

## **First Unitarian Universalist Church of Columbus**

### **Job Description—Acting Minister/Director of Religious Exploration**

**Title:** Minister (or 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; Pastoral Care; Worship Leadership

**Employment Status:** Full-Time

- Acting DRE: Hired
- Acting MRE: Hired with Option to Call. After 2 years' employment, Acting MRE may initiate a call after discussion with and support of Senior Minister

**FLSA Status:** Exempt, Full-Time

#### **I. Job Summary**

The position of Acting Assistant Minister of Religious Exploration (MRE) or Acting Director for Religious Exploration (DRE) is a professional staff position reporting to the Associate Minister (who has oversight of Lifespan Religious Exploration). The MRE/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. cooperate with the Administrator and the Facilities Staff to assure preparation of the physical plant for children's programming;
- b. establish and maintain regular communication with RE lay leadership and within the congregation about RE programs;
- c. communicate at least weekly with teachers and advisors through email, social media, phone, etc.;
- d. monitor records of children, youth, adults, and volunteers, including code of ethics, volunteer background checks, weekly attendance, registration, and visitor forms;
- e. track and document procedures, policies, processes, issues and decisions related to the MRE/DRE position and the RE program to maintain a historical record and to develop guidelines for future reference;
- f. schedule and publicize annual and current Religious Exploration events in consultation with the Coordinating Team;
- g. maintain appropriate levels of confidentiality, which safeguard the privacy of individuals while complying with applicable Federal and State laws.

#### **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. **Pastoral Care**
  - i. support families through attentiveness to special situations and (if MRE) by pastoral care as needed;
  - ii. inform the Associate Minister and Senior Minister of pastoral care issues that arise;
  - iii. greet member and visiting families on Sunday mornings and at multigenerational events, following up with visitors as appropriate.
- c. **Worship Leadership**
  - i. participate frequently as a worship leader in Sunday morning worship celebrations;
  - ii. collaborate with the Senior Minister and Associate Minister, plan Sunday morning services for all ages 8–12 times per year;
  - iii. collaborate with the Senior Minister, Associate Minister, and Coming of Age teachers and students to plan the Coming of Age Sunday morning worship celebration;
  - iv. 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 1-2 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), make presentations to the 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, obtain 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. Demonstrates personal depth and spiritual grounding, is trustworthy and authentic, and articulates a clear and consistent theology. Builds and maintains trust with others.

- b. **Preaching and Teaching:** Is a consistently effective preacher and worship leader; communicates a clear message through sermons and other oral presentations that are skillfully prepared and delivered.
- c. **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.
- d. **Oral and Written Communication Skills:** Is comfortable speaking in a variety of settings inside and outside the congregation; effectively addresses both factual information and controversial topics; gets messages across with the desired effect; writes 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 yields 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. **Teambuilding 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**

- a. For DRE: UUA Credentialed Religious Educator (or willing to become credentialed); relevant college degree or comparable experience in education or religious education; background and training in the development of RE programs.
- b. for MRE: Fellowshipped as a UU Minister with background and training in the development of RE programs; UUA Credentialed Religious Educator (or willing to become credentialed).