



Religious Education Coordinator

August 2021- June 2022

POSITION DESCRIPTION

Title: Religious Education Coordinator

Reports to: Minister

Hours and schedule: 10 hours per week. Sunday hours could be up to 6. Weekday hours approx. 4.

Compensation: \$20.00/ hr. **FLSA Status:** Nonexempt

Start Date: August 15, 2021 (some flexibility)

First Parish in Hingham (Old Ship Church) Unitarian Universalist seeks a Coordinator of Religious Education who delivers, together with dedicated volunteers, and other staff members, the children's and youth Religious Education Program of the congregation; a comprehensive, well established program that nurtures the spiritual and religious growth youth, children, and adults. We are seeking an organized, collaborative, dependable, and motivated person with experience working with children and youth and an understanding of, or willingness to learn about, the Unitarian Universalist faith.

Old Ship Church is located in Hingham, Massachusetts and is committed to religious education and family ministry. We provide on Sundays the opportunity for community, religious education, social justice projects, worship and fun to children and youth in Grades K through 12.

Mission Statement

The Old Ship Church Religious Education program creates a meaningful community that values individuals and awakens their sense of wonder, reverence, and self-awareness through fellowship, worship, education, and service.

In fulfillment of this mission, the R.E. program:

- Welcomes and accepts all children and Youth, and values the gifts they bring and the people they are.
 - Builds community by celebrating life's journey, milestones and intergenerational connections.
 - Nurtures spiritual growth and development by fostering the free and reasonable search for (life) meaning and individual truth.
 - Awakens, through ritual, word, song, art and movement, the mystery of living, the reverence for and awe of life.
 - Fosters our children's U.U. identity by teaching them about our principles and sources, heritage, and traditions.
 - Promotes commitment to justice and ecological sustainability in the world through education, service and social action.
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Overview:

The role of the Religious Education Coordinator is to assist in planning and implementing the Religious Education program with support and guidance from the Religious Education Committee and the supervision of the minister. The RE Coordinator will create a welcoming, safe & well prepared space for children and families each week, will communicate and coordinate effectively with teachers to assist in class preparation, and will provide timely information as needed to the program participants and congregation.

The RE Coordinator will provide administrative support to the program, to the lead teachers and offer some direct program implementation/ teaching as well.

Responsibilities

- Be present on Sundays to ensure smooth operation of the RE program
- Communicate with families and congregation
- Work with the RE Committee to exchange feedback on program week to week success and areas for adaptation, throughout the year
- Implement Church and RE policies and procedures
- Document and monitor the RE program expenses
- Attend staff meetings and work with other staff members and minister
- Recruit, train, and support volunteers together with the RE Committee members
- Warmly welcome families to Old Ship and communicate details of the programs with them
- Build positive relationships with program volunteers, children, youth and parents
- Provide backup assistance in teaching as needed on Sundays
- Collect , organize distribute registration forms, field trip permission slips, and other day to day documentation
- Co-facilitate the weekly Youth Group
- Occasional worship involvement
- Occasional special events assistance

Qualifications and Skills

An ideal Religious Education Coordinator will have the following:

- A high school diploma, its equivalent, or higher
- Experience working with school aged children in an education, camp, or spiritual setting
- Ability to communicate clearly with children, parents, volunteers, staff members and congregants
- Familiarity with Unitarian Universalism, our liberal religious theology, values and programs is preferable
- Strong organizational skills, with an ability to work both independently and as a team member
- Competencies in office based technology / programs
- CORI check and strong references

Qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. We are committed to developing a diverse and talented staff team. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

How to Apply

- Position start date – August 15, 2021
- Please apply as soon as possible if you are interested in this position
- You may reach out with questions to: Maureen Butler/ butlermcginnis18@gmail.com/ 617-877-5204
- Please apply by visiting our website and submitting a letter of interest and your resume at the apply button: <https://oldshipchurch.org/for-children-and-youth.html>