

# Director of Children and Youth Religious Education (DRE)



## Position Description

**Reports to:** Minister, Hope Unitarian Church  
**Hours and schedule:** Half Time – 20 hours per week, including approximately 4 hours on Sundays, and an arranged schedule of weekday hours  
**Date created or revised:** September 18, 2024

### Summary:

The Director of Children and Youth Religious Education (DRE) for Hope Unitarian Church works closely with and receives significant support from the minister, church staff, part-time Religious Education staff, and committed volunteers, including the Children and Youth Religious Education Committee, to select, design, plan and implement age- and developmentally-appropriate programs for children and youth.

Programs that integrate Unitarian Universalist-specific milestones and traditions such as Coming of Age, Youth Sunday, Our Whole Lives (sexuality curricula), Summer Camp, and regional rallies are implemented as church resources allow. The DRE provides support, referrals, and/or resources to families who are interested in the programs which are not currently offered by Hope Unitarian Church.

The DRE supervises part-time staff for Children’s Religious Education and childcare.

### Responsibilities include the following:

- Following national, state, and church ethical and legal guidelines.
- Recruiting, leading, organizing, supporting, training, and motivating RE staff and volunteers.
- Scheduling, planning and conducting worship, special events, curricula, classroom environments, field trips, and social justice projects.
  - The Unitarian Universalist Association (UUA), our national association, has a number of resources for curricula for children and youth. Additionally, Hope Church subscribes to a monthly theme service with more resources.
  - Children and youth are included in part of Sunday worship service once a month, and the DRE is expected to work with the minister to choose an appropriate “Story for All Ages”, based on the church’s monthly theme.
  - The DRE may be asked to lead a worship service on occasion.
  - The DRE may be asked to organize an occasional intergenerational religious education hour in cooperation with the Adult Forum committee.
- Communicating with families, staff, and the church as a whole.
- Preparing materials and space for church school with assistance from RE staff and volunteers.
- Completing administrative tasks including record keeping, budget development, and budget monitoring, with assistance from the church administrator and church accountant.
- Participating in meaningful continuing professional development including a church-paid membership in the Liberal Religious Educators Association (LREDA), [www.lreda.org](http://www.lreda.org). Attendance at LREDA sponsored events such as virtual seminars and conferences will be paid for by the church (with pre-approval), and considered working hours. Extra hours over the regular work-week may be allowed.
- Coordinating childcare for special events.
- Attending church staff meetings.
- Performing other duties as assigned.

**Core competencies and qualifications include the following:**

- Training or experience working with children and youth in an educational and/or religious setting. A bachelor's or associate degree is desired, but negotiable.
- Experience coordinating and supporting part-time volunteers and staff.
- Understanding and personal acceptance of Unitarian Universalist values. Please see [www.uua.org](http://www.uua.org) for more information.
- Commitment to Hope's vision and mission. Please see our website, [www.hopeuu.org](http://www.hopeuu.org), for more about this church.
- Organizational and administrative skills.
- Initiative, self-direction, and flexibility.
- Computer skills and social media familiarity.
- Sensitivity to the pastoral concerns of children, families, and the whole congregation.
- Ability to maintain healthy personal and professional boundaries.
- Must pass background check.

**Salary and benefits:**

- Annual salary: \$21,800.
- Contribution to health insurance or healthcare costs. May be taxable or nontaxable depending upon individual circumstances.
- Employer contribution to retirement of 10% after 1 year, or immediately if already a member of the UUA Retirement Plan.
- Accrued paid vacation and sick leave.