair compensation guidelines of the Unitarian Universalist Association, commensurate with the candidate's education, training, and experience
- Health insurance benefits and pension contribution
- Paid holidays, sick leave and vacations
- Professional development funds

The Eno River Unitarian Universalist Fellowship declares and affirms its special responsibility to promote the full participation of persons in all of its and their activities and in the full range of human endeavor without regard to race, color, sex, disability, affectional or sexual orientation, age, or national origin.