

Job Description
Acting Director of Religious Education
First Unitarian Church, Louisville, KY
May 8, 2008

This is a ¾ time position, 30 hours per week, between July 1, 2008 and June 30, 2009.

The Acting Director of Religious Education (ADRE) will work with the Religious Education Ministry members to organize and implement life span religious education at First Unitarian Church, Louisville, KY. This includes, but is not limited to:

- Sunday morning religious education for preschool through high school age youth of the church
- Children and youth services, intergenerational services, and children's focus during Celebrations of Life
- "Our Whole Lives" courses
- Middle School and Senior High Youth groups
- Being a resource for adult religious education programming

Working with the RE Ministry, the ADRE will:

- Recruit teachers for all levels of classes, provide any necessary training for teachers, and serve as a resource person for the teachers
- Work with leaders of the Middle School and Senior High Youth Groups and any adult religious education groups as needed
- Supervise the RE Assistant
- Assist with the curriculum and activity planning and purchasing of supplies for all religious education
- Coordinate or present Children's Chapel and other Celebrations of Life that include the children and youth of the church
- Advise children, youth, and parents on behavior expectations and program components
- Supervise the Sunday morning child care for infants and preschool children
- Keep registration and attendance records for all RE programming
- Manage the budget for the RE program, developed with the RE Ministry and adopted at the church's annual meeting, by authorizing expenditures and accounting for all spending
- Report to the Minister and/or the Board of Trustees, by meeting with the Minister weekly and participating as an *ex officio* member of the Board of Trustees, providing a monthly written report to the Board as well as a detailed annual report
- Meet with the RE Ministry and any sub-committees as needed
- Be responsible for timely submission of articles on the RE program to *Steepletalk* and in the order of service
- Be expected to be at the church Sundays from 9:30 a.m. until 12:30 p.m (having one Sunday a month off) and have office hours for a minimum of eight hours weekly, other than Sundays, and other hours at his/her discretion. Schedule is to be flexible as needed.

TO APPLY: Send a letter of interest detailing relevant experience to Suzanne Meeks: suz_meeks@bellsouth.net, or 1470 S. 6th Street, Louisville, KY 40208