

JOB DESCRIPTION
DIRECTOR OF RELIGIOUS GROWTH AND LEARNING (DRE)

Overview: The DRE oversees, guides, supervises and implements all aspects of Religious Growth and Learning at Old Ship. The DRE works with the Children's RE Committee, the Youth Adult Committee, the Adult Programs Committee (together the Religious Growth and Learning Council), the Board of Trustees, the Minister, and the entire Old Ship community to realize the Old Ship Religious Growth and Learning Mission. The DRE is accountable to the Board of Trustees and collaborates on a day to day basis with the chair of the Children's RE Committee and the Minister and on an as needed basis with the chairs of the other committees

Specific Responsibilities: Throughout the OS church year the DRE:

Program:

- Working with the Children's RE Committee, implements and oversees all aspects of the Spirit Play curriculum for grades K-2, the Elementary School Pillar Program, the Neighboring Faiths program, the Our Whole Lives (OWL) program, and the Coming of Age program;
- Working with the Youth Adult Committee and the Youth Advisor, oversees youth programming, including developing and setting goals for the youth program;
- Working with the Minister and the Adult Programs Committee, helps administer some adult programming and teaches and facilitates some adult programming each year for families and others;
- Together with the entire Religious Growth and Learning Council, plans and implements monthly Social Justice Sunday programming;
- Plans and conducts weekly children's worship services;
- Together with the Minister, insures that weekly services are intergenerational, and helps to develop and plan the story for all ages;
- Together with the Religious Growth and Learning Council, helps to develop and plan 3 to 4 special intergenerational programs throughout the year;
- Coordinates planning and shares the leadership of the annual holiday service for all ages in December and the annual religious education service in the spring;

Community:

- Welcomes all children and youth;
- Creates an atmosphere of trust and warmth within the entire OS community and among the children and families;
- Ensures that children, youth and adults are given opportunities to participate in activities;
- Ministers to children, youth and families as appropriate and in conjunction with the Minister and Pastoral Care Committee;
- Advocates for, publicizes and advances the Religious Education mission throughout the Old Ship community, by, among other things, writing a column in the newsletter and writing weekly updates in the Order of Service;

Administrative:

- Supervises all aspects of religious education classes;
- Supervises and implements volunteer teacher and mentor recruitment, orientation and training, and oversees formal UUA training as needed for Spirit Play and OWL teachers; and together with the religious Growth and Learning Council helps to develop lay leadership in religious education;
- Supervises youth advisor;
- Supervises child care provider;
- Oversees the safety, function and aesthetics of the Religious Education facilities, supplies and equipment;

- Working with the respective Religious Growth and Learning Committees, prepares annual religious education budget for the Finance Committee and Board of Trustees;
- Prepares annual Religious Growth and Learning prospectus;
- Prepares Religious Growth and Learning section of annual report;
- Reports monthly, and as needed, to the Board of Trustees;
- Attends Children's Religious Education Committee, Youth Adult Committee and Adult Programs Committee meetings;
- Meets with the Minister weekly and with Minister and staff as scheduled.
- Maintains and updates registration of children and youth.

Professional:

- Pursues continuing professional growth through attendance at Ballou-Channing District religious education meetings, meetings with other area DREs, attending other workshops, interacting with professional organizations and reading the latest professional literature.