

June 2018

**Lifespan Religious Education Director for Unitarian Universalist
Congregation of York (UUCY)**

General Description:

The Lifespan Religious Education Director (LRED) is responsible for the overall management, supervision, and content of religious exploration and development programs for all ages of the Unitarian Universalist Congregation of York, PA (“Congregation”). The LRED works under the general direction of the Parish Minister (as supervisor) and reports to the Board of Directors (as employer), and collaborates closely with the Lifespan Religious Education Committee (LREC) for programming, policy development, and implementation. This is a full time, at-will, exempt position with excellent benefits.

Qualifications:

- Commitment to Unitarian Universalist (UU) religious education philosophy
- Proven ability to use web-based and office technologies
- Proven ability to encourage, nurture and collaborate with volunteers, staff and congregation
- B.A. or B.S. degree in education or related field required
- 5 years previous experience directing programs in a UU religious education setting preferred
- UUA religious education credentialing or working towards same, preferred
- Membership in Liberal Religious Educators Association (LREDA) preferred
- Hours- Full time salaried position with full benefits. The LRED will work Sundays with 10- 12 Sundays off in the year, provided he/she can secure coverage from volunteers. He/she will maintain regular office hours a minimum of three days a week, per supervisor’s approval, including 4-hour coverage of official office business hours in conjunction with UUCY professional office staff. Evening and weekend hours needed to accommodate meetings and work requirements.

Core Competencies:

Leadership – Capability to plan and lead multi-generational services and religious activities. Ability to propose and implement strategic planning for innovative lifespan religious education.

Organizing – Ability to organize resources (people, funds, materials) to accomplish tasks.

Supporting the vision of the Congregation – Working knowledge of

Unitarian Universalist principles and ability to support the mission & vision of the Congregation.

Managing – Effective management style to direct volunteers with varied skills and job functions. Ability to prioritize and perform multiple tasks under time deadlines and to anticipate and adjust for problems.

Interpersonal relationships – Ability to work collaboratively as part of a team and to create an atmosphere conducive to positive outcomes. Ability to communicate succinctly and clearly in writing and speech.

Communicating – Excellent interpersonal, written, and oral communication skills, including leading worship activities of all ages. A demonstrated ability for consistently, effectively, and tactfully communicating with people at many levels. In addition, ability to address and resolve conflicts in a professional manner.

Trust and integrity – Ability to maintain confidentiality and handle sensitive situations with discernment, always keeping in mind the impact of shared information on all constituencies of the Congregation.

Job Description - General:

- Encourage a multi-generational faith development perspective in all ministries
- Recruit, train, and support teachers and youth advisors
- Evaluate and introduce to congregation new UU curricula for adults, with volunteer assistance
- Monitor annual RE budget and related reserve accounts
- Supervise nursery staff, ensuring safe and efficient operations
- Work with staff team to create cohesive and attractive multi-generational services and activities
- Work with and advise RE Children and Youth committee, Adult Committee members
- Provide and maintain welcoming and safe classrooms and religious education related functions, according to established written policies
- Renew connections with available resources within the district, region, and the UUA, including LREDA and other RE programs
- Enable the Congregation to achieve its vision, strengthen its stewardship, and engage its future with anticipation and zest.
- Abide by the LREDA Code of Professional Practices.
- Appraisal – Submit monthly program status reports required by the Board of Directors. Cooperate in an annual program and professional performance evaluation conducted by the Minister in April of each year.
- Act as a liaison between RE and youth affiliate groups.

Job Description - Children and Youth

- Gather feedback about past events and circumstances, negative as well as positive, to share with the Congregation's leaders
- Help to make connections with other committees and groups in the Congregation in its shared ministry to children, youth, and adults
- Evaluate the RE programs in the context of the achieving congregational mission and vision
- Implement safe congregation policies and procedures and comply with relevant state law
- Navigate the employee transition period by nurturing collegial relationships with the ministers, other staff, committees, and the Congregation.
- Support and encourage adult volunteers, teachers, RE committee members, and facilitators

Job Description - Adult Faith Development

- Work closely with Minister, LRE (Adult) Committee, and volunteers to create interesting and appealing adult spiritual programming
- Gather feedback on programs and events and discuss this with the Minister, and, if necessary, the Board of Directors
- Create and lead multi-generational worship and spiritual development initiatives
- Seek out and utilize resources in the Congregation and the community, including speakers, organizers, and communications experts, to enhance and grow adult spiritual life events
- Support and encourage adult volunteers, facilitators, and committee members

Benefits and Salary

As set forth in negotiated agreement.