

**First Parish Unitarian Universalist Church  
Kennebunk, Maine  
Director of Religious Education  
Job Posting**

First Parish Unitarian Universalist Church of Kennebunk, Maine (FPUU) is a liberal religious community in the center of Kennebunk, ME. We are a growing congregation, with a dynamic team of professionals that serves a congregation of approximately 100, with 15 children and youth.

FPUU is seeking 10 hours of service from a Director of Religious Education. The Religious Education (RE) program encompasses the Nursery, Children's program (grades K-5), and Youth programs (grades 6-12). If you are friendly, love working with children and youth, are energetic and a team player we would love to hear from you. Given the nature of the populations we serve, preference will be given to those who are vaccinated against COVID-19.

The position is 10 hours per week, including 3 Sundays per month plus weekly scheduled office hours. Start date is August 30<sup>th</sup>, 2021.

Involvement with the RE program will encompass - preparing curriculum, leading classes, recruiting teachers, communication and outreach to parents, collaborating with staff and volunteers.

Starting at \$17 per hour, based on experience, over 42 weeks during the regular church year from September to June. In compliance with our Safe Congregations policy, references and background check will be required.

For more information about our congregation please visit [www.uukennebunk.org](http://www.uukennebunk.org)

If you are committed to the principles of liberal religion, passionate about working with children and youth, and a flexible team player, please send a resume and cover letter [uukennebunkminister@gmail.com](mailto:uukennebunkminister@gmail.com)

**Job Description  
Director of Religious Education**

The Director of Religious Education is a 10 hour per week for a 42 week per year salaried position beginning the August 30, 2021 and ending June 17, 2022

**Major Responsibilities:**

- ❖ With the Religious Education Committee
  - Prepares and implements the yearly RE program
  - Updates the RE handbook
  - Develops the annual RE calendar

- Assists the RE Committee Chair(s) with preparation of the annual RE budget
  - Recruits, screens, and appoints volunteer teachers, helpers and youth advisors
  - Prepares the annual RE report
  - Reviews and recommends to the Board congregational policy impacting RE
- ❖ Attends
    - Annual RE end of year review (typically in June)
    - Monthly RE Committee meetings
    - Weekly meeting with the Minister
    - Monthly meeting with the Staff
- ❖ Oversees
    - Fall registration
    - RE volunteers
    - Individual classes to insure that curricula goals are met
    - Classrooms & Sunday Nursery to insure they meet safety standards
    - Safe Congregations guidelines
- ❖ Responsible for
    - Insuring that there is adequate classroom volunteer coverage
    - Arranging for Nursery Care on Sunday mornings

**Complementary Tasks:**

- ❖ RE Attendance Records
  - Maintains Sunday morning RE records
  - Updates RE enrollment records annually for the office administrator
- ❖ Purchases
  - Determines needs; obtains RE Committee approval as needed;
  - Makes purchases and Tracks RE expenditures
  - Submits reimbursements to office administrator for all RE programs
- ❖ Curriculum and Training
  - Keeps current with new materials
  - Keeps current with new training methods
- ❖ Performs outreach to RE families and visitors with children
- ❖ Communication with the First Parish Community
  - Prepares an update of RE activities for weekly eblast
  - Distributes RE news to appropriate standing committees
  - Keeps RE information on FPUU website current

## **Core Competencies:**

- ❖ **Mission Ownership**
  - Demonstrates understanding and support of First Parish mission and vision
  - Works with RE committee to identify clear, achievable and compelling program goals/outcomes
  - Empowers and inspires congregation to support the vision of religious education
  
- ❖ **Ethics and Values**
  - Demonstrates understanding and support of Unitarian Universalist principles and purposes, values and beliefs
  - Honors covenant with staff and minister
  - Serves within the scope of the employee agreement
  - Brings forward and resolves conflict in a timely fashion and in the spirit of truth and love
  - Practices ethical and direct communication
  - Abides by the code of professional conduct and guidelines set forth by the Liberal Religious Educators Association in the Handbook for Professional Religious Educators
  
- ❖ **Interpersonal skills**
  - Creates a welcoming, nurturing environment
  - Cultivates working rapport and connection with members of the congregation, specifically with families with children
  - Comfortable speaking and interacting with a variety of audiences (children, youth, RE Committee, minister, music director, a second RE instructor, congregation members and committees and any outreach parties.)
  
- ❖ **Creativity and Innovation**
  - Explores new and creative ideas
  - Takes acceptable risks in pursuit of innovation
  - Learns from mistakes; has good judgment about which creative ideas and suggestions will work
  - Possess reasonable computer skills in order to coordinate / communicate with a variety of parties
  
- ❖ **Leadership development**
  - Collaborates with Religious Education Committee toward faith formation with children and youth
  - Creates a climate in which people want to do their best; can motivate volunteers and teachers
  - Invites shared input and decision making
  - Models self care, boundary setting and ability to delegate