

The Allen Avenue Unitarian Universalist Church
JOB DESCRIPTION
DIRECTOR OF RELIGIOUS EDUCATION
July 2020

POSITION SUMMARY The Director of Religious Education (DRE) supports the mission of Allen Avenue UU Church (A2U2) through a passionate dedication to creating community and spiritual growth for families with children and facilitating quality religious education for our children and youth. In our next DRE we are looking for someone to eventually envision and implement a spiritual exploration program for adults as well. The DRE holds responsibility for the development and operation of programs which will meet these goals, working with volunteer leaders in all facets of this process, from visioning to implementation.

The DRE is expected to be an enthusiastic professional who is self-motivated, has excellent communication skills, displays obvious love for children and youth, and has an understanding of and commitment to UU principles of education and shared ministry. A key responsibility of the position is to be an enthusiastic champion of the program, in order to increase involvement in the program among all community members and to aid in volunteer recruitment. The DRE maintains confidentiality with sensitive information, and must also be proficient with electronic communication, remote meeting applications, and database applications.

Our church mission:

At Allen Avenue Unitarian Universalist Church, we are growing a community that transforms lives through the power of love, We celebrate diversity, encourage spiritual growth and promote social responsibility as we walk with care on this earth. We empower our members to share their gifts to build a world of compassion, equality, and freedom.

The mission of the Religious Education Program, adopted in 2018:

The Religious Education Program supports children, youth and their families to be safe, affirmed and accepted as they join in community to explore religious and spiritual thought, action, identity and values.

The DRE is responsible to the Minister and works in close collaboration with the Religious Education Committee.

MAJOR GOALS

1. **Quality Religious Exploration Program for Children, Youth and, perhaps at some time in the future, Adults:** Lead, support, and supervise the implementation of a Sunday morning Religious Education program and childcare for children and youth, and OWL and Coming of Age in alternate years, through coordination and support of volunteers.
2. **Ministry to Families with Children and Youth:** In coordination with the minister, facilitate the growth of community between and among families with children, and the larger community of A2U2 and greater Portland through proactive engagement with community members. Serve as a compassionate listener for parents, children, and youth, and facilitate

connections with the minister.

3. **Support Strong Lay Leadership:** Work with the Religious Education Committee to recruit, train, support and supervise volunteers for the Religious Education program.
4. **Worship Opportunities that are Accessible to All Ages:** Plan and implement weekly intergenerational worship opportunities in concert with the minister and the Worship Committee.
5. **Vitality and Growth in Our Religious Education Program for the Future:** Work with the Religious Education committee and Membership Coordinator to do long-term planning with an eye toward growing the program and membership of all types of families in the congregation. Long-term, to develop a program for adult faith exploration and enrichment.

OTHER RESPONSIBILITIES

- Maintain program records including expenditures of program funds.
- Prepare and advocate for the annual program budget
- Supervise paid childcare staff
- Provide regular written program reports, including monthly reports to the Board of Trustees and an Annual Report for the congregation
- Publicize events and share program information with the community, including through social media
- Attend appropriate Church meetings
- Track inventory of program supplies and replace as needed