

Meadville Unitarian Universalist Church of Meadville
Coordinator of Religious Education (CRE)
Job Description

1) Safe Congregation Policy

- a) Coordinate annual state and federally required background checks and clearances for all LRE (Lifespan Religious Education) volunteers and staff.
- b) Maintain student registration records and staffing records in CRE office.
- c) Assist in implementing “safe congregation policy” for RE and Youth activities, in cooperation with Board and Minister.

2) Communications and Meetings

- a) Communicate weekly with teachers regarding Sunday lessons (via email, Facebook, etc.).
- b) Communicate all pertinent information regarding RE in a timely manner to committee, teachers, parents, Minister, and RE committee.
- c) Communicate weekly in the B&B and monthly in the Oracle with the congregation about the RE program.
- d) Prepare brief monthly reports for the LRE chair to share with the UUCM Board, as part of the Minister’s Report.
- e) Attend monthly LRE committee meetings and offer report.
- f) Attend supervisory meetings with the Minister, twice per month, in person or through video chat.

3) Religious Education Programming and Worship

- a) Plan and coordinate RE curriculum for children’s program in consultation with the LRE committee and Minister. Maintain a cooperative environment for program development and implementation.
- b) Plan and coordinate RE activities for children and families in conjunction with other UUCM committees.
- c) Create and/or acquire materials for RE classes for children’s program.
- d) Recruit teachers; schedule and conduct teacher orientation and training; provide ongoing support and communication with teachers; plan teacher recognition and appreciation in worship service (in consultation with the Minister).
- e) Lead RE classes with an assistant (or find a trained and suitable substitute) for the duration of the RE school year.
- f) Participate in Sunday worship, offering the Time for All Ages at the service leader’s request; facilitate the Children’s offering and the children’s portion of Joys and Sorrows.
- g) Promote activities for Youth and work with an advisor, as available.
- h) Monitor RE budget in consultation with the LRE chair and Minister.
- i) Organize and maintain the CRE office, classrooms, and resources, with the help of volunteers.

4) Professional and Personal Development

- a) Enroll in on-line introductory module for UU Religious Educators prior to start of employment. (paid by church)
- b) Join the Liberal Religious Education Directors Association (LREDA) – annual dues to be paid from CRE Professional Expenses)
- c) Commit to continuing education about Unitarian Universalism and UU Religious Education (e.g., Renaissance modules, youth advisory, Our Whole Lives, Spirit Play, and other UUA and district trainings). Stay current with UUA resources for RE programs.