

HIRING: Children's Faith Exploration Director

(CFE Director) Position Description (also referred to as Religious Educator/Director in the UUA's Fair Compensation Guidelines, incorporating the new 2022 framework) (most recently called Director of Faith Exploration for Children and Youth) (last edited HRS 8.3.23)

UUSD is the only Unitarian Universalist congregation in Sussex County. Find out more about us here: <https://uusd.org/about-us/> We are affiliated with the Unitarian Universalist Association, <https://www.uua.org/>. We are a growing, lively congregation of over 200 members and friends, with a Minister, 2 part-time salaried staff (Director of Music Ministries & Office Administrator), a few contract (hourly) staff, and a robust number of dedicated lay leaders.

There are currently 25-30 children (ages 18-and-under) registered in our Faith Exploration Program for Children and Youth. This congregation was founded in January 1999, and has grown quickly. The congregation is open to change and committed to welcoming children, youth, and families into the community. The current model includes periodic Multi-Generational services, including floor-space and seating in the Sanctuary for children and families to be right up front. We are prepared and excited to welcome a Children's Faith Exploration Director with whom to partner creatively to more fully welcome children and families into the community.

Purpose: To provide primary organizational and administrative direction to the UUSD Faith Exploration program for Children and Youth throughout the year.

Organizational Relationships: The Children's Faith Exploration (CFE) Director will coordinate with the Minister, Worship Committee, Children's Faith Exploration Committee, and the Board of Trustees concerning programming that affects those committees. The CFE Director will also coordinate with other congregational committees as needed.

POSITION IS OPEN NOW, HIRING UNTIL FILLED. **Working Hours:** We are seeking someone to work approximately 20 hours per week, 80 hours per month (960 hours a year), adjusted as needed with the prior approval of the Minister, and with appropriate paid time off. Working in-person on Sunday mornings is required; also working in-person, on-site during at least some weekday daytime hours would be ideal.

Responsibilities:

Overall Planning

1. Provide vision for and plan the year-round Children's and Youth Faith Exploration program, i.e., curriculum selection as needed, planning, adaptation, and special programming.
2. Program policy development in collaboration with the CFE (Children's Faith Exploration) Committee and, as relevant, the Adult Faith Exploration Committee.
3. Discern need and opportunity to provide separate programming for youth (OWL—Our Whole Lives sexuality education curriculum), Youth Group, Coming of Age, etc.) Provide direct oversight and/or delegation/supervision of such programs.
4. Coordinate childcare, including necessary background checks, with lay volunteers, paid childcare providers, or both.

5. Recruit volunteers; plan, facilitate, and direct volunteer teacher training and development programs; schedule volunteers for various programs.

Weekly Program Coordination

6. Ensure classrooms are staffed with volunteer teachers on Sunday mornings. Assist volunteers with determining and obtaining appropriate FE materials. Teach/lead/facilitate when needed.
7. Coordinate with Children's Faith Exploration volunteers for special events.
8. Meet regularly with the Minister and communicate with the Minister on an ongoing basis.

Family Outreach & Ministry

9. Provide staff support for families. Consult with parents/adults of CFE children on an as-needed basis regarding curriculum, children's behavior, attendance, and involvement.
10. Weekly coordination with Sunday morning Greeters to respond to Visitor requests and/or reach out to Visitors with young children.
11. As opportunity exists and time permits, actively engage in community outreach for the CFE program and assist with the creation and distribution of CFE brochures and materials.
12. Organize and maintain a process whereby information about the CFE program is advertised in the congregation and throughout the community.

Congregational Community-Building

13. Be involved in worship (periodic Stories for All Ages, Multigenerational Worship services, and/or Children's Chapel services).
14. Write an occasional e-newsletter article.
15. Organize a system for collecting and disseminating information about area and national Religious Education trainings/offering to UUSD's, as appropriate for UUSD.
16. Provide direction to the CFE Committee and other UUSD committees as appropriate to attract and nurture connection with families with young children.

General Program Administration

17. General administrative tasks, including budget monitoring and development.
18. Process and maintain essential records, including but not limited to: registration, attendance, teacher recruitment, volunteers, teacher forms, child safety, child/family photo permissions, curriculum history.
19. Prepare and process Faith Exploration for Children, Youth & Families mailings (by electronic and regular mail).
20. Maintain adequate and organized CFE supplies.
21. Maintain collection of books and curricula for CFE programs and monitor borrowing of materials for program development or education.
22. Pursue meaningful professional development as time permits.
23. Build connections with the wider UU Religious Educator community.
24. Provide Minister with a monthly report of total hours and summary of activities.

Qualifications:

1. Knowledge of, commitment to, and/or willingness to learn about how to teach Unitarian Universalist Principles and curate a Unitarian Universalist Faith Exploration approach.
2. Strong organizational skills.
3. Computer proficiency, including word processing, database management, Excel, internet browsing, etc. Desktop publishing experience is a plus.
4. An outgoing personality with an ability to interact well with children, youth, and adults.
5. Flexibility, patience, and a positive attitude in unpredictable circumstances.
6. Ability to work collaboratively with other staff members and volunteers.
7. Self-motivated and creative, with the ability to work well independently.
8. Strong verbal and written communications skills.
9. Teaching ability.
10. Sense of humor and ability to keep things in perspective.

Credentials and Experience:

A college degree with some educational emphasis is preferred, but not required.

Unitarian Universalist Religious Educator Credentialing is preferred, but not required.

At least a year of working with Microsoft Office and a year of administrative experience is preferred.

COVID-19 and other considerations: All on-site UUSD employees are required to be vaccinated against Covid-19. Those who attend the Sunday services in-person are required to be vaccinated. We have at times required masks. There is ample hand sanitizer distributed throughout the building. Ability to reliably commute to or planning to relocate before starting work in Lewes, DE 19958 (required). A background check will be conducted before the hire is finalized.

Salary in the range of \$27,000-30,000 annually, based on relevant experience, familiarity with Unitarian Universalism, and Unitarian Universalist Religious Education Credentialing level.

Benefits: Flexible schedule, paid time off.

For more information, please check out our congregational website: <https://uusd.org/>

The (national) Unitarian Universalist Association (UUA) of Congregations: <https://www.uua.org/>

Our (Central East) Regional Office of the UUA: <https://www.uua.org/central-east>

The (national) Liberal Religious Educators Association (LREDA): <https://lreda.org/new>

UUSD, in its hiring practices and all of its activities, strives to foster a climate of purposeful inclusion of all people without regard to race, color, sex, disability, affectional or sexual orientation, gender identity or expression, age, or national origin, and without requiring adherence to any religious belief or creed.

If you are interested in applying for this position or if you have questions unaddressed above, please send a cover letter expressing your interest and your resume to the CFE Director Hiring Team at CFEDirectorHire@uusd.org with "CFE Director application" in the subject heading. Thanks also if you are able to help us spread the word about this position.