

Job Description

Director of Religious Education (DRE)

The First Unitarian Church in New Bedford

The First Unitarian Church in New Bedford is an historic urban congregation located in downtown New Bedford, Massachusetts. The utmost priority for the DRE and the church membership at large is to expand enrollment and participation in our religious education programs for young people on Sunday morning.

Goals:

To provide a Unitarian Universalist experience for young people at church.

To welcome children, youth, and their families to The First Unitarian Church in New Bedford and make them feel at home.

Attachment A:

Total compensation package for the Church's fiscal year, July 1, 2026 through June 30, 2027

Between 13, 000 and 16,000 annually

Professional expenses and supplies: \$500

Job Description and Responsibilities:

C. Responsibilities:

1. August to early-September:

- Clean class spaces and organize supplies
- Plan curriculum, write lesson plans as needed
- Recruit and train teachers
- Read and research curriculum and other study and professional development under supervision of the parish minister.
- Prepare registration materials for upcoming year

2. Early-September through mid-June:

Sunday morning responsibilities include:

- Recruiting and overseeing teachers
- Overseeing child care providers
- Greeting parents and guardians

- Participating in the first fifteen minutes of worship at the discretion of the parish minister.
- Supervision and regular teaching in the Sunday School

Administrative and other responsibilities include:

- Attend meetings of the Religious Education Committee
- Attend Board meetings and provide a monthly written report on the program, including registration and attendance numbers
- Hold regular weekly meetings with parish minister
- Prepare a written self-evaluation for the Minister, RE Committee and Board of Trustees two weeks prior to the annual performance evaluations
- Perform other duties related to religious education as directed by the Board
- Contribute RE news regularly for inclusion in the newsletter
- Prepare annual report on RE program for the annual meeting in May.

3. Late June:

- Clean up class spaces and organize supplies
- Submit annual report and evaluation of the RE program, including recommended changes in the program, to the Board of Trustees

D. Knowledge, Skills, and Abilities:

- Experience in childhood education.
- Knowledge of what it means to be a Unitarian Universalist, and fully support Unitarian Universalist values.
- Director should enjoy spending time with children and youth.
- Director should have basic organizational skills, and be comfortable overseeing volunteers.