Prairie Circle Unitarian Universalist Congregation (PCUUC) | P.O. Box 858 Grayslake, IL 60030 |
Director of Religious Education (DRE) Job Description

PCUUC is a liberal congregation located in Grayslake IL. Our vibrant congregation has about 70 households that span all age groups, many faith traditions, and an array of cultural, political, and economic experiences. We are a growing, lay led (no minister) congregation.

Our Religious Education Program currently serves approximately 15 children and youth and is an integral part of the congregation. Curriculum-based classes serving preschoolers through 8th grade run concurrently with worship services from September through June. Children are in the sanctuary for the first portion of the service, and then go to their Religious Education classes. Summer programming serves Pre-K through 8th graders. Nursery care is year round. A High School youth group is active when there is a population to serve.

REQUIRED QUALIFICATIONS:
Experience working with children; Experience and comfort working independently and collaboratively in teams; Familiarity and appreciation for liberal religion and all faith traditions; Excellent interpersonal, organizational, communication (written and oral) and leadership skills; The ability to work effectively with people of all ages and varied experiences (church leadership, members, friends, children and parents). Strong technical skills in google docs and drive, MS Word, PPT, and Excel as well as social media. Exceptional program planning and implementation experience and skills.

PREFERRED QUALIFICATIONS:
Unitarian Universalist affiliation; BA or Masters in education- related field; Education leadership and management experience; Experience in teaching, administration, supervision of staff and volunteers; Credentialing as a religious education professional under the UUA. Remote work experience.

KEY OUTCOMES AND RESPONSIBILITIES: The core goal of this position is to lead and sustain a vibrant religious education program that takes seriously the spiritual and moral development of children.

The DRE will collaborate, partner with, and complement the PCUUC team to support the planning and implementation of the Religious Education program at PCUUC.

The responsibilities of the DRE include but are not limited to:

Committee Work
- Attend the RE Committee meetings when requested

Philosophy/ Program Direction
- Provide input to the RE Committee on the the long term vision, mission, program goals, and values for RE at PCUUC
- Implement the long term vision, mission, program goals, and values for RE at PCUUC
- Work with the RE Committee to design the RE program
- Implement the RE program
- Design a coming of age/ affirmation program at PCUUC
- Create a curriculum map and/ or review and revamp the curriculum map as needed with support from the RE Committee

- Select the curricula by age group by semester

Communication

- Create and deliver the annual RE update at the PCUUC annual meeting with support from the RE Committee
- Communicate with teachers weekly about current curricula lessons/ needs
- Communicate weekly with parents (For Example- Disseminating the "Taking It Home" portion of UUA curricula)
- Write "weekly newsletter material, Order Of Service (OOS), quarterly newsletter, and other communication pieces required to properly run and publicize the the RE program
- Act as the RE ambassador on Sunday Mornings before and after service by greeting newcomers, developing relationships with current families and the congregation as a whole, making verbal announcements, and any other facet of relationship building/ communication or Sunday morning DRE work required to build and sustain relationships for the RE program
- Publicize the program within congregation (example: the RE table in church and the RE presence in the various newsletters, website, Pathways to membership RE portion and other written and verbal communication vehicles)
- Publicizing the program outside of the congregation (as a content provider to membership and publicity teams and the webmaster or social media team at PCUUC or other teams as needed)
- Develop the yearly RE brochure used for internal and external program publicity
- Develop the yearly RE calendar (all age group curricula, lessons, teachers and assistants as well as church business, environmental action activities, social action activities, music activities, intergenerational services, global holidays, and any other information required to have a well planned program).
- Communicate yearly RE calendar to all required parties
- Submit weekly status reports
- Submit weekly time cards
- Submit monthly RE updates to the board in conjunction with the RE Committee
- Develop relationships with parents and the congregation

Volunteers

- Recruit and train volunteer teachers
- Support teachers on an ongoing basis
- Recruit and train nursery volunteers on an ongoing basis
- Support nursery volunteers on an ongoing basis
- Arrange schedules for the nursery volunteers
- Arrange schedules for the RE volunteers (teachers and others if needed)
- Serve as the day to day manager of the RE teaching volunteers

Teaching

- Create welcoming and nurturing learning environment
- Develop Global Holiday and Festival Exposure learning materials for weekly parent newsletter, OOS, enewsletter and facebook or other social media pages
- Teach RE Classes as needed
- Implement and lead the affirmation/ coming of age program
- Manage and resolve day to day issues as they arise
- Manage and resolve issues and special needs as related to individual children as they arise
- Oversee the weekly sign in process for the nursery
- Oversee the weekly sign out process for the nursery

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- Manage the weekly sign out process for each age group in RE
- Walk children to RE on Sundays (preferably using the time to engage children in a joyful manner by playing games or singing songs or other age appropriate activities)

Worship and Special Events

- Plan intergenerational worship services
- Select and tell the story for all ages or plan and execute an experience or moment for all ages as needed as a part of the Sunday worship service.
- Lead spirit of life for children on Sunday mornings (teach the children spirit of life and hand movements as needed)
- Plan 1 yearly outing for RE families (usually in February)
- Plan the yearly RE family potlucks (usually summer months)
- Plan RE related events (ex: RE related field trips and religious outings)
- Organize travel (ex: field trips, affirmation trip to Boston, Leadership camps, or other experiences requiring travel)
- Work with social action, environmental action and music team to plan RE related events

Maintain accurate records of RE materials

- Maintain the curriculum history by semester
- Print new attendance sheets for nursery and RE when needed and insert them into the attendance books
- Keep up-to-date attendance information by child and age group
- Maintain and track children by DOB
- Run yearly registration process and track registered children
- Submit payroll hours for employees
- Track hours for paid nursery employee(s)
- Track hours for paid RE employee(s)
- Maintain records of first aid, cpr, flu shot, and TDAP for paid RE employees (DRE and Nursery)
- Implement and track the completion of the background check process for RE and Nursery Volunteers
- Participate on the Background check special committee
- Track expenditures for planning purposes (RE Chair approves RE expenditures)
- Work with the RE Chair/ Committee to plan the yearly budget
- Maintain the record keeping reporting tool on a weekly basis
- Archive/ track inactive students
- Maintain the google drive/docs/and records (archiving when needed and maintaining records to be current and accurate on a regular basis)

Skills Development

- Attend conferences for professional development as approved by RE Committee
- Keep abreast of UUA guidelines and best practices for a world class RE program
- Complete professional development classes and skill building opportunities to ensure the continual growth and development of strong technical, communication, and organizational skills as well as UU history, RE best practices, and program management best practices.

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Equipment and Facilities

- Determine space allocation for each class by semester
- Set up RE weekly
- Tear down RE weekly
- Ensure the setup of the nursery is completed weekly
- Ensure the tear down of the nursery is completed weekly
- Ensure the setup and tear down the family room is completed weekly
- Load (beginning of each semester) and maintain (weekly) the class bins, student supply bags, and teacher supply bags with the baseline supplies
- Load the class bins with any special supplies for each weekly lesson for each curricula
- Purchase snack weekly for Sundays
- Purchase, maintain, and restock supplies and equipment with RE Committee approval

Equipment and Facilities (Continued)

- Organize and maintain supplies/Closet weekly
- Sanitize/ RE equipment weekly
- Oversee the cleaning and Sanitizing of Nursery equipment weekly
- Maintain safety and maintenance equipment and plans for RE and nursery (first aid kit, cleaning supplies, tissue, garbage bags, etc)
- Follow and enforce all rental agreement rules for charter school and any other rental facility used by RE
- Serve as the point person for access to the Comstock building for RE

Evaluation

- Work with the RE Committee to evaluate the program by age group by semester (parents, children, and teacher feedback)
- Work with the RE Committee to identify when structural changes to the program are required
- Provide feedback to nursery staff as needed

Policy Work

- Work with the RE Committee and the Board to develop and implement a safe congregations policy
- Maintain adherence to the safe congregation's policy and/or UUA best practices when applicable to the PCUUC RE program
- Implement and maintain behavior policies and process for students

Fundraising

- Lead and organize affirmation/coming of age related fundraising efforts

Management

- Serve as the day to day manager of the paid nursery staff
- Submit time reports for nursery staff
- Direct the work of the nursery staff (set expectations and guidelines for Sunday morning nursery set up, tear down, maintenance, and cleanliness)

Jennifer Weigand 1/10/16