



**Unitarian Church North**  
**13800 North Port Washington Rd.**  
**Mequon, WI 53097**  
**262-375-3890**  
**info@ucnorth.org**



**Position Opening**  
**Director of Religious Education (DRE)**  
**Approximately 20 Hours Per Week**

**About Unitarian Church North (UCN)**

UCN provides the light of religious freedom in the warmth of a caring community. Whether in community with others or as an individual, we at UCN know that active, tangible expressions of love, justice, and peace are what make a difference. Services are held every Sunday morning at 10:00.

**Purpose of Position**

To develop, implement and administer Religious Education (RE) programs in collaboration with the RE Committee, guided by the mission statement of the congregation. These programs should educate, enlighten, and provide for the spiritual and intellectual growth of our children and youth at Unitarian Church North.

**Supervision**

The DRE will be under the direct supervision of the Board President. Evaluations by the President and personnel committee will take place semi-annually.

**Job Responsibilities**

- Direct the enrollment of children and youth in the RE program
- Maintain records and files of enrolled children, youth, and volunteers
- Direct the procurement of materials required by the RE program within budgetary bounds
- Solicit and recruit volunteers, with the assistance of the RE Committee, required for the proper function of all RE programs and events
- Train and support teachers, facilitators, and leaders for RE programs
- Develop and maintain back-up plan for absent teachers
- Supervise Nursery Coordinator
- Attend all Board meetings and provide a written report at least two days prior to the meeting
- Document hours worked and tasks completed
- Attend all RE Committee meetings

**Programming**

- Maintain an ongoing 11-month all-inclusive calendar of RE classes and events
- Through collaboration with the RE Committee, parent meetings and collaboration with other UU congregations, identify potential curricula, class offerings, and special programs
- Develop a rotating schedule for teacher volunteers to enable them to attend services in the sanctuary
- Communicate with the congregation to determine interest in types of programs to be offered
- Work with the RE Committee and the minister to plan intergenerational services

## **Sunday Program, RE Events, and Congregational Interaction**

- Develop and direct a plan for Sunday RE procedures to ensure: children's and youths' safety and participation; to ensure that visitors feel welcome at UCN
- Provide a Message for All Ages for the majority of Sunday Services
- Collaborate with the RE Committee in planning special events
- Maintain open communications in a timely manner with the congregation by attendance at relevant UCN events, email and social media postings, meeting with the Leadership Board, and committed office hours of at least two hours per week

## **Professional Development**

- Devise and pursue a plan leading to self-improvement and professional growth
- Join and participate in professional religious educational organizations such as Mid-America, Liberal Religious Educators Association (LREDA)
- Keep abreast of current curriculum materials, learning theories, teaching techniques, and group process skills

## **Job Qualifications**

- Leadership skills, including the ability to recruit and nurture volunteers and delegate tasks
- Strong interpersonal relationship skills, with the ability to relate to and motivate people of all ages and backgrounds
- Education and/or child development experience
- Proficiency in use of social media platforms and computer programs such as Excel, Word, and Publisher
- Strong verbal and written communication skills, with the ability to speak comfortably before a congregation or other large groups
- Experience with or genuine curiosity about Unitarian Universalism preferred

**To Apply:** Send cover letter and resume with three references to [info@ucnorth.org](mailto:info@ucnorth.org)

**Deadline:** Position will remain open until an acceptable candidate is found.

## **Mission Statement**

The mission of the Unitarian Church North (UCN) Religious Education Committee is to coordinate with the DRE to present a high-quality religious education program in a welcoming spiritual community that nurtures an individual's search for truth and meaning.

## **Vision Statement**

The current vision of the UCN religious education program is to engage the minds, the hearts, and the whole selves of our children and youth in their spiritual journey.

**Learn More About Us at** [www.ucnorth.org](http://www.ucnorth.org)

