

Unitarian Church of Sharon, Massachusetts
Job Description: Director of Religious Education
Date: April 2025

Overall Responsibility: In cooperation with the minister and the Religious Education (R.E.) Committee, the Director of Religious Education will direct and administer religious education for Unitarian Church of Sharon (UCS) children, youth, and families. Supported by an ample budget and robust resources, the Director of Religious Education will sustain and strengthen a dynamic and joyful religious education program at UCS that is underpinned by support from a deeply-committed community and strong volunteer base.

Reports to: Minister.

Supervises: Youth Ministry Coordinator, Lead RE Teacher, and Childcare Provider.

The Unitarian Church of Sharon (UCS) has about 160 members, and about 45 children and youth in R.E., from nursery age through high school. We are located in Sharon, Massachusetts. Our mission is to gather as a liberal religious community, honoring our differences, to support one another as we grow in mind and spirit and reach out to serve the world.

Tasks:

Philosophy and Worship

- Nurture our vision for Religious Education at UCS in the areas of faith formation, collaboration, community building, service, and justice-making.
- Plan content for weekly classes and curricula that is supportive of the above vision, in cooperation with the R.E. Committee;
- Share responsibility with the minister in planning and leading intergenerational services, family services, and special seasonal celebrations;

Educational Programs

- Choose and/or design appropriate curricula, in cooperation with the R.E. Committee;
- Recruit, train, and support R.E. volunteers, in cooperation with the R.E. Committee;
- Oversee Sunday morning R.E. programs, including service as a lead teacher on some Sundays;
- Serve as a resource and sounding board to the Youth Ministry Coordinator regarding middle- and high-school youth programs;
- Administer Coming of Age and Our Whole Lives (OWL) programs;
- Sustain and grow community engagement opportunities and community relationships, and plan retreats, field trips and other opportunities
- Encourage total family participation in the R.E. program.

Administration and Operations (In cooperation with the R.E. Committee)

- Administer the approved R.E. budget;
- Be responsible for R.E. office administration and maintaining R.E. supplies, coordinating volunteer help when appropriate;

- Supervise the part-time Youth Ministry Coordinator, including goal-setting, support with curriculum development and performance assessment
- Greet and register new families, and follow up with new interested people;
- Maintain religious education records, registration and programming with the Breeze church management software solution;
- Develop and maintain the R.E. Library and resources file;
- Hire, train, and schedule paid child care workers for Sunday services;
- Maintain an inviting educational environment with help from RE volunteers.

Communications

- Be able to articulate a Unitarian Universalist (UU) vision for children and adults;
- Communicate the goals and activities of the R.E. program to families and the entire congregation through weekly and monthly newsletter entries and other means;
- Keep informed about congregational activities, maintain a regular presence at Board of Trustees meetings (monthly, weekday evening), and, when necessary, support the R.E. chair at Committee Chairs meetings (monthly, Saturday morning);
- Keep abreast of community, regional, and denominational developments important to religious education.

Professional Development

- Maintain professional development plan with support from R.E. Committee and Minister.
- Support professional development opportunities for the Youth Ministry Coordinator to advance their performance and help them grow.

Social Support

- Consult with the minister, teachers, parents, and children on conflict resolution, crisis intervention, and special needs.

Qualifications:

- Significant relevant training and/or relevant experience with children and youth in congregations, schools, camps, or other relevant setting
- Demonstrates an understanding and support of the UU mission and values.
- Demonstrated experience in developing and/or supporting anti-oppressive, anti-racist, multicultural, and inclusive educational experiences for children and youth
- Demonstrated experience in developing and/or supporting learning environments for different learning styles, neurodiversity, and developmental stages of children and youth
- Proven ability to effectively supervise and mentor employees
- Strong writing and communication skills
- Demonstrated ability to organize, direct, motivate, and work collaboratively with staff and volunteers
- Able to communicate with approachability and warmth

- Able to work a flexible work week on-site, including most Sundays and some Saturdays and evenings throughout the church year (September through June).
- Flexible and adaptable to a variety of tasks and changing circumstances

Salary: Starting at \$28 per hour, commensurate with experience

Hours: Flexible schedule with an average of 32 hours/week over 52 weeks, with responsibilities on weekends and most Sundays between September and June, some evenings, and occasional Saturdays. One Sunday off per month between September and June. Start date July 2025.

Benefits: The Unitarian Church of Sharon offers medical insurance, a retirement plan, and paid time off (including sick leave).

UCS makes every effort to provide equal employment opportunities for all positions.

To apply: send resume and cover letter to minister@uusharon.org by April 30, 2025.