

Coordinator of Religious Exploration

Job Description
Mid-Columbia UU Fellowship
November 2019

The Coordinator of Religious Exploration is part time involving 40 hours per month/10 per week in a program which serves children and youth

Philosophy and Values: The Mid-Columbia UU Fellowship views Religious Exploration as an important aspect of its mission to nurture spiritual growth. The program is conducted in a manner consistent with the principles of the Unitarian Universalist Association and MCUUF policies. The Coordinator must be familiar with and in agreement with the principles of the UUA. The safety and well-being of our children and youth are of utmost importance. Critical to the success of the program is being comfortable with recruiting and organizing a team of volunteers to support the program.

The Coordinator will report to the Minister. Any additional responsibilities will be determined in consultation with the Board of Trustees and Minister.

Principle Responsibilities:

Educational & Program

- Coordinate program and select curriculum collaboratively with supervisor
- The Coordinator's primary role is recruiting and coordinating the work of volunteers. Teach only as needed.
- Prepare activities for each week for children from pre- Kindergarten through high school
- Prepare activities and maintain all-ages area in worship meeting space,
- Arrange for and supervise child-care for very young children on Sunday mornings and other church events
- Develop and maintain all-ages area within whole congregation worship meeting space
- Work collaboratively with minister in family ministry program
- Recruit, train, schedule and provide support to volunteers

Administration

- Maintain registration and attendance records
- Manage RE budget in accordance with MCUUF financial policy
- Submit timesheet and documentation of expenses in accordance with MCUUF financial policy
- Develop and maintain RE program materials for families, visitors, and congregants
- Contribute content for congregational newsletter, website and social media platforms
- Ensure that volunteer background checks occur in line with MCUUF's Safety Policy.
- Convene a religious exploration (RE) committee and follow RE Committee Charter
- Write monthly report for supervisor and Board of Trustees

Communication, Community Building and Outreach

- Greet families, children, youth and visitors at Sunday Services. Maintain a visible presence.

- Alert minister to significant pastoral concerns of children, youth, and families.
- Create and maintain regular and clear lines of communication with parents, minister, Board of Trustees, and others within the fellowship.

Professional Development

- The Coordinator is strongly encouraged to join the Liberal Religious Educator's Association (LREDA) and participate in its programming.

**Please submit a cover letter and resume to Rev. Judy Zimmerman jjzimmerman@uuma.org.
Position start date is January 2020. Position open until filled.**