

Job Description for  
**Director of Religious Education**  
Second Congregational Society, UU  
Concord, NH

General responsibilities: In collaboration with the religious education committee and the congregation the director of religious education is responsible for the planning and implementing of the children's and youth ministry. This is a 20 hour position or 6 units from September-June.

Accountable to: The Prudential Committee with direct oversight by the minister

Responsibilities

\* indicate primary responsibilities

\*Sunday Morning      *1 unit/3-4 hours*

1. Provide organization of supplies for teachers
2. Provide presence to support RE teachers
3. Attend to any concerns or issues in RE classes
4. Greet families and children/youth

Teacher Development    *2 units*

1. With support from the religious education committee (REC) recruit volunteers for teaching on Sunday mornings
2. With support from the REC plan and organize yearly teacher orientation
3. Plan and implement RE teacher dedication with input from the minister or others
4. Support the REC with teacher appreciation event or in other ways
5. With support of the administrator ensure the safety policy's screening process for RE volunteers is done
6. Provide support to teachers by making weekly phone calls, writing and responding to emails and reviewing curricula      *(6-7 hours/week)*

\*Administration      *1.5 hrs-2 hrs./wk*

1. In collaboration with the REC and administrator create and monitor yearly budget
2. Monitor inventory of RE supplies on a monthly basis and acquire when necessary
3. Organize computer and paper files on weekly basis      *1.5 hour/week*
4. With support from the REC and administrator ensure yearly registration of children and youth and update as needed
5. Review and update safety policy on yearly basis
6. In collaboration with REC provide recordkeeping for monitoring of safety policy
7. In collaboration with REC plan yearly educational workshop on safety policy

\*Publicity/Communication      *2 hours/wk*

1. Write monthly Parish Notes column
2. Write weekly RE insert      *1 hour/week*
3. Provide yearly review and update RE content for church website

4. Write yearly welcome letter to new members
5. Write report for congregation's annual report
6. Write monthly report for REC meetings
7. Attend weekly staff meetings *1 hour/week*
8. Attend other monthly meetings as needed
9. Write and answer emails and phone calls *½ hour/week*

#### Program Planning

1. Collaborate with REC to plan REC retreat
2. Attend REC retreat and provide input

#### \*Worship *~1.5 hours/wk*

1. With minister or others plan and implement monthly Family Sundays *3 hours/mo*
2. Plan and implement monthly Moments during worship service *1 hour/mo*

#### OWL program

1. Provide logistical and administrative support to OWL leaders
2. Attend periodic parent orientation

#### Professional Development

1. Attend monthly religious educators' cluster meeting in NH *4 hours/month*
2. With input from minister and REC establish a plan for professional development