

Director of Religious Education Job Description

CONGREGATION: UU Fellowship of Wayne County,
3186 Burbank Road, Wooster OH 44691

Size of Congregation:
194 certified members,
150 friends,
67 children

GOAL: To provide professional leadership for a religious education program for children and youth.

RESPONSIBILITIES & RELATIONSHIPS:

The Director of Religious Education reports to the Chief of Staff, the minister.

With the support of the Religious Education committee:

- recruit, orient and support volunteers
- coordinate curriculum
- provide leadership for goal setting and development of philosophy of religious growth and learning
- advocate and publicize the religious education program through the newsletter and other means of communication.
- maintain resources, supplies and equipment
- keep religious education budget expenses, files, records current
- plan special and intergenerational events with the minister
- attend district and area religious education conferences and workshops
- attend meetings of the Religious Education committee, church staff meeting and committee council.
- supervisory responsibility of the Youth Ministries coordinator

SKILLS NEEDED:

- experience or degree in a field related to education and/or human services
- knowledge of religious education philosophy and Unitarian Universalist curricula
- relational, organizational, administrative, communication, and volunteer management skills
- comfort with a wide variety of religious views, initiative, ability to encourage others

EMPLOYMENT STATUS & COMPENSATION:

- Half time position: Approximately 21 hours/week for 50 weeks, including Sundays at an hourly rate of \$15.36. Professional expenses budget of \$525/year.
- Health Benefits are not included with this position. Insurance is available through the UUA insurance plan, paid through pre-tax salary reduction.
- Unless declined, a salary reduction of 1% pre-tax retirement contribution will be deducted from each paycheck. If desired, the amount of the salary reduction can be increased subject to IRS limits.
- After qualifying, by working 1000 hours in a year, there will be a 10% employer contribution per the Unitarian Universalist Organizations Retirement Plan.
- The position is non-exempt from Fair Labor Standards Act.

APPLICATION DEADLINE: February 8, 2015

RESPOND TO:

**Personnel Committee Chair
3186 Burbank Road
Wooster, Ohio 44691**

or request a packet:

fellowship@uufwc.org