



THE FIRST CHURCH IN BOSTON JOB DESCRIPTION DIRECTOR OF RELIGIOUS EDUCATION

JOB SUMMARY: The Director of Religious Education has overall leadership and supervision of the Religious Education Programs of the Church. The Director is a person who has demonstrated solid knowledge, skills and application in a wide range of competency areas. At this level, a candidate needs to show knowledge and application as they apply faith formation. Programs for children and youth (preschool through high school) and demonstrating experience in adult religious education programs.

CORE COMPETENCIES:

Organizing – Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.

Planning – Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Managing vision and purpose – Articulates and supports the vision and mission of First Church; communicates a compelling and inspired vision for ministry and religious education; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope, and optimism; helps others to own the vision.

Developing volunteers – Is able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.

Managing conflict – Deals with problems quickly and directly; steps up to conflicts, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.

Interpersonal relationships – Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

Trust and integrity – Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

ESSENTIAL FUNCTIONS:

- Organizes, Supervises, and delivers weekly curriculum for all RE classes in person at First Church Boston (services start at 11:00 am and typically run until noon).
- Encouraged to get to know the broader community of members through attendance at Coffee hour, as time permits.
- Develops programming for children that builds community, nurtures souls, and supports children in developing and acting on their values.
- During services, supervises childcare assistants to ensure that our youngest children are cared for in safe and appropriate ways.
- Responsible for the recruitment, training, and scheduling of supporting staff as needed.
- Oversees the purchase and storage of supplies for the religious education program.
- Communicates with parents and the congregation.
- Works with families and church leadership on ideas for ways to grow the RE program and attract more families to First Church.
- Helps build and support the start of an Our Whole Lives Program for older children in the congregation which may include creating a custom program for our relatively small group of families or partnering with nearby churches to develop a joint program.

OTHER RESPONSIBILITIES: If in-person services are suspended due to COVID concerns, the candidate should be prepared to adapt educational programming to a remote model via Zoom.

MINIMUM QUALIFICATIONS: First Church Boston is a Unitarian Universalist religious organization. The church prefers the candidate to either have background or knowledge of Unitarian Universalist Principles with a minimum of a Bachelor's degree. The preferred candidate would have achieved Credentialed Level status in the UUA Religious Education Credentialing Program. The director would also have experience leading and implementing curriculum in a variety of different spaces and learning environments. The director also has demonstrated teaching experience to a broad range of childhood ages including and not limited to having demonstrated skills in child group facilitation, and curriculum and human development. The Director must pass a CORI background check.

REPORTS TO: The Standing Committee and the Religious Education Committee.

STATUS: Part time

PHYSICAL REQUIREMENTS:

- Able to move freely in and out of different settings
- Able to speak in a public forum
- Able and willing to move furniture necessary for classroom set-up

Reference: Personnel Policy Manual for The Society of the First Church in Boston Unitarian Universalist