



## Bay Area Unitarian Universalist Church

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Houston, Texas 77058  
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**POSITION DESCRIPTION:** Director of Lifespan Religious Education (DLRE)

**PURPOSE:**

Ensure a diverse and robust lifespan religious education for our congregation. Engage the full church community in affirming the importance and worth of religious education to our members. Provide vision and leadership to implement educational programming.

**TIME REQUIREMENTS:**

- Full-time position (average of twelve units a week) with flexible hours.
- Post and maintain regular office hours.
- Personal professional development.
- Attend denominational events.

**SUPERVISORY DUTIES:**

- Supervise paid Youth Director.
- Supervise paid childcare providers and oversee recruitment of volunteer childcare help.
- Supervise paid and volunteer religious education staff.

**ACCOUNTABILITY:**

- The DLRE reports to the Senior Minister.

**BUDGET RESPONSIBILITIES:**

- Oversight of RE operating budget and associated accounts.

**RELATIONSHIPS:**

- **WITH THE MINISTERS:** Maintain collegial and collaborative relationships as religious professionals. The Senior Minister supervises the DLRE and all paid staff.
- **WITH THE BOARD OF DIRECTORS:** The DLRE is currently an ex-officio and non-voting member of the Board, but this may change in the near term as BAUUC considers adopting policy-based governance. The Board currently holds hire and dismissal authority in consultation with the Senior Minister.
- **WITH OTHER PAID STAFF:** Maintain collegial, collaborative and cooperative relationships with paid staff as appropriate to their function and duties.
- **WITH THE RE COUNCIL:** Lead the Council in developing and implementing RE programming. Assist in recruitment of Council members. Provide assistance and ensure necessary resources for all RE programs.
- **WITH THE RE FACULTY AND STAFF:** Lead the RE Council in recruiting capable volunteers and nurturing all participants. Lead the RE Council in providing training and orientation programs for faculty and staff.
- **WITH THE CONGREGATION:** Regularly participate in all aspects of congregational life to maintain a familiar, respected and visible presence of the Religious Education program.
- **WITH THE YOUTH DIRECTOR:** Supervise the Youth Director and assist in the development and implementation of curriculum and policy.
- **WITH THE COMMUNITY:** Welcome community members to participate in religious education. Investigate outreach and networking opportunities beyond the congregation and denomination.

**REPORTING:**

- Attend RE Council meetings.
- Attend Board of Directors meetings per the BAUUC governance model.
- Attend Worship Committee meetings.
- Provide annual prospectus.
- Prepare a regular RE program column for the church newsletter.

**PROGRAM RESPONSIBILITIES:**

- Provide overall vision and leadership for all RE programming.
- Lead recruitment and administration of capable volunteers to teach RE programs.
- Lead development and implementation of curriculum for RE programs.
- Lead occasional worship services as coordinated with the Senior Minister.
- Maintain RE resources (curriculum library, equipment, supplies, teaching space and related materials).
- Organize classes as appropriate for enrollment demands and volunteer availability.
- Track registration and attendance records for children and youth programs.
- Lead the RE Council in planning and executing special events.
- Facilitate District and denominational education events hosted at the church.
- Implement the Child Protection Policy and keep abreast of safety and liability issues.

**PROFESSIONAL DEVELOPMENT:**

- Participate in Houston Area Religious Educators (HARE).
- Attend religious education conferences.
- Be a member of the Liberal Religious Educators Association (LREDA) and attend LREDA activities as appropriate.
- Attend UUA religious education credentialing workshops and programs.
- If not credentialed, actively pursue UUA credentialing.

**SALARY AND BENEFITS**

- A negotiated salary will be commensurate with experience within UUA recommendations for fair compensation.
- Included Benefits: pension at 10% of salary, long-term disability, 30 days of vacation and additional denominational time.
- Negotiated Benefits: sabbaticals, professional expenses, health and dental insurance and moving expenses.

**EDUCATION AND EXPERIENCE:**

- Ideal candidate will have a Bachelor's degree, prior paid experience as a religious educator and be credentialed by the UUA.
- If not credentialed, the DLRE will actively pursue UUA credentialing as a condition of continued employment.
- Have a broad knowledge of and commitment to Unitarian Universalist principles and philosophies.
- Have demonstrated volunteer management skills.
- Have demonstrated organizational and administrative skills and experience.
- Should possess computer literacy in desktop and internet-based applications and technologies.