



**First Church Unitarian**  
**19 Foster Street**  
**Littleton, MA 01460**  
**(978) 486-3044**  
**www.fculittle.org**  
**Rev. Lara Hoke, Minister**

## **First Church Unitarian Director of Religious Education Job Description**

**Name and address of congregation:** First Church Unitarian, 19 Foster St., Littleton, MA 01460. Search contact: Karen Tucker Barisano, [ktuckerbarisano@outlook.com](mailto:ktuckerbarisano@outlook.com)

**Size of congregation:** Small II size congregation offering one Sunday service

**Title:** Director of Religious Education

**Time frame and scope of job:** 20 hours/week; mid-August to June 30

**Salary:** \$22,000 per year plus benefits. Salary may be adjusted based on candidate's experience as identified by UUA guidance. FCU's year end is June 30. Salary for 2021 will be pro-rated based on start date.

### **Goals:**

- Provide strong Religious Education leadership in the UUA tradition
- Develop a creative, engaging, and nourishing learning environment
- Advise church leadership in assessing current and future needs for Religious Education

**Statement of accountability:** The Director of Religious Education is hired by the Standing Committee and is supervised by the Minister. The Director works closely with the Minister, Religious Education Committee, and other Lay Leadership.

### **Responsibilities:**

- Collaborate with Religious Education Committee to:
  - Develop and schedule weekly religious education programming
  - Select curricula appropriate for each age group
  - Schedule key religious education events
- Administer Coming of Age and Our Whole Lives programs when offered
- Support Senior Youth Group Team with programming and implementation of projects
- Lead transition from hybrid online/in person RE programming to full in person RE program as health environment improves
- Create and provide effective communication to congregation and families utilizing multiple platforms
- Recruit and support teaching teams and nursery staff
- Collaborate with Minister in planning and carrying out Time for All Ages, multigenerational worship services and other program recommendations and goals
- Participate in regular Staff and Religious Education Committee meetings
- Perform Cori filings as required by law and resubmit as needed.

**Experience, Knowledge and Skills:**

- Proficient computer skills, including a working knowledge of Zoom, other social media platforms and Google Docs
- Understanding of and commitment to Unitarian Universalist values
- Thrives in collaborative environment
- Previous professional religious education experience and/or credentials preferred
- Forms deep, authentic, and caring relationships with children and families
- Strong communication and storytelling skills
- Ability to lead and motivate volunteers
- Sense of humor, flexible