

Director of Religious Exploration

GENERAL JOB DESCRIPTION:

Reports to: Minister
Directly Supervises: Childcare Providers
Status: Part Time, 20 hours per week
FLSA: Non-Exempt

Job Summary

The Director of Religious Exploration (DRE) provides developmental and practical support to the RE program, working with the RE committee and volunteers to ensure a visionary, vibrant, organized, safe, and effective religious education program for children.

Primary Responsibilities, which may be in conjunction with members of the RE Committee:

Program Development

- With the RE Chair, set the agenda for and hold regular RE Committee meetings to develop and evaluate the RE program at Beacon.
- With the RE Committee, teachers and parents, decide children's religious educational and worship goals for the year and choose or create curricula and plans to fulfill those goals.
- Ensure the development of Sunday lesson plans, children's worship, and activities to meet RE program goals and the needs of the various age groups.
- Coordinate with the minister and staff to plan intergenerational Sunday worship at least four times a year (Water Communion, Christmas, Easter, Mother's Day – or as decided by minister, DRE, and RE Committee)
- Support and supervise the OWL program.
- Support and participate in additional program development as opportunities and volunteer energy arise (ex. youth group, district camps, potlucks and parties, fundraising...).
- With the RE committee, review and revise RE program Policies and Procedures annually.
- Plan, coordinate, and implement summer Chalice Camp (5 half-days).

Participant Management and Teacher Training

- Plan and provide training for teachers and youth aides, empowering teachers to make independent decisions for their classes within the RE program goals.
- Recruit, schedule, and communicate with RE program volunteers.
- Provide ongoing teacher appreciation and feedback.

Administrative

- Register children on annual basis, providing completed registrations to Office Manager for inclusion in database
- Ensure attendance rosters are maintained, providing information to RE committee chair for attendance assessment.
- Assemble student information book including pictures and important health information.
- Organize resources, records and files related to RE and maintain an acceptable and organized work space.
- Ensure childcare is provided for second worship service.
- Help Prepare the RE annual budget request and oversee budget-approved RE expenses in adherence with sound accounting principles.
- Acquire, organize, and maintain supplies (curricula, teaching supplies, resource books, etc.).
- Works closely with RE Committee members, the Office Manager, volunteer RE teachers, Communications Committee and families with children in RE program.

Communication

- Greet families before and after worship services.
- Communicate regularly with teacher volunteers to address issues and concerns collaboratively.
- Communicate with families regarding upcoming events via email, weekly news and updates, monthly newsletter, and phone calls.
- Create a pamphlet for the RE program, and update the Beacon website.
- Update the board and CLC monthly regarding RE news, as feasible.

Facilities and Safety Management

- Manage facility and safety standards for children in the building
- Assure teachers and childcare providers are properly screened and trained, and assist with background checks
- Ensure compliance of all RE activities with Child and Youth Protection Policies and Procedures.

Professional Development

- Attend monthly staff meetings, and individual supervision with the minister.
- Attend quarterly Arizona Cluster UU Professionals meetings with Beacon minister and staff when feasible.
- Join Liberal Religious Education Directors Association (LREDA), and attend LREDA workshops online and live when personal finances allow and coordinating time away with supervisor.

Committees

- RE (2 hours/month)
- Worship Associates (as feasible)
- Core Leadership Council (as feasible)