



Hopedale Unitarian Universalist Community

Oxford, Ohio

December 18, 2023

Position Description

Coordinator of Religious Education

1. Responsibilities

The Coordinator of Religious Education (RE) develops programming for children and adults that encourages religious and spiritual development and builds community by supporting RE participants and the congregation in developing and acting on their values. The Coordinator provides leadership for all RE offerings.

Primary responsibilities are to:

- Work as a partner with the Religious Education Committee and serve as its Chair;
- Create, select, schedule, and support Children's Religious Education programming;
- Recruit and oversee volunteer teachers for Children's Religious Education;
- Recruit and oversee a paid nursery care provider;
- Create, design, recruit teachers for, and coordinate Adult RE opportunities;
- Promote RE opportunities to the Hopedale congregation and wider community;
- Serve as an ex-officio member of the Sunday Services Committee;
- Coordinate RE offerings with Sunday Service, Social Justice, and other committees.

2. Unitarian Universalist Association

All Hopedale employees are governed by the Unitarian Universalist Association Covenant and the Hopedale Unitarian Universalist Community Covenant and Mission Statement, available at uua.org and at www.huuc.org or in the printed Hopedale *Directory*.

3. Supervision

The Hopedale Vice President for Religious Services provides religious education consulting and supervises the Coordinator of Religious Education. All Hopedale personnel matters are managed by the Hopedale Board and Board President.

4. Compensation

This is a part-time position. The work time expected is 20 hours per month for ten months at a pay rate of \$20 per hour. Salary will be paid via Paycor monthly. In regard to Unitarian Universalist Association fair compensation guidelines, this is approximately a one-tenth-time position.

5. Responsibilities

A. Programming for Children

Classes. Determine number of classes and appropriate age divisions. Recruit, train, and support volunteer teachers from Hopedale members and friends. Select curricula and support delivery. Schedule classes. Maintain open communication with parents, guardians, and teachers. Use UUA curricula for classes as appropriate.

Activities and Intergenerational Services. Coordinate, schedule, and support children's activities on non-class Sundays during the Program Year. Assist in development and delivery of engaging intergenerational Sunday Services. Support and coordinate children and youth involvement in pertinent denominational events.

Registration. Maintain a registration database of children, including contact information and any relevant health and safety information. Provide the number registered and average attendance to the Administrative Assistant for the annual UUA inventory by February.

Nursery. Recruit, schedule and supervise qualified nursery care providers. Child care responsibilities include: providing care for infants and toddlers during Sunday services and other congregational events; supervising toddler activities and infant nap sessions; contacting parents if questions or problems occur.

Background Check. Best practices require that all teachers and nursery care providers have a current background check on file with Hopedale. This file will be maintained by the RE Coordinator.

B. Programming for Adults

Arrange at least one adult class using a UUA curriculum each Program Year. Schedule, coordinate, and support Adult Religious Education opportunities such as book clubs, discussion groups, formal classes, and other initiatives initiated by members and friends.

C. Religious Education Committee

As Chair of Hopedale's Religious Education Committee, the Coordinator sets meeting agendas and schedules regular meetings. This RE Committee works with the Coordinator as a full partner and resource for creating, supporting, and overseeing all of Hopedale's Religious Education offerings. The Vice President for Religious Services is an ex-officio RE Committee member and is liaison for the Coordinator and Committee with Hopedale Board.

D. Annual Schedule

The Religious Education Program Year operates from Labor Day to Memorial Day. The Coordinator is expected to fulfill responsibilities between mid-August and the end of June. The Coordinator is expected to be present at most Sunday Services and at pertinent

meetings of the Board, and to attend pertinent meetings of the Sunday Service and Social Justice Committees. When absent from a Sunday Service, the Coordinator will designate a member of the RE Committee or Children's RE Teaching Team to coordinate and oversee children's activities for that day. Any conflicts that arise are to be mediated by the VP for Religious Services.

E. Communication

The RE Coordinator is expected to communicate RE activities regularly to the Hopedale community and to communicate with the Unitarian Universalist Council of Greater Cincinnati as appropriate. The Coordinator is expected to interact with individuals in Oxford, Butler County and southwestern Ohio when appropriate to the RE mission.

F. Publications

The RE Coordinator is expected to provide the Hopedale *Newsletter* Editor, Secretary and Administrative Assistant with weekly bulletin and monthly *Newsletter* information about Religious Education, and when appropriate, to submit information for Hopedale's website, social media accounts, and the Hopedale *Directory*.

G. Supplies and Expenses

The RE Coordinator is expected to order, purchase, and maintain supplies for RE classes, activities and events, to distribute them as needed, to maintain a record of RE expenses, and to operate within the approved annual operating budget. Budget recommendations for RE programming should be submitted to the VP for Religious Services for forwarding to the Annual Canvass Coordinator, VP for Stewardship, and Finance Committee Chair during annual Operating Budget preparation.

H. Professional Responsibilities and Benefits

The Coordinator will have a compensated opportunity to pursue professional development by attending denominational meetings of the Unitarian Universalist Association and by participating in other pertinent opportunities. Developmental activities will be decided in consultation with the VP for Religious Services on behalf of the Board. If the Coordinator is interested in the UUA Credentialed Religious Educator Program, Hopedale will seek ways to encourage that interest.

The Coordinator is expected to maintain membership in the Liberal Religious Educators Association (LREDA), the professional association for Unitarian Universalist Religious Educators. The membership fee will be paid by Hopedale.

The Coordinator shall serve as a Hopedale Delegate to Unitarian Universalist Association national and regional assemblies, including UUA General Assembly, as regulated by those events, or shall be given the opportunity to serve as an appointed Hopedale Delegate.

I. Work Hours

The Coordinator is expected to work 20 hours per month for ten months or 200 hours per church year. If at the end of a fiscal year a surplus or deficit exists, the hours expected for the following year may be adjusted as recommended by the VP for Religious Services and approved by Hopedale Board during the Operating Budget preparation process.

J. Priorities

The VP for Religious Services has direct supervisory responsibility for the Coordinator. Questions about programming priorities, timelines, or other programmatic or performance matters that cannot be resolved by consultation with the RE Committee are to be discussed with the Vice President and resolved at that level if possible. Consultation with the President or Hopedale Board is appropriate as needed.

6. Evaluation

Performance evaluation will be conducted by the Religious Services Vice President before the end of each Program Year with an instrument developed for this purpose. Results of the evaluation will be shared with the Board.

7. Termination of Agreement

This agreement may be terminated by either the RE Coordinator or the Board upon thirty (30) days written notice to the other party. During any notice period, the Coordinator shall continue to be paid as indicated in this document. Upon termination, all Hopedale property is to be returned to the Board.

8. Potential Candidates

Sources of candidates for RE Coordinator include: members of the Hopedale Unitarian Universalist Community; friends of Hopedale; members of Cincinnati Unitarian Universalist congregations; Miami University students; candidates from other sources. As Unitarian Universalists we affirm the worth and dignity of every person, seek justice, equity, and compassion in our relationships, welcome and embrace people of all gender identities and sexual orientations, work to sit more lightly on the planet, and are committed to ongoing improvement in these intentions.

9. How to Apply

This position description may also be found at the Hopedale website: www.huuc.org. Candidates will be considered as they apply upon announcement of the opening at the website. The starting date is negotiable.

To apply send a letter of interest indicating qualifications by U. S. Mail or by Email to:

Darrel Davis, HUUC Vice President for Religious Services

P. O. Box 625, Oxford, Ohio 45056

huuoffice@gmail.com



Hopedale Unitarian Universalist Community

3870 Millville Oxford Road., Oxford, Ohio

One Mile South of Chestnut Street on U.S. 27

www.huuc.org

*Sunday Services & Children's Religious Education Classes
10:30 a.m. September Through May*

Hopedale is a sanctuary of worship, learning, and sharing. We want to actively accept one another as we encourage the free and responsible search for truth, meaning, and spiritual growth. As Unitarian Universalists we affirm the worth and dignity of every person, and we seek justice, equity, and compassion in our relationships.

Hopedale is officially a *Welcoming Congregation* and a *Green Sanctuary*. We welcome and embrace people of all gender identities and sexual orientations; we work to sit more lightly on the planet; and we are committed to ongoing improvements in these intentions.

