



Unitarian Universalist Society of Martha's Vineyard

Job Description

Title: Religious Exploration Coordinator

Responsible to: Minister

Purpose: Assist in planning and implementing the children and youth religious exploration programs.

Status: Hourly, part-time (average 9 hours/week for 28 weeks September to May and 20 hours June - August)

Working Conditions: Many responsibilities can be completed at home or other locations, but a portion of the hours are performed providing the children's Religious Exploration program at the program location on Sunday mornings. Works approximately 9 hours per week for 28 weeks from September through May according to RE calendar; works approximately 20 hours during July and August.

Qualifications: The qualified candidate:

- May not be a member of UUSMV
- Must be proficient using a variety of social media platforms, texting, email platforms such as MailChimp
- Must be proficient using Microsoft Word, Microsoft Excel

In addition, the qualified candidate will have some but may not have all of the following:

- Educational degree or experience in Child Development, Education, or related field,
- Experience in project management and volunteer coordination,
- Familiarity with the UU Principles, sources, and traditions,
- Experience leading a UU Religious Exploration program,
- Other comparable work with children and youth.

Duties:

1. Planning for Sunday Sessions:
 - a. Curriculum Session Planning: This includes planning the curriculum-based sessions for the enrolled children along with gathering the necessary materials.
 - b. Planning Family Worship: This includes collaborating with the Minister and or the Worship Committee to assist in planning the Family Worship services.
 - c. Planning Universal Justice projects: This includes planning a project for all age groups to be conducted within the Sunday Universal Justice session.
 - d. Planning Storybook Worship: This includes planning a multi age session for all children and youth based on a story book illustrating a UU Principle or Source.
2. Leading Sunday morning RE sessions and assisting with Sunday Family Worship services.
3. Recruiting Volunteers from the congregation to:
 - a. Assist the RE Coordinator with each Curriculum, Storybook, and Universal Justice session.
 - b. Coordinate the Coming of Age program and individuals to serve as Mentors.
4. Providing orientation and training for volunteers:
 - a. Share the joy and spiritual development that one can gain from this ministry;
 - b. Ensure that volunteers understand the Lifelong Learning policies and procedures.
5. Communication with Families
 - a. Using multiple sources (visual email, text, UUSMV Family Facebook), provide communication to families regarding upcoming session.

- b. Using multiple sources (visual email, text, UUSMV Family Facebook), following each session, provide families with a summary of session and ideas for family carry over (Take It Home)
 - c. Share ideas for Family Faith Formation (from UU World, LREDA, etc.) at least quarterly.
6. Providing Administrative Oversight
- a. Ensure adherence to UUSMV Lifelong Learning and other UUSMV policies and procedures.
 - b. Register children for the program;
 - c. Provide weekly updates for UUSMV Friday emails;
 - d. Submit article for UUSMV monthly newsletter;
 - e. Provide calendar updates to the administrative assistant as activities are scheduled;
 - f. Maintain Children's library/educational materials/supplies;
 - g. Prepare Annual Report;
 - h. Assist in recommending annual budget to submit to the Finance Committee;
 - i. Attend monthly Children's Lifelong Learning Committee.

Approved by the Parish Committee, 10/9/2013, Amended September 2014, Amended June 2016, Amended October 2016, Amended September 2019