

**Job Description for
Director of Religious Education and Family Ministry (DRE&FM)**
United First Parish Church (UFPC), Unitarian Universalist, in Quincy, MA

Position Summary

United First Parish Church (UFPC) of Quincy, Massachusetts, seeks a dynamic, energetic, part-time Director of Religious Education and Family Ministry (DRE&FM) to lead our Spirit Circle Lifespan Religious Education Program, and to nourish and support a thriving multigenerational religious community. We encourage candidates to bring their creativity and imagination to the position.

The DFM serves an average of 20 hours per week from August 15 - June 30 (.48 FTE). Work can be done in a combination of onsite and remote settings. The position includes working approximately 20-33 Sundays in September - June. Significant portions of the job description will be adapted based on the number of Sundays the DRE&FM is available. We are an equal opportunity employer and abide by UUA Fair Compensation Guidelines.

Congregational Context:

United First Parish Church is a welcoming and theologically diverse spiritual community with a history that stretches back to 1636. Our small, kind, and caring congregation is committed to spiritual growth, creative expression, freedom of thought, and social justice. Our multigenerational community of around 100 adult members includes approximately 10 families with children and teenagers. Also known as “Church of the Presidents,” we are open for historic tours seven months of the year. UFPC is located in the heart of Quincy Center and is accessible by public transportation via the Red Line, commuter rail, and bus. Please note, our historic building is not ADA compliant, though it is wheelchair accessible.

Spirit Circle Religious Education Model

Since September 2022 we have been experimenting with a “Spirit Circle Lifespan Religious Education Program.” In this model, we have had a team of paid Spirit Circle Instructors who teach our mixed-age Sunday morning children’s program once a month, supported by one volunteer. Instructors have specialized in music, earthcare, mindfulness, art, and Tai Chi. Spirit Circle Instructors also provide periodic programming for adults. We have a youth group that meets approximately twice a month with a focus on social service projects and social events. We have one or more special multigenerational events a month including periodic field trips organized by religious education staff and volunteers.

Having a Spirit Circle Instructor team creates flexibility for how many Sundays the DRE&FM need be present. We have two ways to structure the DRE&FM position going forward:

- In Option A, where a DRE&FM is able to be present 33 Sundays in September - June (off one Sunday a month), Spirit Circle Instructors would provide programming for children once or twice a month and the balance of the Spirit Circle Instructor budget can be spent providing adult and multigenerational programming.
- In Option B, where a DRE&FM is able to be present 20 Sundays in September - June (working two Sundays a month), Spirit Circle Instructors would provide programming for children two to three times a month and the DRE&FM would be responsible for creating

a larger portion of adult and multigenerational programming. Through this option we are open to working with a DRE&FM who also serves another congregation.

Relationships

- Reports to the Minister
- Hires, supervisors and supports Spirit Circle Instructors
- Recruits, trains, and supports Spirit Circle volunteers
- Supervises and supports Sunday morning childcare staff
- Works collaboratively with the Religious Education Committee, Minister(s), and other committees as opportunity arises
- Serves the children, youth, and families of the religious education program, and the greater multigenerational mission of the congregation
- Forms collegial connections with other religious educators and joins the Liberal Religious Educators Association (LREDA)

Responsibilities

In collaboration with the Religious Education Committee, and Minister, the DRE&FM manages and directs all religious education programs for children and youth, coordinates religious education programs for adults, and supports multigenerational community events. Listed below are specific duties involved. They are not all-inclusive and may include others.

Spirit Circle: Lifespan Religious Education Program

- Creates and adapts lesson plans from available Unitarian Universalist curricula and resources, especially theme based ministry resources from Soul Matters Sharing Circle
- Serves as a lead Spirit Circle Instructor on Sunday mornings approximately two to three times a month
- In partnership with the Religious Education Committee, supports Spirit Circle Instructors in designing and leading Sunday programming on their Sundays
- Recruits, trains, supports, and supervises volunteers
- Prepares and arranges curricula, supplies, and classrooms, as needed
- Coordinates periodic field trips or service projects for children or youth
- Supports the youth group and youth group advisors
- In collaboration with the Minister and Spirit Circle Instructors, and volunteers, coordinate periodic adult religious education workshops or classes throughout the year

Multigenerational Programming and Family Engagement

- In collaboration with the Religious Education, Congregational Life, and Social Justice Action Committee, coordinate approximately five multigenerational events a year. These could include social service projects, field trips, potlucks, etc.
- Greets, orients, and connects with visiting families
- Supports and empowers families as primary religious educators

Worship

- Gives the Message for All Ages during Sunday morning worship approximately once - twice a month
- Collaborates with the Minister and Religious Education Committee to create six to seven multigenerational worship services a year including a Water Ceremony (September), Winter Holiday service (December), and Flower Communion service (June)

Administration

- Develop goals for the Spirit Circle religious education program, in collaboration with the RE Committee and Minister
- Maintains RE registration and attendance records
- Manages, assesses, and reviews religious education budget and spending
- Meets with the Minister weekly, the full staff monthly, and other staff as needed
- Meets regularly with, and fosters the leadership of, the Religious Education Committee
- Supports and implements *Safe Congregations* and religious education policies
- Attends monthly Board of Governors meetings

Communications

- Maintains and nurtures strong relationships with families and volunteers
- Communicates with and supports staff and volunteers as needed
- Provides Spirit Circle lifespan religious education announcements for publication in the weekly email and order of service announcements, monthly newsletter, and weekly email blasts to the RE families and volunteers
- Oversees the religious education section on congregational website, in collaboration with the Communication Committees and staff
- Writes brief monthly Board reports and annual reports

Qualifications

- Experience with Unitarian Universalism, or liberal religious community preferred
- Willingness to proactively familiarize oneself with Unitarian Universalist traditions and educational resources
- Bachelor's degree, or experience, in education, religion, community organizing, the arts, social work, non-profit management, or related field
- Experience working with children and families
- Experience supervising volunteers
- Strong organizational and administrative skills
- Strong communication and interpersonal skills in working with all ages
- Familiarity with, or willingness to learn, computer software skills including Google Drive, MS Word, Zoom, Dropbox, Breeze Church Management Software, and other software skills as needed

Compensation and Benefits

Start Date: August or September 2024 (date to be negotiated)

Position: 20 hours/week, 45 weeks/year

Salary: \$24,000 - \$25,000 based on experience and the UUA guidelines for Geo Index 6.

Limited Benefits: Access to UUA Health & Dental Insurance, Retirement, Life and LTD; \$1,000 benefits stipend, and \$1,000 in professional expenses, 10 days paid vacation, and flexible work schedule.

To apply, send a cover letter, resume, and contact information for three references to: United First Parish Church, Attn: DRE Search Committee, 1306 Hancock Street, Quincy, MA 02169; fax: [617-773-7499](tel:617-773-7499); or email office@ufpc.org. In your cover letter, please state how many Sundays you are hoping to work (see "Spirit Circle Religious Education Model" above). Applications will be reviewed upon submission.