

# Unitarian Universalist Church of the Restoration

## Religious Exploration Coordinator

### Job Description

Job Title: Religious Exploration Coordinator  
Reports to: Minister (directly) Board (indirectly)

This is a part-time position for 12 hours per week.

#### Purpose

Under the minister's direction and working with the Religious Education Committee, the Religious Exploration Coordinator develops and administers the Sunday morning Children and Youth Programs. The minister supervises the Coordinator; the Board has the authority to hire and fire. The Religious Exploration Committee advises, supports and gives feedback to the Coordinator. The Coordinator:

1. **Administers the Sunday Morning Children and Youth Programs.** The Coordinator is expected to be on site for four out of five Sundays from September to June. The coordinator is expected to be available during the week by appointment to meet with the minister, the music director, Religious Exploration (RE) committee members and parents. The Coordinator is responsible for the Religious Exploration budget in consultation with the Religious Exploration Committee. The Coordinator maintains registration and attendance records. The coordinator will plan Summer Sunday children's programs and recruit summer volunteers.
2. **Works with the Religious Exploration Committee.** With the committee, the Coordinator will set the vision for the Children and Youth programs, select and adapt curriculum, provide thoughtful programming for children, and set policies. Both the committee and the Coordinator are responsible for maintaining a safe and healthy environment.
3. **Recruits, orients, trains and supports volunteer teachers.** The Coordinator will create a teaching calendar and may need to occasionally fill in. The Coordinator will maintain supplies and has the responsibility to be certain that teachers have all needed resources each Sunday.
4. **Provides clear, ongoing communication with the congregation, volunteers, children, parents and guardians, the RE Committee, the board and the staff.** The Coordinator is the Religious Exploration Spokesperson to the congregation. The Coordinator will write a monthly report to the board, a monthly newsletter

column and at least twice a month will write a letter to the parents and guardians. The Coordinator is also responsible for an annual program report which will be included in the congregation's Annual Report.

5. **Maintains a visible presence** through welcoming families to services on Sunday mornings, and serving as spokesperson for the RE program.
6. **Attends meetings.** The coordinator will meet monthly with the Religious exploration committee and twice a month with the minister. The coordinator will also attend a monthly staff meeting.
7. **Participates in worship with the children.** On most Sundays, this means being in the worship service for the first fifteen to twenty minutes of the service. The coordinator will work with the minister and worship associates in creating meaningful worship experiences for the children. Several Sundays during the year, the Coordinator will work with the minister, the worship associates, the music director and the children to create dynamic and spiritually rich multigenerational worship services.

### **Knowledge/Skills**

- Understanding of educational processes and religious exploration
- Ability to support, encourage and challenge others' spiritual development
- Strong organizational skills
- Strong program development skills
- Excellent interpersonal and communication skills with both children and adults.
- Ability to recruit and inspire volunteers
- Love of people of all ages
- Ability to maintain confidentiality and discretion
- The ability to be flexible and to work well as a team member
- Willingness to learn
- The ability to have fun and celebrate
- Previous teaching experience will be an asset

**The successful candidate will be a Unitarian Universalist with an understanding of and appreciation for multicultural congregations and will be committed to creating an antiracist and anti-oppressive congregation.**

Annual salary for this 10 month position will be \$8,711.00. The RE Coordinator's professional dues to the Liberal Religious Education Association will be paid by the congregation.

To apply, submit cover letter, resume, and list of three references to Rev. Kathy Ellis at [uuminister@uurestoration.us](mailto:uuminister@uurestoration.us). Review of resumes will begin as they are received and continue until the position is filled. We hope to fill this position by September 1, 2011.