

Unitarian Universalist Church of Palo Alto Director of Religious Education

The Unitarian Universalist Church of Palo Alto (UUCPA), a vibrant, mid-sized congregation located in the heart of Silicon Valley, is seeking a Director of Religious Education, start date July 1, 2009. Reporting to Parish Minister Amy Zucker Morgenstern, the Director of Religious Education will provide full-time professional leadership of the Church, and will manage, direct, and lead the Church's lifespan religious education programs.

Please visit our web site - www.uucpa.org - to learn about our mission, history, and activities.

We seek a religious educator who:

- ...is committed to Unitarian Universalist principles and practices, theology, history, and culture.
- ...is grounded with a strong philosophy of education and has a commitment to lifelong learning.
- ...has a college degree related to education or comparable degree/education in a related field.
- ...is willing to pursue further professional education, including credentialing through the Unitarian Universalist Association.
- ...has experience managing religious education programs for children, youth, and adults.
- ...is knowledgeable about world religions and cultures.
- ...exhibits flexibility, creativity, enthusiasm.
- ...has strong communication skills and is proficient working with personal computers (e.g., Microsoft office, email, the Internet).
- ...has proven organizational and planning skills.

Key Goals and Responsibilities:

- Refine our vision for lifespan religious education and build/implement/sustain programs that manifest this vision.
- Ensure high quality content and delivery of religious education curriculum for children and youth.
- Support and advise the Adult Religious Education committee to ensure a thriving adult program.
- Identify and groom lay leadership within the Church's religious education community.
- Provide visibility for religious education programs and curricula to heighten overall church community's awareness and interest.

Religious Education

- Plan, organize, implement and evaluate the Children's Religious Education (CRE) Program in partnership with the CRE committee, RE Assistant, and Church administration.
- Recruit, train, and supervise CRE volunteer teaching teams.
- Manage Sunday programs and facilitate activities that encourage total family participation.
- Oversee, promote, and grow the Senior High Youth Group (SHYG) program.
- Recruit and train SHYG advisors.
- Coordinate participation in the Coming of Age program within the Church and with the Pacific Central District.
- Participate actively in Adult Religious Education (ARE) activities, including attending the ARE Committee monthly meeting.
- Solicit, recruit, and promote programs and courses for adults, in coordination with the ARE Committee, Parish Minister and Church staff.

- Teach/lead at least three ARE courses each church year.

Worship

- Plan & lead intergenerational worship services
- Coordinate and participate in Family Chapel including recruiting, training, and leading Family Chapel team, as well as leading Family Chapel periodically.

Communications

- Be able to articulate a Unitarian Universalist vision for children, youth, and adults.
- Articulate the aspirations and achievements of RE programs and activities to the congregation through newsletter articles, RE brochures, the Order of Service, and other means, as appropriate.
- Prepare a monthly report for the Board of Trustees.
- Integrate music and story-telling into programs and worship services.
- Attend relevant meetings – Board of Trustees, CRE committee, ARE committee, Youth advisors, Church staff.
- Meet with the Parish Minister on a regular basis.
- Effectively use technology, as appropriate, for curriculum development and delivery and to support collaboration between and among RE constituents
- Keep abreast of district and denominational developments important to religious education and attend workshops and meetings as needed.
- Seek and pursue professional development through seminars, reading and reflection, and other relevant activities, in collaboration with the Parish Minister, including training provided through the Liberal Religious Educators Association (LREDA). Share information with teachers, committee members, and parents as needed.

Administration and Operations

- Administer approved Religious Education budget.
- Supervise paid staff, including the RE Assistant and child care staff.
- Maintain and improve religious education records, the RE library, and other resources.

Compensation and Benefits

- A salary and benefits package that meets the fair compensation guidelines of the Unitarian Universalist Association, commensurate with candidate's education, training, and experience.
- One Sunday off per month; paid holidays, sick leave, and vacation
- Medical and dental insurance plans available
- Professional expenses of \$4,000 annually
- One-time moving expenses of up to \$4,000

Interested candidates should send a cover letter and résumé to re_search@uucpa.org, including desired salary range and availability for interviewing.