

UUCA Director of Religious Education and Spiritual Exploration (DRE)

Hours: 30 hours per week

Salary: \$32,120 plus benefits

Location: Unitarian Universalist Church of Akron, 3300 Morewood Rd Fairlawn OH 44333

The Unitarian Universalist Church of Akron is committed to creating a diverse, talented and inclusive community and does not discriminate. People with differing abilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply.

Position Overview:

Develop, implement, direct and lead the Religious Education programs of the congregation to nurture the spiritual exploration and religious growth of adults, youth, and children. Recruits, trains, and supports volunteers that play a vital role in leading and implementing religious education programs. The DRE will work closely with the RE committee and the congregation to build sustainable programs that 1) foster a welcoming and inclusive environment for families, visitors, and youth, and 2) grow and evolve to serve the needs of the community. Maintain a visible, identifiable and accessible RE presence for the congregation, visitors and community. Seek and participate in ongoing opportunities for professional development.

Key Responsibilities:

- **Sunday Morning Activities**
 - Schedule and coordinate adult leadership for Sunday services, Sunday classes, and special sessions in coordination with Minister, worship team and RE committee as appropriate.
 - The DRE is expected to be in church on Sunday mornings throughout the calendar year to meet families, direct religious education activities, assist in worship as arranged with Minister.
 - Facilitate teacher training materials and conduct orientations
 - Recruit and coach volunteers for teaching and youth leadership roles

- **Youth and Family Programs**
 - Oversee all aspects of the RE program including but not limited to: Sunday School, Out Whole Lives (OWL), Coming of Age, Youth programming, Time for All ages and intergenerational services.
 - Direct youth events, including retreats, service projects, and community-building activities
 - Develop periodic intergenerational services and all-ages worship
 - Manage communication with parents and youth (email, text, in-person)

- Recruit and support OWL teachers and volunteers
- Ensure safety of children and RE teachers through implementation of approved UUCA risk management and safety policies.
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- **Coordination and Administration**
 - Collaborate with UUCA staff, RE committee, and volunteers to plan events and programs
 - Maintain a congenial and collaborative relationship with renters who use shared space in the building.
 - Maintain regular in-person office hours
 - Order and replenish supplies for RE programs
 - Participate in regularly scheduled meeting with Minister
 - Participate in regularly scheduled staff meetings
 - Participate in monthly planning meetings with church leadership and RE committee as scheduled
 - Direct childcare coordination and supervision of nursery space
 - Provide fiscal accountability by working within the RE Budget and overseeing the completion of appropriate reporting. Make budgetary recommendations to the Board of Trustees.

Key Skills & Qualifications

- Knowledge of UU values
- Commitment to inclusive and engaging religious education
- Strong organizational and communication skills
- Experience in teaching, youth leadership, or religious education
- Ability to recruit, train, and develop volunteer leaders
- Ability to work collaboratively with a diverse group of volunteers, parents, and youth

UUCA EMPLOYEE BENEFITS

Benefits are offered to full-time employees (30 hrs minimum) only unless specified otherwise in the employee contract.

Vacation time

If not included in employee agreements, accrues on the anniversary of the date of employment and is as follows:

- a. 1 to 4 years' service - 2 weeks
- b. 5 to 9 years' service - 3 weeks
- c. 10-14 years' service - 4 weeks
- d. 15-19 years' service - 5 weeks

Unused vacation cannot be carried forward to future years and will be forfeited upon termination. Vacation time in excess of 19 years will be determined by the Board of Trustees. Vacations should be coordinated by the Minister so that the church is not under-staffed.

Paid Holidays

The nine paid holidays for full-time staff are New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas, plus one holiday of choice. When a holiday falls on a Saturday or Sunday, another day can be substituted.

Sick-Leave

Sick-leave for full-time staff shall accrue at the rate of one day of leave per full calendar month of service to a maximum of thirty days.

Unused sick days are not reimbursable.

Extended health absences are addressed on a case-by-case basis by the Head of Staff and Board of Trustees.

The Minister shall be informed in the event of a personal emergency requiring a staff member's absence.

Personal Days

Three paid personal days may be allowed annually at the discretion of Head of Staff or Board of Trustees.

Insurance

Medical insurance is offered to full-time employees. Should they opt in, the coverage is as follows:

Comprehensive Health Insurance: Currently payment of 75% of the premium for comprehensive health insurance with benefits comparable to PPO/Standard PPO plan. Coverage for employee dependents are paid at 50%

Dental Insurance: Payment of 100% for employee only. Spouse/Partner can enroll but will be responsible for 100%.

Long-Term, Short-Term Disability Insurance: Payment of 100%. Employee only.

Group Term Life Insurance: Payment of 100%. Employee only.

Retirement contribution: Currently the congregation will make a 10% of annual salary to the Empower Retirement plan after 1 year of service.