

Director of Religious Education

Who We Are

The Unitarian Universalist Congregation of Montclair (UUCM) is a 119-year old liberal religious institution with a growing congregation of over 300 members. Our mission is to seek transformation in our hearts, our homes, our community and our world. We come together to create a spiritual community that nurtures and inspires us as we search for meaning in our lives. To find out more about our congregation, please visit our website at <http://www.uumontclair.org>.

Who We Are Looking For

UUCM is seeking a *part-time* Director of Religious Education Life to start on August 1, 2017. The position will require *20 hours a week* including 4 hours on Sundays and occasional evenings. This is a new interim two-year position and will report to a Senior Minister who will be new to the congregation as of August 2017. The right candidate will have management experience and experience working with volunteers, teachers, and people of all ages who hold a wide diversity of beliefs. The ideal candidate will have experience working with a Unitarian Universalist congregation.

Responsibilities

- Recruit, train, motivate, coordinate, and support UUCM volunteer teachers
- Coordinate RE program components such as Coming of Age (COA), Our Whole Lives (OWL), and the Senior Youth Group
- Participate regularly in Sunday worship activities, primarily the children's portion of the service (e.g., Story for All Ages) as requested by Senior Minister
- In conjunction with the RE Coordinator, plan worship services for Children's Chapel and certain Sunday services, such as the Winter Holiday Pageant, RE Sunday, and COA
- Meet regularly with the RE Committee to support the total educational mission of the congregation and facilitate growth of the RE program
- Supervise the RE Coordinator (a staff member at 25 hours per week) and two nursery staff members (hourly employees who work on Sunday mornings and as needed)
- Oversee the Religious Education budget
- Maintain open communication with district, congregation, support committees and other groups
- Contribute to UUCM communications (e.g., the Gazette, Weekly Updates, etc.)

Qualifications and Aptitudes:

- Comfortable supporting Unitarian Universalist principles
- A minimum of three years of experience working in a religious education environment
- A minimum of a BA/BS in a related field
- Demonstrates ability to work effectively with staff, a congregation where diversity is valued, and teams of volunteers
- Possesses strong interpersonal and communication skills
- Demonstrates ability to coordinate and manage a religious education program
- Ability to use computer software (e.g., MS Office)

If you are interested, please mail your resume & cover letter to admin@uumontclair.org, or mail to:

Personnel Committee
Unitarian Universalist Congregation of Montclair (UUCM)
67 Church Street
Montclair, NJ 07042

Hourly Rate: \$29.43 - \$31.98

Benefits: 24 hours of sick leave a year; professional expenses