

Interim Director of Lifespan Religious Education Position Summary

The Interim Director of Lifespan Religious Education (DLRE) has primary leadership and executive responsibility for the creation, implementation, integration and oversight of religious education for our children, youth, young adults, and adults of all ages. Working within our Policy Governance structure, and reporting to the Minister (the Executive Director of the church), the DLRE supports the mission and goals of the Unitarian Universalist Church of Nashua by creating community and fostering spiritual growth among its members and friends. The DLRE works with and leads volunteers in all facets of this process from visioning to implementation.

Leadership Responsibilities

- Lead the development and implementation of a church-wide philosophy of lifespan (across all age groups) religious education
 - Create, implement, and support religious education programs and curricula grounded in current Unitarian Universalist Association religious education resources, emerging best practices, and curriculum offerings
 - Promote lifespan RE programs for all ages through appropriate media
 - Lead professional and volunteer staff in the integration of children and youth in meaningful and satisfying worship experiences
 - Engage with youth on the meaning of membership in a Unitarian Universalist congregation in coordination with the Membership Coordinator
 - Work with other staff and lay leaders to integrate new members and visitors into the church
 - Manage the recruiting, training, and support of LRE leaders, teachers and volunteers
 - Create plans, provide materials, recruit facilitators, and arrange time and space for Adult RE classes
 - Celebrate rites of passage and rituals for all ages in collaboration with Minister
 - Lead in the creation, implementation, and monitoring of a Safe Church program for the RE wing of the church and wherever children and youth are gathered on church property, in collaboration with other church staff
- Staff and Administrative Responsibilities

Staff And Administrative Responsibilities

- Prepare, manage, and monitor lifespan RE budget
- Maintain working knowledge of Policy Governance system
- Attend regular church staff meetings
- Produce regular written reports on budget management, and the meeting of job goals and expectations

- Manage RE volunteer/teacher background investigation program
- Supervise paid nursery staff
- Oversee RE classroom set up and the organization and maintenance of supplies
- Create and maintain database of RE information, program records, and attendance
- Manage RE curriculum materials, audio-visual equipment, and library
- Maintain Religious Education information on the church website

Qualifications

- Credentialed as a UUA Religious Educator (Associate, or higher), or show commitment to attaining this requirement in a timely manner
- Committed to the mission of the church
- Demonstrates respect for Unitarian Universalist principles
- Vision and enthusiasm to integrate children, youth, young adults, and adults into the worship and life of the church
- Demonstrated ability to create rapport with children
- Self-motivated and desiring to lead
- Possesses a Unitarian Universalist vision of the spiritual growth and development of children, youth, young adults, and adults
- Demonstrates communication and organizational skills
- Demonstrates a sound mix of education, training, and experience appropriate to the job
- Committed to continued professional development through workshops, seminars, engaging with colleagues, other growth opportunities
- Proficient in and comfortable with standard office applications and technology such as Internet publishing (for example creating content for the RE pages on the UUCN website), social media (such as Facebook, Twitter, and future innovations), and databases
- Maintains membership and active participation in the Liberal Religious Educators Association (LREDA)

Direct and Manage Interim Tasks

- Assist the Congregation through the transition to a new settled DLRE -- helping to shape a vision for the lifespan RE program, strengthen its stewardship, prepare the congregation for new professional leadership
- Develop and implement a transition strategy for transferring leadership to the next settled DLRE Hours and Salary Range
- Hours: This is a full-time position with flexible hours including weekends and some

nights.

- Salary: Commensurate with experience, within UUA guidelines
- Term: A one-year contract with the possibility of a one-year extension is contemplated. The Interim DLRE will be ineligible to candidate for the permanent DLRE position.
- Start Date: About August 1, 2015.