

All Souls Unitarian Universalist Church
Director of Religious Exploration (DRE) 2021
Job Description

The Director of Religious Exploration (DRE) will promote and direct the Religious Education Program for children, youth, and adults at All Souls Unitarian Universalist Church. The DRE will advocate religious education as an integral part of the life of the church community; communicate with parents, teachers and the congregation; administer the RE programs; and work in collaboration with the Minister, and the Board of All Souls Unitarian Universalist Church. This is a paid part-time position. The DRE will work 12 months per year and 24 hours per week, including Sunday mornings.

Areas of Responsibility include:

Communication and Public Relations

- Create a welcoming presence to visitors and new RE participants
- Greet children, youth and parents on Sunday morning
- Be available for teachers and parents to express concerns or issues and act to solve them
- Write a weekly news brief for the e-letter
- Create and maintain the RE brochure and other materials throughout the year
- Market different activities and classes to the church and larger community throughout the year
- Coordinate the Story For All Ages with the minister's theme and recruit volunteers for it

Curricula and Classes

- Review, evaluate and order curricula for the RE program
- Recruit, train, support and supervise volunteer RE teachers and Coordinators
- Order, purchase and maintain supplies and equipment needed for the RE program
- Supervise Sunday morning classes and arrange for substitute teachers
- Occasionally teach Sunday morning classes, as necessary
- Support and assist OWL (Our Whole Lives) sexuality education programs with OWL Coordinator

Education Resource and RE Advocate

- Plan and promote programs that integrate children and youth into the church community, including Intergenerational Worship Services, social action, children's music, rites of passage, etc.
- Develop and maintain online/hybrid programs when needed
- Provide teachers, and parents with MDD and UUA information related to retreats, conferences, activities, and publications for each age level
- Formulate learning objectives by age group
- Design and evaluate the RE program, paying attention to our mission
- Administer church programs and policies which foster a safe environment for youth into the church community.

Administrative

- Coordinate RE Registration
- Maintain RE Attendance Records

- Keep RE files and records current
- Submit monthly and annual reports to the Board

Nursery Coordinator

- Maintain a schedule for nursery staff and act as the contact person for nursery staff
- Interview nursery staff and make hiring decisions
- Train and supervise nursery staff

Youth Programming

- Work with the Youth Coordinator and High Plains Faith Formation Leader
- Train and supervise youth group facilitators
- Work with YPC to ensure learning objectives are met for youth

Professional Development

- Attend LREDA meetings, local DRE meetings and General Assembly, as possible, and/or be active in online professional DRE groups.