



## **Permanent Director of Religious Exploration — Job Description**

UUMAN - Unitarian Universalist Metro Atlanta North congregation

Roswell, Georgia

**Title: Director of Religious Exploration (DRE)**

**Reports to:** Minister

**Hours:** ¾ time (30 hours)

**Start Date:** July 2022

**Compensation:** \$34,000-\$40,000, depending on experience, plus benefits

Membership: 165

RE Enrollment: 43

Average Weekly RE Attendance: 30

### **JOB SUMMARY**

The DRE has the following primary purpose:

**To lead the existing religious exploration (RE) programs for children and youth based on Unitarian Universalist (UU) principles and to implement new programs to fulfill the vision for the program. The DRE is also responsible for working with the minister and congregation to create an updated vision of the program that aligns with UUMAN's vision and mission.** UUMAN's mission is embedded in our logo. Our vision is to be a vital and visible community for all, bravely working toward the day when social, economic, and environmental justice is a reality. Our shared values are: love, connection, wonder and awe, courage, and justice.

Our goal is to build a ministry that focuses on the 7 Principles of Unitarian Universalism, connect deeply with others, and build a strong community. We will care for one another, help each other learn and grow, and will celebrate each person's unique personality and gifts.

We will always do our best to create a physically safe and emotionally brave space where UU Principles will be learned and lived.



## **JOB RESPONSIBILITIES**

**The Director of Religious Exploration reports to the Minister and is responsible for:**

- Helping to shape the mission and vision of the UUMAN Children and Youth Religious Exploration (RE) program.
- Facilitating Unitarian Universalist faith formation with children and youth by inspiring open minds, loving hearts, and helping hands.

**Ministry Curriculum and Programming:**

- Provide direct oversight and/or delegation (with supervision) of all RE programming.
- Recruit, train, maintain, and support volunteers.
- Collaboratively develop, lead, and facilitate Sunday morning faith-formation classes and worship experiences.
- Evaluate and adjust the curriculum for all grade levels to meet both short-term and long-term needs.
- Maintain materials such as the curriculum, training materials, and other RE documents and resources on a shared Google Drive that is accessible to teachers, the RE Council, and the Minister. (Note: Confidential documents are exempt.)
- Coordinate specific programming, including Our Whole Lives (a ground-breaking sexuality and values curriculum) and Coming of Age (a year-long rite of passage into spiritual adulthood).
- Encourage class leaders and children/youth to engage with each other in an atmosphere of respect and wonder.
- Review existing policies related to congregations for children and youth, and work with the congregation to revise these policies as needed and integrate them into a comprehensive Safe Congregations Policy.
- Initiate process to ensure background checks are completed for all RE teachers and nursery staff/volunteers.
- Establish yearly program budget requests and track budget usage in communication with the Treasurer and Minister.



### **Family Engagement:**

- Create opportunities for families and parents to connect both within UUMAN and with the larger community for support.
- Support an evolving ministry of activities and resources that facilitates religious education in the home and empowers families as primary religious educators.
- Consult with the minister in addressing the pastoral care needs of children and families, as needs are observed.

### **Communication and Collaboration:**

- Communicate with families weekly regarding ministry activities, goals, class learnings, family resources, and ways to get involved in the program.
- Maintain a yearly RE calendar that can be shared with other UUMAN groups (e.g., the Program Council, Worship).
- Communicate upcoming Ministry with Children and Youth activities and events weekly to the Order of Worship or the Worship Announcements.
- Meet weekly with the Minister to coordinate activities.
- Attend all Board and Program Council meetings.
- Submit a monthly written report on professional activities to the Board of Trustees.
- Submit a monthly newsletter article.
- Collaborate with the Minister and Program Council leaders to encourage and support the congregation's strong commitment to intergenerational community.
- Collaborate with the Office Administrator to organize and carry out ministry tasks.
- Use Breeze church management software to track attendance, schedule events, etc.
- Serve as a staff team member, helping to create a positive and welcoming UUMAN staff culture.
- Act as an advocate for the needs of the children and youth with regards to all UUMAN programs.
- Maintain an active RE Council made up of members of the congregation who assist and advise the DRE.
- Manage all paid childcare staff.

### **Professional Development and Organizations:**

- Pursue meaningful professional development through conferences and resources provided by Liberal Religious Educators Association (LREDA), the UUA, and other relevant organizations, as well as through professional contacts.



### **Qualifications:**

1. Significant experience working and/or volunteering in an educational setting with a Unitarian Universalist congregation.
2. A healthy curiosity about and respect for world religions.
3. Deep familiarity with Unitarian Universalism and an ability to communicate UU values verbally, in writing, and by example.
4. Ability to relate to and support different learning styles of a diverse range of children and youth.
5. Ability to be a flexible team player, preferably with a good sense of humor, who can work collaboratively with different stakeholders in the UUMAN congregation and with other partners.
6. Credentials earned from UUA RE or a willingness to earn them.
7. Ability to use creativity, innovation, and “outside-the-box” thinking to find graceful approaches to ignite young minds and highlight children’s talents and personalities.

### **Staff:**

The DRE reports to the Minister and works as part of a collaborative staff team, which also includes an administrative assistant and a music director.

### **Benefits:**

The DRE will receive benefits (retirement, long term disability, life insurance, health, dental, vacation, sick leave) as outlined in the personnel policy guidelines in place at UUMAN at the time of hire, some of which include:

- four weeks paid vacation (taken in June or July)
- two weeks of continuing educational time taken during June or July
- one Sunday off each month
- paid professional dues to LREDA and other professional development activities, subject to approval. The DRE’s time spent in participating in LREDA and UUA events will be considered part of their professional responsibilities.

### **How to Apply:**

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. UUMAN is committed to developing a diverse and talented team. If you are excited about this role but are unsure whether you meet all of the requirements, we encourage you to inquire and/or apply. Please send resume or inquiries to: [dre-search-chair@uuman.org](mailto:dre-search-chair@uuman.org)