

# First Parish Church Kingston

## Unitarian Universalist

222 Main Street, Kingston, MA 02364 Phone: (781) 585-3051

[www.kingstonuu.org](http://www.kingstonuu.org)

### Director of Family Ministry and Religious Education

#### Job Description

#### **The Congregation:**

First Parish Kingston, Unitarian Universalist is a small, welcoming and theologically diverse congregation on the South Shore of Massachusetts. First Parish Kingston has a spiritually rich history, dating back to 1717. Our Sunday morning worship service is at 10:30 am with concurrent Religious Education programming for children and youth. Current enrollment is at 30, with programming provided in age appropriate classrooms. The congregation has been using curricula from Tapestry of Faith for the older children, and Spirit Play for our younger children. We are currently running a Coming of Age program and next year will be conducting OWL for 7<sup>th</sup>-9<sup>th</sup> graders. We also hold multi-generational services and community building activities several times during the year.

The Mission of the Religious Education Committee is 1) to provide a safe and welcoming community where children, youth and their families feel valued and supported in their spiritual growth and development; 2) to inspire children and youth to explore and express their fullness of self as they develop their individual UU identity; 3) to nurture emotional well-being and self-worth; and 4) to strive to open minds and hearts to the larger UU community as well as to faith traditions and spiritual practices from around the world.

**Time Frame:** This is a half time salaried position that includes Sunday mornings beginning August 2017 for the church season.

**Our Goal:** Seeking a Director of Family Ministry and Religious Education (DFMRE) professional to provide religious education programming for children, youth, and families.

**Statement of Accountability:** The Director of Family Ministry and Religious Education (DFMRE) is supervised by the Minister and works with the Minister and Religious Education Committee. The DFMRE is expected to follow the LREDA code of professional practice and the church's Personnel Policy Manual.

#### **Responsibilities Include**

With the support and assistance of the RE Committee and the Minister:

- review, recommend, plan and coordinate curriculum for children and youth (Spirit Play, curricula from Tapestry of Faith, O.W.L., Coming of Age, and other special programming.)
- recruit, orient, and support volunteers, including obtaining and maintaining necessary C.O.R.I. documentation
- advocate for and publicize the Religious Education program through the newsletter, prospectus, weekly emails, social media and other means of communication
- develop a system to communicate weekly with children and families to keep them informed and engaged in curriculum and family programs
- collaborate with the Faith in Action Committee, RE Committee and relevant community organizations in order to build a stronger social justice component in our children's programs
- be accessible to children and families to provide support as needed
- be visible to and engaged with the larger congregation
- maintain resources, supplies, and equipment
- keep Religious Education budget, expenses, files, and records current
- meet monthly with the RE Committee and with the Minister



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- meet with the Worship Committee as needed
- plan special multigenerational events (community building, pizza night, game night, book groups, etc.) with the RE Committee and the Minister
- coordinate programming and volunteers for the youth group sessions twice a month
- engage in professional development through classes, workshops, conferences, and mentoring
- collaborate with the larger community of RE professionals through regional DRE meetings
- coordinate with surrounding UU churches to leverage resources when possible
- coordinate nursery care

### Terms:

- The DFMRE agrees to perform the aforementioned responsibilities August through June
- The DFMRE shall have 4 Sundays free from professional duties at intervals throughout the church year
- The dates shall be mutually agreed upon by the DFMRE, the RE Committee, and the Minister

### Experience, Knowledge, Skills

- experience or a degree in a field related to education, human services, or ministry
- knowledge of religious education philosophy and Unitarian Universalist curricula
- relational, organizational, administrative, communication and volunteer management skills
- interest in engaging with a wide variety of religious views, diverse abilities and racial/ethnic backgrounds

### Compensation

**Salary:** \$17,500.00 - \$19,500.00

**Professional Expenses:** \$1000

### Core Competencies:

**Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of global religious experience and values formation; uses a variety of teaching topics to maintain interest and to build connections.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; engages in thoughtful and attentive listening, creates a climate in which people want to do their best; can motivate volunteers; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

**Compassion and Care:** Embodies a natural sense of care and compassion; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate boundaries. Demonstrates care and understanding of children of all ages and abilities, combined with a deep commitment to their issues and well-being.

**Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; willing and able to research and utilize other church's ministries to children and families; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work best in this setting.



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**Worship Leadership:** Designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; is especially focused on the worship experience as it affects children and families; fosters worship moments that have depth, music, humor, and a story that relates to all ages.

**Volunteer Management:** Encourages and supports others to discover and engage their gifts and skills in service to the larger community; calls out the best in others; provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion; creates an environment that others want to participate in; provides the information people need to accomplish the roles for which they have volunteered.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Ethics and Values:** Honors the core values and beliefs of the congregation in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.

**Integrity and Trust:** Is trustworthy; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Self-Development:** Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.

Resumes requested by April 27. Please send to Monica Mueller RE Chair [monicam442@aol.com](mailto:monicam442@aol.com) or Rev. Arthur Lavoie [lavoie.art@gmail.com](mailto:lavoie.art@gmail.com)

