

**Unitarian Universalist Fellowship of Waynesboro**  
**565 Pine Avenue**  
**Waynesboro, VA 22980**  
**Position Description**

**Position Title:** Director of Religious Education

**Position Summary:** The Director of Religious Education is responsible for the overall vision and administration of the religious education program for children and youth.

**Time:** Part-time, an average of 25 hours a week for 50 weeks a year. Work includes some off-site and some on-site including 43/50 Sunday mornings.

**Accountability/Relationship:** Reports to and is supervised by the Minister. Is supported and advised by the Religious Education Team.

**Key responsibilities:**

**Programming:**

- Develop the organization, structure, and choice of curricula for the Pre-K-High School religious education program with the support and advice of the Minister and Religious Education Team
- Supervise year round Sunday religious education program for children and youth
- Work with the Minister to plan and lead, or help lead, worship experiences for children and youth such as “A Time with Children,” multi-generational services, Religious Education Sunday, and others mutually deemed appropriate
- In collaboration with the Religious Education Team, develop opportunities for parents to gather for purposes of fellowship, education, and mutual support
- Facilitate opportunities for youth to participate in Cluster and regional events, and whenever possible attend such events with them
- Attend, and encourage multi-generational attendance, at UUFW family-friendly activities
- Advocate to strengthen the role of religious education and the needs of children, youth, and families in the life of the congregation, and seek opportunities for children and youth to be integrated into the congregation as a whole

**Communication:**

- Communicate effectively about RE Programs through UUFW newsletter articles and weekly electronic and personal communication to parents and families
- Provide webmaster and administrative assistant with current religious education information
- Orient and integrate newcomer families with a welcoming presence on Sunday mornings and by attending newcomer orientations
- Prepare and distribute an annual prospectus of the religious education program with the support and advice of the Religious Education Team
- Meet regularly with the Minister
- Coordinate with other UUFW teams when interests overlap with those of RE
- Mediate problems related to the religious education program when they arise

**Administrative/Organizational:**

- In collaboration with the Minister and Sunday Services and Religious Education Teams, develop an annual calendar for the religious education program
- Recruit, train, and support volunteer teachers and youth leaders with the support and advice of the Religious Education Team
- Recruit and supervise nursery staff on Sunday mornings, and supervise and provide feedback to Youth Leader
- Implement annual registration procedure, maintain current enrollment records, and record weekly attendance in congregational database
- Review new curricula published by the UUA and maintain a curriculum library
- Ensure the physical safety of children and youth by following UUA Safe Congregations Practices, including overseeing background checks on all teachers
- Create, manage, and expend the Religious Education budget with the support and advice of the Religious Education Team
- Maintain appropriately organized inventory of RE classroom materials and supplies
- Maintain office hours as arranged with the Minister
- Participate as an active member in the Liberal Religious Education Association (LREDA)
- Develop increased professional competence through continuing education opportunities.

**Core Competencies**

Understands and fully supports the mission and values of UUFW; models and can teach those values to others

Knowledgeably discusses and is able to share information about Unitarian Universalism

Leads from a positive and optimistic point of view, while being an active listener who can openly accept and respond constructively to feedback

Able to maintain confidences

Able to calmly and creatively solve problems

Has strong oral and written communication, leadership, organizational, and administrative skills

Demonstrates effective instruction and classroom management, and can guide other adults in these skills

Works well independently and as a member of a team

**Qualifications:**

Bachelor's Degree, preferably in education, administration, child development, ministry, or a related field

Experience working with children/youth; experience in youth religious education desired

Significant leadership experience

**Physical requirements:**

Able to walk up and down stairs

**Compensation:**

Salary will be in accordance with the Unitarian Universalist Association (UUA) compensation guidelines, based on the appropriate category of responsibility and experience, at a minimum of \$19,500. A reimbursable expense/professional development budget is provided. Retirement benefits are available after 1000 hours of employment. Health insurance is also available through UUA.

**To apply:** Please send a letter describing yourself and what you would bring to our religious education program along with your resume in pdf format to: [DRE\\_Search@uufw.org](mailto:DRE_Search@uufw.org). Interviews are ongoing.