

Universalist Unitarian Church
3000 W Richwoods Blvd
Peoria IL 61604



Position Title and General Details

Interim Director of Lifespan Religious Education

Status: 32 hours a week

Term: Six months; February 1, 2022 through July 31, 2022

Salary: \$23,500

Benefits: Vacation pay, sick and personal time off; contributions to UUA retirement

Reports to: Minister

About the Universalist Unitarian Church of Peoria

The Universalist Unitarian Church of Peoria is an historic congregation in the community, thriving here since 1843. We are people of all ages, people of many backgrounds, and people of many beliefs. We are brave, curious, and compassionate thinkers and doers. We create spirituality and community beyond boundaries, working for more justice and more love in our own lives and in the world.

Our faith affirms and promotes seven Principles, grounded in the humanistic teachings of the world's religions. Our spirituality is unbounded, drawing from scripture and science, nature and philosophy, personal experience, and ancient tradition as described in our six Sources. (Visit UUA.org and PeoriaUUchurch.org)

In 2021, we are hiring a special individual to help us share the proud story of our progressive, liberal tradition in the Peoria area.

Position Description

The Interim Director of Lifespan Education provides leadership, advice, and guidance to the compensated and volunteer staff members to create the church's lifespan education programming and to help fulfill the mission, vision, and goals of the Universalist Unitarian Church of Peoria. Coaches the congregation through the developmental tasks of the interim congregation.

Major Areas of Responsibility

- Administers the operational tasks of Children and Youth Religious Education
- Oversees the creation/selection and delivery of Children and Youth Religious Education curriculum
- Promotes Lifespan Religious Education programs
- Directs the RE Nursery care provider
- Provides financial data for the church operating budget
- Manages Safe Congregation procedures
- Serves as a member of the Administrative Team

Primary Objectives

Safe, healthy, cooperative workplace

Inspired and trained leaders serving the educational programs
Educational programs and activities that are developmentally appropriate and advance the mission, vision and goals
Congregational awareness of and integration with education programs
Combined spiritual, ethical/moral, and social emphasis in RE programming
Administrative tasks completed or assigned to the appropriate member(s) of the compensated or volunteer staff
Analysis and review of the Director of Lifespan Religious Education position

Specific Responsibilities of the Job

Administers the operational tasks of Children and Youth Religious Education
Maintain Student registration
Keep attendance records
Oversees the creation/selection and delivery of Children and Youth Religious Education curriculum
Create or select curriculum
Recruit teachers
Train teachers
Guide delivery of curriculum and give ongoing support to teachers
Deliver Sunday Service "Story for all Ages"
Promotes Lifespan Religious Education programs
Write Builder (newsletter) articles
Submit Sunday Order of Service information
Send weekly family email
Send in weekly announcements
Facilitate RE Social Outreach projects
Prepare the annual Children and Youth Religious Education Prospectus
Assist the Adult RE chair to promote and present adult RE programs
Directs the RE Nursery care provider
Hire, monitor, and review RE Nursery care provider
Provides financial data for the church operating budget
Forecast expenditures
Track expenses
Manages Safe Congregation procedures
Recruits members for the Safe Congregation Panel
Chairs the Safe Congregation Panel
Keeps Safe Congregation policies current
Screens all RE volunteers
Provides Safe Congregation training, for volunteers, staff, and parents who have contact with youth
Serves as a member of the Administrative Team
Attend Administrative Team meetings
Participate in Team discussions and duties
Serve as a liaison for assigned Program committees

Other

Co-leads multigenerational worship services
Assists with Pledge campaign events
Attends Board meetings to provide knowledge and assist in decision-making

Required Knowledge, Skills, and Abilities

Time management
Communication – writing, speaking, listening, story-telling
Planning and forecasting
Accommodation of changing, dynamic situations
Enjoy children and recognize levels of learning capabilities
Engage with multiple ages
Broad understanding of all Faith Traditions
Basic Financial and Personnel Concepts
Volunteer Management, including Delegation Skills

Reporting

TO: Minister as Head of Staff
FROM: Sunday School teachers
Nursery Attendant(s)

Conclusion

The influence of the Interim Director of Lifespan Education is manifested in a variety of ways and at a number of different levels within the church's activities, programs, and governance. The position clearly guides and is the 'face' of the children and youth education programs. The position's added responsibility for Adult education programming contributes to creating an effective educational environment for the whole church. The Interim Director of Lifespan Education also coordinates closely with the minister to be a weekly participant in Sunday morning worship, as well as to play a role in a variety of other church worship experiences. To effectively fulfill these responsibilities, a major portion of the Director's work schedule falls outside of a normal work week. By serving on the Administrative Team this position also strengthens the blending of church governance with social justice and community service which are central to the church's mission, vision, and goals.

How to Apply

People with disabilities, people of color, Indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and résumé —indicating "Interim Director of Lifespan Education" in the subject line—via email to careers@peoriauuchurch.org.