

All Souls Unitarian Universalist Church
4501 Walnut Street
Kansas City, Missouri 64111

JOB DESCRIPTION

Position: Minister of Religious Education
Department: Religious Education
Supervisor: Senior Minister
Date: November 20, 2014

POSITION SUMMARY

The Minister of Religious Education is responsible for directing and inspiring quality religious education for children and youth at All Souls Unitarian Universalist Church. In collaboration with the RE Board and the Senior Minister, the Minister implements the RE mission to link and nurture all ages in our life-long spiritual growth by: building communities, promoting service, and transforming lives. The RE minister is responsible for volunteer development and management and program development for nursery, preschool, elementary, middle school and high school youth.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A. Volunteer Development and Management
1. Identifies, interviews and recruits volunteer teachers for religious educational programs for children and youth.
 2. Provides safety screening checks for volunteers working with children and youth.
 3. Trains and supervises volunteer teachers.
 4. Supports volunteer teachers through weekly/monthly emails and personal conversations.
 5. Conducts teacher's meetings for training and support.

6. Provides ongoing recognition/appreciation of volunteers through phone calls, personal contacts, emails and newsletter articles.
8. Recognizes volunteers at a yearly appreciation event.
9. Maintains an updated volunteer database.

B. Curriculum Development for Children and Youth

1. Researches and procures UU curriculum for all age levels that is professional, engaging and provides liberal religious educational experiences.
2. Evaluates curriculum on an ongoing basis.
3. Provides curriculum planning and development so that year to year continuity is maintained.
4. Maintains a working knowledge of RE materials/resources available from UUA and elsewhere.
5. Provides experiences for children to learn UU Principles and integrate them in their lives.

C. Program Development for Preschool, Elementary, Middle and Senior High Youth

1. Creates a welcoming, nurturing and safe environment for all children and youth.
2. Insures appropriate staffing of all Sunday morning classes at 10:00 and 11:15 am. Schedules the needed number of volunteers for all Sundays.
3. Supervises administration of Sunday morning programs for children and youth.
4. Trains and supports volunteer teachers in following a teaching format that provides an engaging variety of age-appropriate experiences around the religious theme for each class period.
5. Provides weekly support to teachers in planning lessons and securing curriculum, books and materials needed for the lessons.
6. Develops class covenants that support safety, kindness, responsibility and respect for others in all religious education classes.
7. Trains and supports teachers in following positive procedures in promoting caring behavior.
8. Institutes and follows safe check-in and check-out procedures for younger children.

9. Maintains a physical environment that is clean, organized and aesthetically inviting in all classrooms.
10. Stocks classrooms with needed supplies and materials.
11. Maintains RE Storage room with materials and supplies needed for religious education programs.
12. Provides opportunities for age appropriate service projects.

D. Coordination of Coming of Age and OWL programs for Teens

1. Identifies and recruits leaders for all aspects of the COA and OWL programs.
2. Coordinates orientation, training and support for the leadership of the COA and OWL programs.
3. Advertises and promotes participation in the COA and OWL programs.
4. Coordinates parental involvement and support in the COA and OWL programs.

E. Coordination of Nursery Services

1. Interviews, screens and hires a paid nursery nanny.
2. Supervises and provides ongoing support to the nursery nanny.
3. Recruits, screens, schedules and supervises nursery volunteers.
4. Maintains a physical environment that is clean, orderly and aesthetically pleasing.
5. Provides age appropriate toys and equipment for babies and toddlers.
6. Stocks the nursery with needed supplies.

F. Communication of RE Programs

1. Welcomes and provides information to visitors and new families.
2. Publicizes programming related to children, youth and families to the congregation and community.
3. Writes informational articles for the monthly newsletter.

4. Provides weekly emails about programs for children and youth to membership.
5. Develops, displays and distributes an informational brochure for visitors, members, and friends.
6. Communicates information to parents about current programs and events through email, letters and phone calls.
7. Creates, maintains and distributes parent packets with information about our religious education programs; including curriculum information, policies, family rights and responsibilities and youth expectations.
8. Interprets goals and activities of RE programs through the annual report.
9. Communicates information about RE programs to other staff members.
10. Fosters communication with committees associated with religious education.

G. Development of Worship, Special Events and Multigenerational Connections

1. Oversees children's chapel and youth worship experiences.
2. Collaborates with church members in planning special events and celebrations.
3. Collaborates with senior minister, music director and church members in planning multigenerational worship services.
5. Promotes opportunities for multigenerational connections across ages.
6. Works to integrate children and youth into the life of the church.

H. Development of RE Mission and Goals

1. Meets monthly with the RE Board to plan, evaluate, and implement the mission and goals of the religious education programs.

I. Administration of Programs

1. Manages and updates the religious education database for children, youth, parents, and volunteers.
2. Purchases and maintains supplies and equipment for all RE programs.
3. Buys snacks and juice for Sunday morning programs.
4. Maintains updated registration records.
5. Plans and develops the RE budget with the RE Board and manages the administration of the church approved RE budget.
6. Maintains up-to-date attendance information.
7. Recruits, screens, schedules and supervises paid childcare providers for church activities and events as needed.

J. Professional Growth and Development

1. Attends MidAmerica Region and UUA conferences, workshops, and retreats.
2. Networks with UUA, MidAmerica Region, LREDA, local UU groups, and the greater Kansas City community for professional development.
3. Maintains time for professional, personal and spiritual sustenance and development.
4. Provides leadership and support in participating in meetings of the MidAmerica southern cluster of religious educators.

K. Supervision of RE Administrative Assistant

1. Supervises administrative assistant in performing administrative tasks that support our religious education programs.
2. Collaborates with administrative assistant in planning and administering Sunday School lessons.