

Unitarian Universalist Church of Brunswick

Brunswick, Maine

POSITION AVAILABLE: Director of Religious Education (part-time)

The Unitarian Universalist Church of Brunswick (UUCB) seeks a dynamic and collaborative Director of Religious Education (DRE) to lead our growing congregation in enhancing and further developing our Religious Education program.

20 hours/week beginning August 4, 2008. Salary commensurate with skills and experience. Prorated benefits (health, life, disability, and retirement).

Compensation in accordance with Unitarian Universalist Association (UUA) guidelines.

Position to expand with anticipated growth in membership and RE programming. Professional development opportunities expected with that expansion.

The UUCB congregation, established in 1812, shares our rich history with the Mid-Coast community and Bowdoin College. We have just completed a very successful year with our newly called minister, the Reverend Sylvia Stocker.

RESPONSIBILITIES

MAINTAIN AND EXPAND THE RE PROGRAM

- Work closely with the RE Committee and minister to set goals and objectives of the Religious Education program
- Select curricula and develop programming that meets the needs of children and youth
- Maintain open, effective communication with parents, children, the minister and the congregation
- With the Minister, plan and lead intergenerational services; facilitate child and youth participation in regular services
- Help Church Council plan and coordinate intergenerational programs and events
- Greet children and parents on Sunday mornings
- Publicize program through UUCB website, newsletter, RE bulletin board, newspaper publicity, contact with congregation
- Create RE Prospectus

RECRUIT, TRAIN AND SUPPORT PROGRAM VOLUNTEER LEADERS

- Provide teacher/leader orientation and training
- Support regular communication among teacher/leader teams
- Recruit and supervise nursery workers

ADMINISTER THE RE PROGRAM

- Provide information needed to create the RE Committee annual budget
- Manage expenditures against budget
- Help the RE Committee chair plan monthly RE Committee meeting agenda
- Maintain RE files and records
- Create and maintain attractive and stimulating RE spaces
- Maintain an organized, accessible library of materials and supplies for leaders

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- Organize, supervise and monitor participation in district/denominational Youth Conferences

PARTICIPATE IN PROFESSIONAL DEVELOPMENT ACTIVITIES, AND LOCAL/DISTRICT ACTIVITIES

- Participate in RE Committee meetings; attend Board Meetings as an ex-officio member as needed
- Attend UUCB annual meeting; encourage RE presence
- Attend workshops, conferences, UUA professional development training as appropriate
- Develop and maintain collegial and supportive relationships with colleagues in wider District
- Attend District and Youth Advisory Committee meetings

EXPERIENCE, KNOWLEDGE, SKILLS AND ATTRIBUTES

- Degree in education, human services or a related field; teaching experience highly desirable
- Experience in child and youth development
- Knowledge of Unitarian Universalist history and thought; commitment to expand that knowledge
- Knowledge of world religions and faith practices; commitment to expand that knowledge
- Respect for diverse beliefs and cultures
- Initiative and the ability to work effectively in a team environment
- Ability to motivate and encourage teachers, parents and volunteers
- Strong written and oral communication skills
- Strong organizational skills
- Ability to manage projects and programs
- Adept with computers and technology

Working conditions: The Religious Education program is conducted in two separate multi-storied buildings. This necessitates stair-climbing and walking between buildings. Attendance at evening meetings expected. Sunday presence required.

Accountability: The Director of Religious Education is supervised by the minister.

See our website www.uubrunswick.org for more information about our church.

Applicants are invited to submit: a letter of interest, a resume, and 2 letters of reference with contact information to:

DRE Search Committee
UUCB
P.O. Box 129
Brunswick, ME 04011

or

Email to church office: uubruns@suscom-maine.net Subject line: **DRE application**

Church office telephone and FAX: 207-729-8515

Review of applications will begin on June 1 and continue until the position is filled.