

First Unitarian Universalist Church of Columbus  
Job Description—Director of Religious Exploration  
Title: Director of Religious Exploration  
Reports To: Associate Minister

Directly Supervises: Part-Time RE Assistant; Part-Time Infant and Toddler Teacher(s); Summer Program RE Coordinator or Assistants; RE Volunteers

Primary Areas of Responsibility: Leadership of the Program of Religious Exploration for Children and Youth;

Employment Status: Full-Time 2 year contract renewable  
Hours - Full time, requires Sunday hours. Flexible hours otherwise.

FLSA Status: Exempt, Full-Time

### I. Job Summary

The position of Director for Religious Exploration (DRE) is a professional staff position reporting to the Associate Minister (who has oversight of Lifespan Religious Exploration). The DRE is responsible for the overall planning and direction of Religious Exploration for children, youth, and young adults, and is expected to work cooperatively with the Associate Minister.

### II. Responsibilities

- a. Recruiting, supporting and training program volunteers within the congregation
- b. plan and organize RE classes for children and youth
- c. establish and maintain regular communication with RE lay leadership and within the congregation about RE programs;
- d. communicate at least weekly with teachers and stakeholders through email, social media, phone, etc.;
- e. Manage registration of children and youth. Monitor records of adults, and volunteers, including code of ethics, volunteer background checks, weekly attendance, registration, and visitor forms;
- f. track and document procedures, policies, processes, issues and decisions related to the DRE position and the RE program to maintain a historical record and to develop guidelines for future reference;
- g. schedule and publicize annual and current Religious Exploration events in consultation with the Coordinating Team;
- h. maintain appropriate levels of confidentiality, which safeguard the privacy of individuals while complying with applicable Federal and State laws.
- i. cooperate with the Administrator and the Facilities Staff to assure preparation of the physical plant for children's programming;

### III. Additional Areas of Responsibility

- a. Financial and Budget Planning
  - i. supervise and manage the annual RE budget; monitor and report RE spending

- using established financial reporting practices;
  - ii. collaborate with the RE team, the Administrator, and the Associate Minister to propose the RE budget to the Coordinating Team.
- b. Family Support
  - i. support families through attentiveness to special situations
  - ii. inform the Associate Minister and Senior Minister of family support issues that arise;
  - iii. greet member and visiting families on Sunday mornings and at multigenerational events, following up with visitors as appropriate.
- c. Worship Collaboration
  - i. collaborate with the Senior Minister and Associate Minister, help plan occasional worship services for all ages;
  - ii. collaborate with the Senior Minister, Associate Minister, and Coming of Age teachers and students to plan the Coming of Age Sunday morning worship Celebration;
  - iii. after consultation with the Senior Minister and Associate Minister, and in collaboration with the Youth Group and High School Sunday School classes, plan and coordinate 1 or more youth-led worship services each year.
- d. Governance Participation
  - i. serve as a member of the Coordinating Team, participating in regular meetings and take on additional tasks and responsibilities as needed;
  - ii. attend meetings of the Board of Trustees as appropriate;
  - iii. provide reports (typically monthly) to the Board of Trustees (subject to the Associate Minister's or Senior Minister's advance review upon request (subject to consent of the Board), communicate with Board of Trustees
- e. Congregational Life Participation
  - i. be an accessible and visible presence at congregational meetings, forums, retreats, fellowship activities, and other major events, in coordination with the Senior Minister and Associate Minister.
- f. Wider UU Participation and Professional Development
  - i. engage in professional development and leadership opportunities within the Liberal Religious Educators Association (LREDA), Unitarian Universalist Association (UUA), UUA Central East Region, and other appropriate educational Organizations;
  - ii. if not a UUA Credentialed Religious Educator, consider credentialing training;
  - iii. maintain contact with colleagues, including the UUA's Central East Region Lifespan Faith Development Consultant;
  - iv. maintain an accurate record of professional development and leadership expenses.

#### IV. Core Competencies (character attributes, behaviors and abilities)

- a. Integrity and Spirituality: Possesses and adheres to values consistent with Unitarian Universalism and behaves in a manner consistent with these values and ethical standards. Builds and maintains trust with others.
- b. Interpersonal Skills: Demonstrates warmth and empathy in interpersonal interactions and effectively uses active listening to understand others, identify issues, build

relationships, and motivate to action. Maintains appropriate professional relationships and boundaries with others. Has the ability to recruit, train, and collaborate with volunteers.

c. Oral and Written Communication Skills: Communicates effectively; writes and speaks succinctly and effectively to a variety of audiences.

e. Program Management Skills: Manages programs and projects effectively; thinks systemically to understand the congregational system and structures; designs and implements viable plans (including, e.g., resources, issues, action steps, timetables and outcomes); and produces timely and effective outcomes.

f. Initiative and Creativity: Demonstrates initiative for self and the congregation; is highly motivated, action-oriented, and full of energy for challenges; seizes opportunities, and motivates self and others to achieve desired results; thinks creatively to leverage resources and achieve desired outcomes.

g. Team building and Collaboration: Understands and identifies common interests, and motivates people to work together by listening, empowering others, building solutions for mutual gain, and employing fair and respectful dialogue processes; instills a sense of group purpose and belonging; shares successes; and accurately assesses others' strengths and limitations.

h. Performance Management: Develops performance expectations in collaboration with those supervised, establishes performance measures, and leads effective performance management conversations.

#### V. Specific Job Prerequisites

Relevant college degree or comparable experience in education or religious education; background and training in the development of RE programs.