



## Mission Peak Unitarian Universalist Congregation

2950 Washington Blvd.

Fremont, CA 94539

[www.mpuuc.org](http://www.mpuuc.org)

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510-487-0618

### Seeking Director of Religious Education

Mission Peak Unitarian Universalist Congregation (MPUUC) is seeking a part time Director of Religious Education (DRE). The ideal candidate should have excellent organizational skills, be enthusiastic about helping our 34 children and youth explore UU principles in fun and engaging ways, and should be able to collaborate with our minister and the Children and Youth Religious Exploration (CAYRE) committee. Mission Peak is a vibrant religious community right in the heart of the Bay Area's Silicon Valley. There is a lot of enthusiasm surrounding our RE program and we are excited to welcome a new DRE into our congregation.

**Work Schedule:** 20 hours per week average. Flexible on how hours are spent, depending on week or month's requirements

- Sunday hours with one Sunday off per month
- Office Hours during week
- Required monthly meetings with Minister and monthly meetings with CAYRE committee.
- 4 weeks off in Summer

**Reports to:** The Director of Religious Education reports to the Minister with a contract approved by the Board of Trustees, although responsibilities are conducted primarily in conjunction with the Children and Youth Religious Exploration (CAYRE) committee.

**Salary and Benefits:** between \$17,000-\$25,000/year depending on applicant's qualifications. Plus \$1,000 in professional expenses. A 401K retirement plan is also offered. Salary is in accordance with the UUA guidelines.

### Desired Qualifications:

- Has background experience working with children or a degree in education or comparable experience
- Is knowledgeable of Unitarian Universalist principles, practices and culture or other liberal religious education programs
- Has strong organizational and planning skills
- Is skilled in developing curriculum and creative programming
- Has knowledge and experience with standard office computer programs and social media services
- Has knowledge of, or is willing to learn how to collaborate using using Google Apps (G Suite)
- Has strong communication and interpersonal skills
- Demonstrates an ability to balance leading and collaborating with individuals as well as committees
- Exhibits flexibility, creativity and enthusiasm
- Is a team player with minister, staff and volunteers

To apply for DRE position at Mission Peak Unitarian Universalist Congregation email [dresearch@mpuuc.org](mailto:dresearch@mpuuc.org)

## **Description of Job Responsibilities:**

### **Primary Responsibilities**

- Recruit and train RE teachers.
- Ensure that there are teachers and assistants scheduled for every Sunday necessary throughout the upcoming semester.
- Coordinate and distribute teaching schedule.
- Research and review RE curricula for entire year with CAYRE committee.
- Create, distribute, and oversee RE lesson plans from CAYRE approved curricula.
- Update RE teacher training packets, registration, and recruitment forms.
- Recruit youth advisors and support planning and preparation for youth activities.
- Each week, contact teachers, youth advisors and nursery workers for up-coming Sundays
- Find substitute teachers, youth advisors, and nursery workers when necessary.
- Support RE teachers and youth advisors in scheduling, planning, and preparation.
- Meet with youth advisors monthly
- Ensure RE classroom bins are adequately supplied.
- Coordinate Our Whole Lives (*OWL*) and Coming of Age (*COA*) programs.
- Work with CAYRE committee on RE curricula selection, planning, and evaluation.
- Attend monthly CAYRE committee meetings.
- Attend quarterly Worship Associate committee meetings
- Attend Personnel, Ministry or Operations Council meetings as needed.
- Attend monthly supervisor meetings with minister.
- Direct an annual rehearsed pageant play or service with the children and youth.
- Oversee yearly youth led service
- Plan 2 youth retreats each year
- Communicate with parents and the congregation as a whole about RE happenings via e-mail, social media, web page blog and the weekly newsletter.

### **Sunday Responsibilities**

- Open classrooms and unlock classroom supply cabinets.
- Greet families, welcome and orient newcomers.
- Ensure all children get to their classrooms safely.
- Maintain records for RE attendance.
- Aid and supervise teachers and nursery workers.
- Check and lock up classrooms.

### **Other**

- Advertise special programs and events.
- Maintain RE library of both books and curriculum.
- Provide RE info to church administrator for Order of Service.
- Occasionally tell a children's story during service.
- Help coordinate occasional intergenerational services.
- Keep in contact with the Methodist religious education person
- Maintain professional contacts with other district RE educators.

Interested applicants should send a cover letter and a resume with contact information and references to [dresearch@mpuuc.org](mailto:dresearch@mpuuc.org) You should get confirmation that we have received your application within two days. If not, please contact Steve at 510-487-0618.

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