

## Job Opening - Director of Religious Education Unitarian Universalist Congregation of Lawrence (Kansas)

### About us:

The Unitarian Universalist Congregation of Lawrence is a congregation in transition and excited about re-imagining our future and finding new ways to further our mission to love, nurture, explore and act! We are in our first year with settled minister Rev Dr. Nori Rost.. UUCL has a rich history with ties that can be traced back to the founding of the city of Lawrence in 1855. With around ??? adult members and ?? children/youth. UUCL is certified as a Welcoming Congregation and is passionate about social justice.

UUCL has a dedicated group of families and children who participate in our Religious Education (RE) Program which is grounded in the seven UU Principles and the six UU Sources. In recent years, we have nurtured an intergenerational approach in the worship service with children of all ages participating at the beginning of the service, before the youngest are sung out to an activity time. We have a strong Our Whole Lives program that attracts non-UU families, providing outreach into the community. UUCL has had a year of change and growth and the RE Program is a priority as we look towards the future. The sap is rising in the soul of this congregation, and we are looking for a thoughtful, creative, and energetic person to join us on this journey.

Lawrence, home to both the University of Kansas and Haskell Indian Nations University, is a progressive college town with diverse arts and entertainment options and a thriving downtown. With a proud history as the abolitionist capital of Bleeding Kansas, Lawrence is nestled in beautiful northeast Kansas and is within an hour's drive to many sites and entertainment in the Kansas City metro area and the Brown v. Board of Education National Historic Site in Topeka.

### Our Mission and Vision:

Our mission is to **love** inclusively, **nurture** spiritual growth and connection, freely *explore* life's big questions, and **act** for justice.

Our vision is a just world, guided by love, in which all people are empowered to engage in lives of meaning and purpose.

### About the position:

UUCL is seeking a half-time Director of Religious Education who can provide innovative and inspiring leadership for a collaborative children and youth Religious Education program bringing *UU* values and ideas to life for our youngest members. The start date for this position is October 2024. See full job description and qualifications below.

## **How to apply/about the interview:**

Please send a cover letter, resume and three references to ???? by September,, 2024. First interviews will be conducted by phone with our DRE search committee. Second interviews will be in person with the Minister and Board Chair.

## **Job Description:**

**Job Title:** Director of Religious Education (Half Time)

**Reports to:** Minister

## **Position Purpose and Scope of Responsibility:**

The DRE is responsible for the leadership and coordination of the Religious Education Program for children and youth at UUCL. The DRE provides inspiration and resources while collaborating with our Minister, other staff and religious education volunteers to develop, plan and implement religious education programming.. The DRE manages paid staff providing nursery care for infants and toddlers.

## **Roles and Responsibilities:**

### **Planning**

- ~Works in collaboration with the RE Team to plan, implement and evaluate RE programs (Sunday morning Religious Education, Youth Group, Our Whole Lives, and Coming of Age).
- ~Manages paid nursery staff including recruitment, appointment,, scheduling, training, evaluation and dismissal.
- ~Schedules and manages volunteer and/or paid staff for Children's Activity time when children aged 4-9 years are sung out of the Worship Service.
- ~Provides resources to and collaborates with volunteer RE Team and teachers to choose programs and curricula.
- ~Promotes a safe environment for children and families in accordance with the UUCL Safe Congregation Policy.
- ~Collaborates with the Minister in integrating children and youth into Sunday Worship Service themes.

### **Leadership:**

- ~Promotes and maintains a welcoming environment for children and families.
- ~Recruits and trains volunteer teachers and youth leaders in safety practices, program development and

curriculum delivery.

~Empowers parents and volunteers to make their own contributions to the program. Advocates for the needs of and programming for UUCL's infants, children and youth. Maintains a presence on Sundays to support RE classes, teachers, children and parents and to assist in welcoming new or visiting families. See schedule below.

~Collaborates with RE Team to develop RE annual budget and manages the RE budget to accomplish goals within allocated resources.

~Refers families, children and youth in need of pastoral care to minister.

### **Communication & Administration:**

~Publicizes the RE Program to the congregation and community at large through the newsletter and website contributions and weekly e-blast of schedule,

~Makes monthly reports to the UUCL Board, and an annual report to the congregation.

~Maintains active communication with parents and volunteers regarding RE programming and opportunities.

~Attends weekly staff meetings, RE Team meetings, and UUCL Annual Meeting. Other occasional commitments to coordinate RE with UUCL activities and aid in exchange of information will be required.

~Plans, organizes and oversees all RE registration procedures and maintains records of attendance.

~Oversees the state of the RE classrooms and the availability of basic materials and equipment.

### **Professional Development:**

Maintains membership in Liberal Religious Educators Association (LREDA) and active involvement with the larger UU community. Attendance of out-of-town training, UUA Renaissance modules and/or conferences as circumstances as budget permits.. Seeks out ongoing knowledge and resources on anti-oppression and social justice topics in order to ensure diversity and inclusivity best practices.

### **Knowledge and Skill Requirements:**

**Minimum Qualifications:** Ability to lead a Religious Education Program that is grounded in UU principles.. Working knowledge of child/youth education and experience working with children and families in a recreational or educational capacity..

Experience in organizing events and managing employees or volunteers.. Proficiency working with the public in a positive and professional manner.

Ability to take initiative to set and accomplish goals..

Proficient in Google and Microsoft Applications (i.e., Google Docs)

**Preferred Qualifications:** Bachelor's degree, preferably in religious studies or an education-related field or relevant experience equivalent.

Experience directing a religious education program and/or UUA Religious Educator credential.

### **Schedule:**

Flexible schedule averaging 20 hours per week. "Office" hours to be coordinated with minister.

Present Sunday mornings with one Sunday off per month.  
Evening and weekend hours to accommodate meetings and special events.

### **Salary and benefits**

Part-time, salaried position (20 hours/week). Salary commensurate with education and experience and in accordance with fair compensation guidelines..

Vacation, sick leave, health benefits and some professional development funds included.  
Retirement plan available after 1 year.

### **Evaluation:**

Preliminary evaluation by Minister and HR committee after six-month probationary period and then annually thereafter..

Employment is contingent on results of criminal background check in accordance with the UUCL Safe Congregation Policy.

### **UUCL Non-Discrimination Policy:**

Employee non-discrimination policy. UUCL does not discriminate based on race, ethnicity, religion, gender, sexual orientation, age, physical or mental disability, ancestry or national origin.

UUCL is highly committed to developing a diverse and talented staff team. People of color, people with disabilities, LGBTQ+ people, and people from other diverse communities are encouraged to apply.. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire or apply.

### **Physical Requirements and Working Conditions:**

Remote work flexibility with limited hours at the UUCL facilities.

This position requires some work in an older building. Some of the building's offices, restrooms and elevator are narrow, but if they end up being a barrier to employment for a qualified candidate we are committed to making alternative accommodations. We encourage all applicants to apply and are happy to answer any questions about the accessibility of the building.