



Denton Unitarian Universalist Fellowship

Director of Lifespan Religious Education Job Description (full-time)

Founded in 1949, in the early days of the Fellowship Movement, Denton Unitarian Universalist Fellowship (DUUF) is a vibrant, growing, and diverse congregation of approximately 150 adults and 80 children located in the progressive and friendly university town of Denton, Texas. Since 2010 we have grown from a small, family-sized congregation to an emerging program-sized congregation. In early 2012 we called our first full-time minister, Rev. Pamela Wat. In late 2012 we transitioned to two services to accommodate this growth and added regular weeknight adult programming and additional classes for children and youth. Last year we graduated our first class of Coming of Age youth who participated in a week-long trip to Boston. We host an ongoing Centering Thursdays program, allowing participants to experience a variety of spiritual practices (Buddhist meditation, prayer beads, labyrinth walks, Qi Gung, mandala drawing, etc.) that draws congregation members and first-time guests to our church. As a result of this steady growth we are prepared to hire our first full-time Director of Lifespan Religious Education (DLRE).

We seek an experienced, dynamic and visionary DLRE to lead our programs for children, youth and adults. The DLRE works closely with the Religious Education Council and Minister to create and lead a welcoming and nurturing learning environment for faith development. The DLRE, represents our programs to the congregation at large, supervises volunteers and paid staff, and works to schedule, plan, and organize people, events, curricula, and teaching practices. The DLRE provides continuity and strong leadership for a growing religious education program for the children, youth and adults of DUUF.

Responsibilities:

1. Lead, prepare for, coordinate and support lifespan (children, youth and adult) religious education programming and multigenerational activities for DUUF.
2. In identifying curricula, planning programming, preparing teachers and collaborating in long-term visioning, help to create lifespan faith development opportunities for the wellbeing of the congregation and our engagement in the world.
3. Model and help to maintain a cooperative, nurturing teaching environment for learning and faith development grounded in Unitarian Universalism.
4. The DLRE, in consultation with the RE Council and the Minister, will set the priorities and direction of the congregation's religious education program for children and youth from infancy through high school.
5. Presence at the fellowship on most Sundays from 9:00am to 1:00pm to prep and support teachers, manage RE Staff, orient new families, monitor classrooms, staff office and monitor RE tables as needed with committee members.
6. Monitor attendance records in RE programs and develop reports regarding program participation.
7. Lead and liaise between teachers, RE Council and congregation.
8. Process applications for new teachers (volunteer and paid) and orient new teachers to the classroom and to religious education at the Fellowship through teacher trainings.
9. Coordinate and manage professional childcare staff for Fellowship events.
10. Communicate to the congregation (to parents and/or the congregation as a whole) regarding current activities, future events and programs, questions, needs and concerns.

11. Update and contribute to the DUUF newsletter RE column.
12. Serve as an ex-officio, non-voting member of the Religious Education Council and keep the Council informed of activities and actions.
13. Participate in regional events (including at least one of the following each year: Spring Conference, Fall Leadership Conference, national LREDA event, SWUUSI) and continuing education to be prioritized with the supervisor.
14. Process expense receipts in a timely fashion and each month report on budget to RE Council.
15. Conduct timely follow up on phone calls, emails, and inbox communications. Write and mail letters, make copies as needed.
16. Organize, monitor and maintain supply closets, classrooms, and bulletin boards.
17. Report on the RE program at congregational meetings and to the Board as requested.
18. Notify the supervisor prior to any absence and make arrangements for a substitute if needed.

Accountability:

The DLRE works alongside the RE Council and is responsible to the Board of Trustees through the Minister and the RE Council. The Minister will supervise this position on a day-to-day basis. There will be a performance review at months six and twelve and annually thereafter. Performance reviews are focused on goal setting and dialogue about program effectiveness, with a team consisting of the Chair of the Religious Education Council and the Minister.

Qualifications:

1. Training and experience working with children in an educational and/or religious education setting, preferably with a proven commitment to UU values
2. Strong leadership experience and skills
3. Enjoy engaging with children and teens and bring energy, flexibility and humor
4. A bachelor's degree
5. Strong organizational and administrative skills
6. High level of initiative, self-direction, and flexibility
7. Basic computer skills, including MS Word and Excel
8. Strong interpersonal skills and written and oral communication skills
9. Experience in coordinating and supporting volunteers
10. UUA RE credentialing completed (or in progress) is highly preferred

Compensation:

Compensation is dependent upon experience and commensurate with UUA guidelines for fair compensation (for salary ranges see the [UUA Fair Compensation Guidelines](#) for a Mid-Size I congregation in geographic region 3). The salary is paid monthly. Compensation includes basic benefits (health insurance, dental, term life and disability) and the opportunity to participate in the UUA retirement plan once eligible. The DLRE is provided one month of vacation time each year. Participation in continuing education events and conferences (as coordinated with supervisor) is considered "work" time. A professional expense allowance of \$3,000 is available to the DLRE.

Terms of Employment:

We hope to find a candidate with mutual interest for long-term employment. Minimally we hope for a mutual commitment of one year. This position is full-time (40 hours per week or 12 units per week).

Contact:

Send resume and cover letter by August 15, 2014 to:

DLRE Search Committee, Attn: Brennan Blair
Denton Unitarian Universalist Fellowship
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