

**The Unitarian Universalist Church of Buffalo
Director of Religious Education**

Reports to: Minister **Start Date:** August 1, 2022
Directly Supervises: Child Care Worker
Status: Full Time
FLSA: Exempt

Job Summary

The Religious Education Director will facilitate and organize the Religious Education Program for people of all ages in the Unitarian Universalist Church of Buffalo.

This is a 12-month, permanent position.

Essential Functions

- Articulate and implement a vision for faith development for each age group with the support of Religious Education, Youth, and Adult Programs ministry teams.
- Create a safe environment for participants in all Religious Education programs.
- Coordinate and integrate the faith development ministries with other church ministries.
- Recruit, hire, train, and supervise nursery staff.
- Recruit, train and provide encouragement and support for all facilitators in the faith development ministry.
- Provide curricula and resources for teachers and facilitators in all Religious Education programming.
- Process background checks for all paid and volunteer staff who lead children and youth classes.
- Maintain and update registration and other pertinent records, permission slips, liability forms, records of participation, curricula, and resources for all those participating in the church's Religious Education program.
- Manage the annual Religious Education budget in cooperation with paid and volunteer staff who serve on the Board of Trustee's Finance Advisory Committee.

Other Responsibilities

- Attend staff meetings and work cooperatively with paid and volunteer staff members to implement the church's mission.
- Plan multi-generational worship services and participate as needed in the services.
- Maintain membership in appropriate professional organizations, such as the Liberal Religious Educators Association.

Minimum Qualifications

- High School Diploma, equivalent credentials, or equivalent life experience
- 2-3 years' experience in religious education or any combination of equivalent education and experience.

- Knowledge of the spiritual, intellectual, and emotional development in children, teens and adults.
- Ability to work comfortably with the church's computer and database system. Examples include e-mail, word processing, and database management systems, such as Microsoft Office Suite, which includes Excel, Word, and PowerPoint.
- Facility with instructing classes through online platforms such as Zoom

Physical Requirements

- Able to speak in a public forum
- Able to move freely within the church building

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the Unitarian Universalist Church of Buffalo and Unitarian Universalism as a whole; can demonstrate those values to others; consistently behaves in a manner congruent with that mission, vision, values and beliefs.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision-making and leadership works; knows how to function through formal and informal decision-making channels; can navigate through difficult or awkward situations effectively, collaboratively and respectfully; anticipates organizational barriers and plans an appropriate approach.
- **Teaching:** Designs appropriate lesson plans and facilitates learning experiences in both small and large group settings; reviews and implements curricula; selects teaching topics that contribute to engaging faith development and personal growth for people of all ages; has an awareness about the effective organization of space for different purposes; designs appropriate, safe and effective learning environments.
- **Interpersonal Skills:** Works well with people across all areas of the congregation; considers the impact of their actions on others; builds connections amongst participants; exhibits empathy; uses diplomacy and tact; is approachable; avoids communication triangles; practices the behaviors they advocate to others; is trustworthy; keeps appropriate confidences; admits mistakes; demonstrates honesty and integrity; responds to situations with constancy and reliability.
- **Team Orientation:** promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the staff and volunteer teams; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team shortcomings; builds and

leads teams successfully; creates a feeling of belonging, pride, morale and spirit in teams.

- **Supervision and Delegation:** Clearly, comfortably and appropriately delegates tasks and decisions; establishes, clear expectations and sets clear direction for volunteers and nursery staff; trusts people to perform their own work; engages people in their areas of giftedness and passion; sets challenging and attractive objectives; distributes the workload appropriately; participates in regular and ongoing two-way feedback about mutual performance.
- **Leadership Development:** Encourages others to discover and engage their passions and skills in service to the larger community; encourages the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.
- **Communication:** Provides people with the information they need to know to carry out their ministries well; helps people understand information and its relevance; is timely and transparent in the sharing of information; delivers messages clearly, articulately and with appropriate expression of emotion through a variety of methods; demonstrates communication styles appropriate to context.
- **Attention to Detail and Priorities:** Consistently attends to the many small pieces which must be assembled into an organized whole; spends their time and directs the time of others to what is important; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to small details.
- **Compassion and Care:** Exudes a sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in their presence; demonstrates appropriate and boundaried expressions of care.

I can perform all essential functions satisfactorily,

_____ (Print Name)

_____ (Sign Name) _____ (Date)