Job Description: Director of Religious Education

The Congregation:
First Parish Kingston, Unitarian Universalist is a small, welcoming and theologically diverse congregation on the South Shore of Massachusetts. First Parish Kingston has a spiritually rich history, dating back to 1717. We are a LGBTQ+ welcoming congregation. Our Sunday morning worship service is at 10:30 am with concurrent Religious Education programming for children and youth. Pre-pandemic enrollment was 25 children and youth. The congregation has been using curriculum from Soul Matters. We also hold multi-generational services and community building activities several times during the year.

Our mission is to provide a nurturing environment for our children and youth that inspires them to explore and express their fullness of self as they develop their individual UU identity.

First Parish Kingston will also be welcoming a new minister, Rev. Emily Bruce, beginning Aug 1, 2021. This position will work closely with Rev. Emily, the staff team and others to plan for post-pandemic church life including re-engaging the children and youth and rebuilding in-person congregational life.

Time Required: 20 hours per week, including 3-4 hours on site on Sunday mornings, mid-August through mid-June. August will be prep time, direct responsibilities with children will begin after Labor Day. The DRE shall have four Sundays free from professional duties at intervals throughout the church year, which will be mutually agreed upon by the DRE, the Minister, and the RE Committee.

Preferred Experience, Knowledge, Skills
- experience or a degree in a field related to education, human services, or ministry
- knowledge of religious education philosophy and Unitarian Universalist curricula
- relational, organizational, administrative, communication and volunteer management skills
- interest in engaging with a wide variety of religious views as well as diverse abilities, racial/ethnic backgrounds, and gender identities/sexual orientations.
- the ideal candidate will bring enthusiasm, joy, flexibility, and a sense of humor

Salary range: $19,100 - $22,050 Professional Expenses: $1000
Statement of Accountability: The Director Religious Education (DRE) is supervised by the parish minister and works with the minister and religious education committee. The DRE is expected to follow the LREDA code of professional practice and the church’s Personnel Policy Manual.

Responsibilities Include:
With the support of the Religious Education Committee and Minister:
○ plan, organize, and lead curriculum for children and youth
○ recruit, orient, and support volunteers, including obtaining and maintaining necessary C.O.R.I. documentation
○ register families and maintain enrollment and attendance records
○ coordinate nursery care
○ in collaboration with the Minister, offer a “Time for All Ages” portion of the Sunday service ○ contribute to church newsletter, maintain ongoing communication with the families, assist with other publicity as necessary
○ collaborate with Minister, staff team, and church committees to engage people of all ages in congregational life and multigenerational events
○ be accessible to children and families to provide support as needed
○ maintain religious education supplies and budget
○ meet regularly with the RE Committee and regularly with the Minister
○ coordinate programming and volunteers for the youth group sessions
○ engage in professional development through classes, workshops, conferences, and/or mentoring ○ collaborate with the larger community of RE professionals via regional DRE meetings and LREDA ○ coordinate with surrounding UU churches to best meet the needs of our children and youth

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If you are interested in the position, please send your resume to kingstonuu@comcast.net