

**Unitarian Universalist Fellowship of San Dieguito
Religious Educator (RE)
Half-Time Job Description**

Purpose:

To serve as the professional responsible for the overall development and the day-to-day operation of the children and youth religious education program.

Schedule and Supervision:

This job is a half-time salaried position. The Minister or, if no minister, the Board-designated “Chief of Staff” supervises the RE. The RE works with support and collaboration from the Religious Education Committee to achieve Religious Education program goals.

Role:

The RE will proactively support and maintain innovative, superior religious education programs [REPs] for children and youth with UUFSD. These programs will provide a basic understanding of Unitarian Universalism, comprehensive and forward-thinking REP classes, social events, and other activities that support the principles of Unitarian Universalism. Programs will encourage people to develop their own religious identity and inspire everyone, especially children and families, to be part of the Fellowship community.

Primary Responsibilities:

Basic Functions

- Develops and manages religious education programs for children and youth, including Sunday RE classes, OWL, Coming of Age, and youth group
- Develops and manages the REP budget and reserve funds
- Oversees religious education volunteers and staff with support from the REP Chair
- Administers child care provided for Sunday mornings and sanctioned Fellowship meetings and events;
- Participates in continuing education and good self-care for personal and professional growth.

RE Program Communications

- Articulate REP philosophy and goals, thus assuring awareness among members of the Fellowship, obtaining concurrence, and securing support.
- Provide a monthly RE Report to the Board of Directors
- Attend Board meetings only if needed.
- Help publicize REP programs and events to parents and congregation with the assistance and support of the REP Committee.
- Develop all welcoming documents and registration materials for the REP in conjunction with the REP Chair and Committee.
- Attend New Member Orientation meetings or send a representative to introduce the REP and the RE.

- When appropriate, undertake follow-up with visitors and new members, initiate contact, and be accessible to families of children in our programs.
- Create, print, and distribute the annual REP Flyer (with curriculum info).
- Ensure the REP webpage text is up to date.
- Support, as appropriate, Fellowship fund-raising efforts and encourage membership and pledging among REP families

Program Preparation and Management

- Determine class and age divisions in REP programs, including youth, using Committee input as necessary.
- Organize annual REP Events with strong support from the REP committee.
- Attend monthly REP Committee Meetings to ensure excellent communication and coordination.
- Organize Teacher, Coordinator, and REP recognition.
- Create REP policies with the REP Committee and Chair, as needed.
- Annually, review and update the Child Protection Policy and other REP-related policies with the REP Committee and Chair.
- Unlock and prep classrooms on Sunday mornings.
- Provide oversight and support for teaching teams and assist with scheduling
- Develop methods to recruit, train, support, and evaluate REP volunteers.
- Design and implement teacher training, including distribution of the curriculum to teachers, assistants, and coordinators.
- Support teachers who are having problems with their class curriculum.
- Ensure that all classrooms have needed supplies with support from the administrator.
- Provide oversight, serve as a resource, and offer support to Middle School Youth Group and Young Religious UU group (ages 14-20).

Financial Management

- Produce annual budget requests for the REP in conjunction with the REP Chair and Committee.
- Oversee budget expenses (REP Budget, REP Carryover fund, and RE Discretionary Fund).
- Assist with the management of particular budgets, including YRUU, JRUU, OWL, etc.
- Track and authorize by signature expense requests by teachers and parents for the REP reimbursement.

Worship

- Assist with the subject, planning, and presentation of Intergenerational Worship Services (Welcoming/Incoming Sunday, Easter, Bridging...).
- Support youth and children who are participating or planning worship services for the larger Fellowship.
- Work with the Music Director as needed on Intergenerational Music Sundays.
- Develop, plan, and implement Rites of Passage Ceremonies for Sunday worship, in conjunction with the Minister (Child Dedication, Bridging).

Professional Development

- Develop a yearly professional development plan including workshops, courses, conferences, etc. as time and budget permit.
- Attend cluster REP meetings.
- Attend Regional Assembly (as time, interest, and funds allow).
- Attend General Assembly (as time, interest, and funds allow).
- Be an active National and PSWD LREDA member and attend meetings (as time, interest, and funds allow).

Other Related Duties

- Annually work with the Minister and/or REP committee to create all program goals and objectives.
- Follow all legal requirements as a Mandated Reporter.
- Participate in one-on-one meetings with the Minister as scheduled.
- Attend staff meetings.

Key Differences from Full Time RE

- Pastoral care is not part of this role and will be the responsibility of the minister and/or pastoral care team
- Young adult and adult programs will not be part of the REP and may be organized instead by the minister (if full time) and/or volunteers
- RE will have the support of a strong RE committee and can delegate tasks to the committee as appropriate
- RE is not expected to attend board meetings unless requested
- RE may not have time to regularly plan and lead intergenerational sharing at Sunday services and may need to rely on worship associates or other volunteers to fill this role
- RE may not have as many opportunities for professional development or participation in regional/national UU meetings