

Introduction:

The Universalist Unitarian Church of Peoria is accepting applicants for the Director of Lifespan Religious Education.

This position is offered as Full-time at 32 hours per week.

The influence of the 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 responsibilities for Adult and Young Adult education programming create a coordinated and focused approach in creating an effective educational environment for the church. The 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.

A summary of the congregational record is also provided to better inform about our congregational history, mission, vision, and goals.

Our initial review of applications will begin in early April. Applicants are encouraged to submit their materials by April 1, 2022. We will conduct interviews online and in person.

Please send a letter of interest, resume, and supporting materials to the DLRE Search Team at careers@peoriauuchurch.org. If you have questions about the position, please email Rev. Jennifer Innis at revjennifer@peoriauuchurch.org

Position Title

Director of Lifespan Religious Education

Position Description:

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.

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
Promotes and oversees all congregational OWL programming
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
 Choose, prepare, and deliver Sunday Service "Story for all Ages"
Promotes Lifespan Religious Education programs
 Write Builder articles
 Submit Sunday Order of Service information
 Send weekly family email
 Send in weekly announcements
 Maintain RE Parents FaceBook group
 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
 Maintain Young Adults database and promote Young Adult activities
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
 Denominational Affairs
 UU Pagan Group
 Uplift (LGBTQA+)

Other

Leads efforts toward multigenerational community
Assists with church fundraising efforts

Co-leads multigenerational worship services
Assists with Pledge campaign events
Assists Caring Team with member outreach to both young and old
Attends Board meetings to provide knowledge and assist in decision-making
Attends Worship meetings and assists with planning
Provides social events for RE families and the congregation at large
Plans and facilitates summer activities for RE families
Supports church Uplift group with Welcoming Congregation renewals

Education and Experience

- Bachelor's degree or equivalent in education, child development, community development, social work or ministry related field preferred.
- Liberal Religious Educators Association credentialing, progress toward credentialing, or interest in engaging in credentialing.
- Knowledge of and commitment to liberal religion generally, and willingness to learn more about Unitarian Universalist principles, history, traditions, and current social justice concerns.
- Understanding of theories of learning and religious traditions. Interest in and commitment to the processes by which children and adults learn and grow.
- Program management or supervisory experience in a church, educational institution, other volunteer-management, or comparable setting. Strong leadership, planning, and program implementation skills.
- Strong writing, speaking, and other communication skills. Strong computer and digital communication skills.
- Strong interpersonal skills including personal warmth, approachability, effective listening, and compassion.
- Training in and understanding of anti-racism education and action within congregations and communities.
- The ability to comfortably engage with members and visitors of all ages and identities

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

Compensation Description:

Salary:

- UUCP is committed to following UUA guidelines for our size (Midsize II) and geoindex (3) with a starting salary of \$46,800 – \$48,000 annually. Level of experience and UUA RE credentialing will affect salary. UUCP provides most benefits in accordance with UUA recommendations.

Benefits:

- 10 days of vacation annually (increases with years of service).
- 6 days of personal leave annually.
- 2 weeks of study leave annually.
- 9 paid holidays.
- 6 days of sick leave
- 80% employee of the UUA Gold health plan or the employee can apply that amount toward the Silver or Bronze plans.
- 100% of the cost of UUA Long-term Disability insurance and term life insurance.
- UUCP pays 9% of salary towards the UUA retirement plan once qualifications are met.
- Professional expenses (currently \$3400 per year).
- Paid parental leave available after 3 months of service. Bereavement leave and other forms of leave are consistent with current UUA personnel recommendations
- This position is begin offered as Full-time at 32 hours per week.

Reporting

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