

## Director of Religious Education

**Reports to:** Minister

**Status:** 20 hours a week, year-round

**Directly Supervises:** Nursery care providers

**FLSA:** Non-Exempt

**Start Date:** July/August 2023

**Compensation:** Proposed starting salary in accordance with [UUA guidelines](#), based on experience and credentialing, which ranges from \$21,400 to \$28,800

**Benefits:** Professional development expenses at 10% of salary, flexible time off minimum 2 weeks and 6 Sundays off a year, health insurance, life insurance, and retirement plan contributions (if eligible).

### ABOUT FIRST PARISH IN MALDEN

First Parish in Malden is a historic Unitarian Universalist congregation in Malden Center, accessible by the orange line. We strive to be welcoming to people of all races, genders, sexual orientations, abilities, and stages of life, and committed to justice and compassion for all, on Sunday and every day. Learn more at [www.fpmalden.org](http://www.fpmalden.org).

### VISION STATEMENT

We, the people of First Parish, are a welcoming small congregation that brings its love beyond the walls of our church. We share our worship and gathering space with neighbors and allies for progressive change. We are challenged by our Unitarian Universalist principles and committed to justice and compassion for all, on Sunday and every day.

### MISSION STATEMENT

Worship is what we do when we gather together, take risks for justice, embrace difference, and give back. Worship is what we do. This is what it looks like.

### JOB SUMMARY

The Director of Religious Education (DRE) oversees the Religious Exploration program for families, children, and youth, participates in co-creating weekly worship with worship staff and leading Time-For-All-Ages multigenerational moments on Sunday mornings. DRE collaborates with the Minister and the Religious Education Committee to make Worship services and Religious Exploration activities accessible to children, welcoming to families, and empowering for our youth. Autonomous work schedule with hybrid possible, in person required Sundays and staff meetings, other work hours flexible.

### ESSENTIAL FUNCTIONS

- Manage and direct First Parish's children's education & family ministry programs, in collaboration with the Minister and the Religious Education Committee.
- Plan and lead multi-generational worship services as well as Time-For-All-Ages moments in worship that integrate children and youth in collaboration with the Minister, Music Director, and Worship Committee, including moments that work across digital and hybrid worship platforms.
- Suggest, design, and implement curricula for children, youth, and family religious education

programming that helps nurture spiritual development and Unitarian Universalist values. Assess and evaluate curriculum effectiveness.

- Coordinate, train, recruit, and provide support and guidance for Sunday Morning religious education teachers and volunteers.
- Help to orient and welcome new families and children to the congregation.
- Hire and supervise paid nursery and childcare workers during services and other events.
- Manage the administrative tasks of the Religious Education Program including registration, supply management, and RE committee support.
- Provide pastoral care to children and families with support of the Minister as needed.
- Explore new ideas of what family ministry might look like in collaboration with the Minister, Religious Education Committee and congregation.

#### **REQUIRED QUALIFICATIONS**

- The ability to connect with and manage groups of children, youth, and adults.
- Organizational and administrative skills.
- A creative, collaborative, and experimental spirit.
- Knowledge and understanding of Unitarian Universalist values, principles, and faith.
- An understanding of systems of oppression.
- Basic familiarity with Zoom, Google Suite, and email.
- Experience in education and demonstrated ability in the core competencies listed below.

#### **CORE COMPETENCIES**

- **Mission:** Upholds the values of the church; makes worship and religious exploration accessible to children, welcoming to families, and empowering to youth; is mindful of educating others as to the values of the church especially during worship, rehearsal and other church related activities; is a role model by one's actions but most especially during all church related activities; works hand-in-hand with others towards a common vision for the church.
- **Interpersonal Skills:** Demonstrates the ability to lead, especially in group settings including classrooms and Religious Education Committee meetings.; works well with RE teachers, volunteers, paid childcare staff, and other church members openly accepting advice and criticism while diplomatically defending the values of the church; resolves any interpersonal conflicts; engages in bridging the gap between other conflicted parties; stays positive and maintain a spirit of love, humor and optimism.
- **Team Building Skills:** Contributes constructively and creatively in all situations; thinks carefully before speaking; is sensitive to others' diverse mental and physical health needs; aids in resolving team conflicts; works with other team members always striving towards a common vision for the church.
- **Process Management:** Properly plans in advance for all religious exploration activities; prepares others so that they can perform to the best of their abilities; demonstrates courageous expression of new ideas
- **Problem Solving:** Utilizes logical processes in solving difficult problems; explores all possible avenues for solutions; sees the potential for problems and attempts to address them before they arise.
- **Anti-Oppression in Family Ministry:** Demonstrates an understanding of systemic racism

and other forms of oppression, particularly LGBTQ+ oppression; works well with people of diverse abilities and racial, cultural, and economic backgrounds; evaluates programs and resources through the lens of systemic oppression; promotes multicultural approaches to religious exploration.

- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

#### **DESIRED QUALIFICATIONS**

- Experience with Unitarian Universalism, particularly experience in a Unitarian Universalist congregation, and an understanding of Unitarian Universalist Family Ministry.
- Experience working with children, youth, and/or families in a congregational setting.
- Good Standing with the Unitarian Universalist Association's Credentialing Program.

Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, or formal and informal training.

#### **HOW TO APPLY:**

First Parish in Malden is committed to developing a diverse and talented staff team. People with disabilities, people of color, indigenous people, Hispanic/Latinx people, and LGBTQ+ candidates are encouraged to apply. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire or apply.

Please send resume and cover letter to Rev. Aisha Ansano at [sabbatical@fpmalden.org](mailto:sabbatical@fpmalden.org).

Candidates will receive a first interview by phone. Candidates selected for a second round interview will be asked to perform an in person interview at First Parish in Malden with the Director of Religious Education Search Team, composed of the Minister and four lay leaders in the congregation. Finalists will be asked to lead a mock Time for All Ages for the search team and some of the children/youth from the congregation as a part of this interview.

Finalists will also be required to pass a CORI background check and provide proof of vaccination against COVID-19.