

PROGRESSIVE SPIRITUAL COMMUNITY SEEKS DIRECTOR OF RELIGIOUS
EDUCATION FOR CHILDREN

Unitarian Universalists of San Mateo, California
300 Santa Inez Ave., San Mateo, CA 94401

www.uusanmateo.org

Date Posted: March 27, 2017
Categories: Religious Education
Denomination: Unitarian Universalist
Church Size: 250+ adults and children
Job Type: Part-Time, exempt

POSITION: Director of Religious Education for Children's Ministry
(approximately 20 hours/week)

SUPERVISOR: The Reverend Ben Meyers, Minister

The Unitarian Universalists of San Mateo (CA) is seeking an experienced Director of Religious Education for Children's Ministry for children nursery through 6th grade. The DRE for Children reports to the Lead Minister and works in close collaboration with the DRE for Youth (from 7th grade through high school). This is a 1/2 time, non-exempt position. UUSM is a liberal religious community of open hearts and open minds working together to transform ourselves and the world. We are a mid-sized congregation, serving approximate 175 adult members and 85 children and youth.

Job Description (in brief – see attached full description)

The DRE for Children must provide leadership for the RE program for children through 6th grade and must communicate program philosophy, format, and content to RE families and the UUSM community.

The DRE for Children must plan and develop effective curriculum sequences for each age group and promote family and congregational involvement through effective communication. This will include recruiting, training, and supervising volunteer and paid RE leaders and support staff and developing and maintaining safety and behavior policies.

The DRE for Children must advocate inclusion of children and youth in congregational activities and ensure a safe and nurturing environment. This requires recognizing the worth and dignity of each child by getting to know them, by welcoming families on Sunday mornings, by reaching out to families as necessary and appropriate, and by becoming aware of pastoral concerns of families.

The DRE for Children must manage Sunday morning RE classes on a weekly basis

by ensuring staffing, communicating lesson plans, and providing resources. This will include overseeing enrollment, finances, facilities, and needed resources.

WHO WE ARE

The Unitarian Universalists of San Mateo (UUSM) is committed to transforming ourselves and the world. We currently have one Sunday morning worship service (10am) and Religious Education program for all ages between 10am and noon. We also hold multi-generational services several times each year. Our Religious Education program nurtures the four foundations of a meaningful, relevant, and vibrant faith: religious identify, ethical development, spiritual growth, and faith development.

To learn more about our congregation, visit our website at www.uusanmateo.org.

QUALIFICATIONS

1. Experience and skill in working with children and families, particularly in a congregational setting.
2. Strong communication skills (verbal and written) and competency in using social and other electronic media.
3. Program management skills (planning, budgeting, and implementation.)
4. Ability to lead and inspire others as well as to function as part of a team.
5. Openness, flexibility and calm when confronted with change and uncertainty.
6. Familiarity and comfort with Unitarian Universalism, Unitarian Universalist liberal religious values and programs a tremendous plus.

BACKGROUND CHECK AND MANDATED REPORTING

The DRE for Children's Ministry is a mandated reporter of child abuse, and must comply with all local, state and federal regulations regarding reporting. Live Scan fingerprinting and a criminal background check are required for this position.

In addition, the DRE for Children's Ministry must comply with the UUSM Covenant of Right Relations, Religious Education Supervision Policy and the Classroom Behavior Policy.

EMPLOYMENT TERMS

- The position is available as of July 1, 2017 and will remain open until filled.
- Ideally, a candidate will be available for paid training in June. We seek to make an offer by June 1 and encourage resume submission no later than May 1.
- Salary commensurate with UUA guidelines, education and experience.
- This is an exempt (salaried) position ineligible for overtime pay.
- This is a year-round position.
- As a professional, the DRE is expected to schedule and manage their own activities within the constraints of established UUSM meetings, services, and

events. Past experience has been that this position is a roughly "half time" commitment, but the number of hours and level of commitment varies from week to week.

- Employee benefits offered as part of the compensation package.

APPLY TO: dresearch@uusanmateo.org OR uusmdresearch@gmail.com

- Submit cover letter
- Attach resume
- Include contact information for three references

Thank you for your interest in this position.

Attached is a full job description for the current incumbent.

Director of Religious Education, Children's Ministry Job Description

1. Leadership and Philosophy (20%; 4 hrs/wk)

- Provide leadership in visioning, prioritizing and goal-setting for the RE program as part of the larger UUSM community.
- Maintain personal reflection and study in areas related to lifespan faith development and congregational dynamics, sharing knowledge and philosophy obtained from training and reflection with congregational and RE program leaders.
- Communicate program philosophy, format, and content with RE families and UUSM community through the UUSM Journal, Religious Education Handbook, materials for visitors, and regular emails.

2. Program Planning and Development (20%; 4 hrs/wk)

- Plan for effective curriculum sequences for each age group from year to year. for primary grades, including Our Whole Lives Sexuality Education.
- Provide programming that meets the needs of the whole child and recognizes multiple intelligences and different learning styles.
- Promote, coordinate, and monitor family & congregational involvement.
- Assist in planning multi-generational segments of worship; develop and lead several Children's Chapels each year.
- Plan and coordinate multi-generational events, (e.g., Mystery Friends, Sundae Sunday).

3. Leadership Development and Support (15%; 3 hrs/wk)

- Recruit, train and supervise RE leaders and assistants (paid and unpaid).
- Communicate program philosophy, expectations, and content to RE leaders.
- Receive and offer feedback to leaders and assistants for classes and events.
- Enhance lesson/activities by connecting leaders to additional resources (activities, media, books, music, speakers, etc.)
- Support RE Council by providing guidance, support and clear communication.
- Acknowledge contributions of RE leaders.
- Develop and maintain consistent safety and behavior policies.
- Assist RE leaders in dealing with specific behavior and class management issues as needed.

4. Ministry to Children and Families (10%; 2 hrs/wk)

- Advocate for the inclusion of children and youth throughout the life of the congregation (worship, social action, annual picnic, etc.)
- Nurture an environment that is safe, physically and emotionally, for all children.
- Recognize the worth and dignity of each child and youth by getting to know them and their interests and handling behavior issues in gentle, honest and respectful manner.
- Act as protector of children as a mandated reporter of child abuse and

- neglect, contacting Child Protective Services when necessary.
- Welcome families on Sunday mornings, reach out to new families as appropriate, and facilitate relationships between children and between families.
 - Serve as a resource on UU beliefs, history, and institutions.
 - Be aware of pastoral concerns of families (especially of children and youth, but also including larger family dynamics,) becoming involved where appropriate and necessary.

5. Administration (30%; 6 hrs/wk)

- Manage Sunday Morning Religious Education classes on a weekly basis by staffing classes, communicating lesson plans to RE leaders, and acquiring program curriculum, supplies, and resources. Requires co-supervision of Children's Coffee Hour from 10am to 11am and supervision of classes from 11am to noon.
- Oversee enrollment: Register families; develop and maintain RE program database; and monitor attendance, class size, and attendance patterns.
- Oversee finances: Develop and monitor program budget; track staff hours and provide payroll data to office manager.
- Secure facilities to adequately meet program needs.
- Maintain resources for program such as supplies, equipment, and a library of resources for parents, teachers, and committee members.

6. Participation in Professional Organizations and Relationships (5%; 1 hr/wk)

- Participate in regional meetings and leadership-development programs of LREDA, the PCD and the UUA.