

**JOB DESCRIPTION**  
**TENNESSEE VALLEY UNITARIAN UNIVERSALIST CHURCH**  
**DIRECTOR OF YOUTH RELIGIOUS EDUCATION**

**i. Purpose**

Serves as the professional responsible for the overall development and the day-to-day operation of the lifespan religious education program (LREP).

**ii. Organizational Relationships**

The Director of Lifespan Religious Education (DLRE) is supervised by the Senior Minister (SM). The DLRE works closely with the SM, the Youth Religious Education Committee (YREC) (whose purpose is to support programming for ages birth through high school), the Youth Programs Coordinator (high school age), the RE Program Assistant (REPA), the Adult RE Committee, the Program Council (PC) and the Leadership Team. The DLRE communicates with the church Board of Directors through the SM or as requested by the Board and consults as needed with other committees. The DLRE supervises the Youth Programs Coordinator, the RE Program Assistant, and the child care workers (all part-time positions).

**iii. Primary Responsibilities**

- Develops the religious education program for children and youth.
- Coordinates religious education volunteers for YRE programming.
- Supervises the Youth Programs Coordinator (high school program/quarter-time position) and the RE Program Assistant (quarter-time position), and delegates responsibilities as appropriate.
- Administers the children and youth religious education program, religious education space, and budget, including child care provided for Sunday mornings and church sanctioned meetings and events.
- Promotes and facilitates communication within the church and the community.
- Coordinates the Adult RE offerings
- Participates in continuing education workshops for professional growth.
- And other duties as assigned by the Senior Minister.

**iv. Explanation of Primary Responsibilities**

**Develops the religious education program for children and youth.**

1. Formulates the philosophy of the children and youth religious education program in conjunction with the YREC.
2. Leads religious education activities for children and youth.
3. Leads the Sunday morning church school activities and recruits and coordinates leadership of Sunday morning classes and worship for toddlers through grade 12.
4. Works with the Senior Minister and other church leaders to ensure that there are frequent opportunities for interaction between the overall youth religious education program and the greater congregation, including coordination of multi-generational worship services.
5. Develops a program that encourages broad church participation in religious education.

6. Assists parents in assuming a role as religious educators of their children.
7. Acts as a resource person for youth (nursery through grade 12) and their parents with regard to youth RE programs.
8. Consults with staff, teachers, and volunteers in the planning of special activities such as field trips, cons and social action projects.
9. Establishes an annual work plan.

**Coordinates religious education volunteers**

with the assistance of YREC, Youth Programs Coordinator, and YRE Program Assistant.

1. Recruits, trains, and provides ongoing support to the YRE program volunteers and facilitators.
2. Communicates regularly with each of the YRE Sunday morning teachers.
3. Plans activities to increase religious education skills and opportunities for volunteers in children and youth programs.
4. Ensures that the policies set in the Safe Congregation Policy are upheld.

**Supervises the Youth Programs Coordinator, the YRE Program Assistant, and the Child Care Coordinator and delegates responsibilities as appropriate.**

1. Performs individual personnel evaluations of the Youth Programs Coordinator and the RE Program Assistant.
2. When vacancies occur, the DLRE will oversee the selection process. The DLRE will interview and select a replacement, with approval from the SM. [Contingent upon change in church policy/bylaws.]
3. Works with the Youth Programs Coordinator, and the RE Program Assistant, to establish their annual work plans.
4. Coordinates as appropriate with the Personnel Committee and others regarding performance and compensation.

**Administers the children and youth religious education program, RE space, and RE budget.**

1. Plans and administers the approved YRE budget with assistance from the YREC and YRE support staff.
2. Establishes divisions and class sizes for Sunday morning childcare and church school classes for toddlers through high school.
3. Coordinates with the Director of Administration for use and maintenance of the RE space.
4. Administers the YRE portion of the centralized church database.
5. Maintains resources
6. Evaluates the effectiveness of the children and youth religious education components on a regular basis.

**Promotes and facilitates communication within the church and the community.**

1. Communicates goals and activities of youth religious education programs to the congregation through regular newsletter reports, the seasonal youth religious

- education program guide and calendar, teacher handbook, website and/or other means.
2. Attends meetings of the YREC, Adult RE Committee, church staff, Program Council and Leadership Team. Attends meetings of the Board of Directors and other committees as needed.
  3. Confers regularly with the Senior Minister.
  4. Is accessible to members of the church community who desire to meet.
  5. Acts as TVUUC liaison to religious educators in local, district, and national religious groups.
  6. Supports cooperation between YRE programs and music programs.

**Participates in continuing education workshops for professional growth.**

1. Devises and pursues a program leading to self-improvement and professional growth in his/her capacity as Director of Lifespan Religious Education.
2. Joins professional religious education organizations such as LREDA.
3. Keeps abreast with current curriculum materials, learning theories, teaching techniques, and group process skills.