

Director of Religious Education

Job Description

First Unitarian Church of Providence, RI

Status: full-time. FLSA: Exempt

DRE will need to be onsite several days and evenings a week for staff collaboration and programming. There is some opportunity to work remotely.

Salary Range: \$66,100- \$73,500 (We are proud to be a UUA Fair Compensation Church.)

Experience: Candidates with 5+ years experience preferred

Education: College degree or equivalent combination of education/ training/ experience required

Our ideal candidate will have UUA RE Credentialing

Please note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at First Unitarian Church, all staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission.

Capsule Description:

First Unitarian Church of Providence seeks a full-time, settled Director of Religious Education (DRE) to plan and administer, together with the Spiritual Pathways Team, a dynamic and well-resourced Unitarian Universalist religious education program for children and youth.

We are seeking a leader, who loves children, to nurture our continued growth towards providing programs in which people of all ages find their spirituality enriched in multiple ways, including through engagement in justice work. The DRE will have a high level of responsibility to lead our Spiritual Pathways Program into its next phase with initiative and creative energy.

The DRE reports directly to the Senior Minister and must align with the Senior Minister's vision and congregational mission. The DRE supervises the Religious Education Assistant, Youth Music Director, and (2) childcare staff. Continuing education and an awareness of, and ability to support and teach contemporary Unitarian Universalist principles and values is expected. The Director of Religious Education will work closely with the Senior Minister and Prudential Committee (Board of Trustees) in the implementation of a multi-year strategic plan that has four aspirations.

- Rising Up to Nurture Spirit and Joy - new ways of connecting and belonging
- Rising Up to Extend Radical Welcome - becoming a fully anti-racist church
- Rising Up to Bend Toward Justice - educating, motivating, and launching public justice work
- Rising Up to Ensure our Future - creating a culture of greater participation and accountability regarding the financial life of the church.

Responsibilities:

Visioning

Collaborates to innovate and design a relevant and evolving UU RE program

- Develop religious education program and implement innovative programming models
- Create curriculum scope and sequence with Spiritual Pathways Team
- Assess new curricula and faith in action projects
- Lead implementation of new initiatives
- Design classrooms in collaboration with teaching teams
- Design safety policies and standards with Spiritual Pathways Team
- Collaborate with staff and volunteers to implement congregational Strategic Plan

Volunteer Support

Develops and sustains an adult volunteer base for the Spiritual Pathways program

- Build enthusiasm for and engagement with Spiritual Pathways program
- Recruit and train teachers, facilitators, and youth advisors
- Oversee and schedule volunteers to implement weekly Spiritual Pathways program
- Promote belonging and engagement for children and youth using best practices for age and identity-based inclusion
- Ensure that safety policies and standards are upheld by teacher volunteers
- Provide volunteer care, nurture, and recognition

Worship Design & Spiritual Leadership

Provides spiritual opportunities for faith-based reflection and meaning-making

- Design and lead Children's Chapel service
- Design and manage faith in action projects/events for all ages
- Co-design and lead monthly multi-generational worships to include children and youth, as well as Rites of Passage Events, and children's worship
- Teach and transmit Unitarian Universalist principles and values

Program Administration

Plans and ensures consistent quality of Spiritual Pathways programs

- Supervise RE staff: Religious Education Assistant, Youth Music Director, and (2) childcare staff
- Administer program registration, attendance tracking & data management
- Monitor program budget
- Create monthly and yearly program calendars
- Evaluate and adapt curriculum and program activities as needed
- Deliver communications including newsletter, RE related website additions, building signage, direct teacher and family communications, and monthly reports to Prudential Committee and Spiritual Pathways Team
- Attend weekly staff meetings and collaborate on multigenerational and adult programming
- Plan & support special events including Youth Cons, retreats, fundraisers, field trips, etc.

- Supervise weekly materials and space preparation
- Provide liaison and support for college campus UU group
- Support child care coordinators for special events

Pastoral Care (As Needed)

- Create responsive messaging, programs, and spiritual support structures to help children, youth and families weather local or national crises
- Ensure families have needed resources and support for expressed pastoral needs

Competencies:

- Shows comprehensive knowledge of and alignment with Unitarian Universalist theology, history, current mission, and goals
- Demonstrates strong abilities in leading dynamic youth worship, teaching, and curriculum development, and overall program evaluation
- Shows strength in team-building, motivating, leadership development, and volunteer management
- Understands faith development for all ages
- Practices strong ethics, values, and boundaries
- Models integrity, trust, compassion, and care
- Possesses excellent verbal and written communication skills, including in person, email, phone, Zoom, and social media platforms
- Navigates conflict and change management with empathy and problem solving skills
- Dedicated to diversity, equity, inclusion, and belonging management
- Generates creative thinking in pursuit of innovation
- Collaborates enthusiastically with staff and colleagues
- Encourages others to cooperate, participate, provide resources, and make decisions in service of the work at hand
- Demonstrates strong skills in organization, time/project management, and follow through
- Advocates for truth and justice

Physical requirements:

Must be able to physically access all parts of the church campus. Must be able to lift 15 lbs.

First Unitarian Church is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, or any other designation protected by state or federal law.

How to Apply:

First Unitarian Church of Providence is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes, but is not limited to, neurodiverse, lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. Research suggests that individuals who are systematically marginalized may self-select out of opportunities if they do not meet 100% of the job requirements. **We encourage individuals who believe they have the skills and experience necessary to thrive in the role to apply.** Please email your resume and cover letter to admin@firstunitarianprov.org. Priority will be given to applications received by 2/9/24. Applications accepted until 3/1/2024.