

The First Unitarian Society of Milwaukee

A Unitarian Universalist Congregation

Established 1842

JOB DESCRIPTION – INTERIM DIRECTOR OF RELIGIOUS EDUCATION

REPORTS TO: Senior Minister
STATUS: Full time
FSLA: Exempt
DATES: ~August 2018 – July 2019 (will negotiate for the right candidate)
SALARY: \$50,000 - \$58,000, based on experience, plus benefits
SUPERVISES: Youth Programs Coordinator, Religious Education Administrative Assistant, Nursery Coordinator, and Early Childhood Coordinator

JOB SUMMARY: The Interim Director of Religious Education will work with the congregation to fulfill an agreed upon interim process as well as a healthy religious education program. The Interim Director of Religious Education will work with the Senior Minister, the Associate Minister, and relevant lay leadership teams to design this agreed-upon interim process, and will work with the leadership in the children's religious education program to lead healthy religious education programs for children & youth.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. The Interim Director of Religious Education will work with the congregation to fulfill a specific interim process. This includes (but is not limited to) helping the congregation:
 - a. Heritage: Come to Terms with Congregation's Religious Education Program History
 - b. Mission: Evolve a Unique Religious Education Program Identity
 - c. Leadership: Address Leadership Changes During the Interim Period
 - d. Connection: Renew Associational and Community Linkages
 - e. Future: Commit to the Future of the Religious Education Program's Vitality
2. The Interim Director of Religious Education will also work with the congregation to ensure that healthy religious education programs for children and youth continue during the interim time, including:
 - a. Planning and implementing the children's religious education programs of the church;
 - b. Supporting youth ministry and connecting youth to the church community, including through the annual Youth Service in March and the RE Service in May
 - c. Recruiting, training, supporting, and managing RE Volunteers;
 - d. Developing and implementing multigenerational worship, including telling a story during each week's Sunday Worship Services' *Time for All Ages*; collaborating with the ministers to create occasional multigenerational services; leading the annual RE service; and other circumstances as needed;
 - e. Supporting, collaborating with, and supervising Religious Education staff;
 - f. Overseeing administrative functions of children's religious education programs;
 - g. Fostering a supportive, engaged, and joyful multigenerational environment through multigenerational programming and relationship;
3. The Interim Director of Religious Education will review existing policies related to safe(r) congregations for children and youth, and work with the congregation to revise these policies as needed and integrate them into a comprehensive Safe Congregations Policy.

4. The Interim Director of Religious Education will serve as a Staff Team Member, helping to create a positive and welcoming church staff culture, and participating in staff meetings, Worship Staff Team meetings, retreats, and other appropriate cross-staff events.
5. The Interim Director of Religious Education will serve as a resource for the settled religious education search committee when the congregation enters search.
6. The Interim Director of Religious Education will not apply for the settled position.
7. The Interim Director of Religious Education may be required to perform other related duties as assigned.

CORE COMPETENCIES:

- **Change Management:** Understands patterns of systems moving through transitions; accurately diagnoses system dynamics; names and addresses patterns; accepts mistakes and conflict as part of the process and uses them for learning; reduces anxiety; addresses grief and loss with compassion; identifies alternatives to the status quo and evaluates them; seeks organizational and program innovation in line with our values, mission, and ends; leads others towards that innovation; builds processes and teams to move in that direction.
- **Teaching:** Facilitates learning experiences in the classroom, small groups, and in worship; selects teaching topics and stories that are relevant, provocative, and contribute to a deeper understanding of Unitarian Universalism, our theology, and its application in our community of practice; uses a variety of teaching tools and methodologies to engage diverse audiences and build connections among them.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.
- **Team Building:** Blends people into teams; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates feeling of belonging and pride in the team.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; keeps team members briefed on progress; implements action plans; communicates progress to sponsors; identifies and resolves barriers and problems.
- **People/Volunteer Management:** 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.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university
- Expertise in systems theory
- Knowledge of human development and classroom management
- Experience with transitions and change management
- Interpersonal skills: ability to relate well with a wide range of children and adults
- Excellent communication skills
- Flexible team player, preferably with a good sense of humor, able to work collaboratively with teams of lay leaders and other staff members
- Mission-focused
- Ability to support and supervise staff members and volunteers
- Ability to manage a budget
- Knowledge of personal computer software, including word processing & basic familiarity with database capability
- Ability to maintain confidentiality
- Ability to work a flexible work week, including most Sundays and some evenings
- Understanding and affirmation of UU principles

PHYSICAL REQUIREMENTS:

- Must be able to work in a sitting position the majority of the time.
- Must be physically able to operate a computer and other office equipment.
- Must be able to frequently converse with staff and lay leaders, exchanging information accurately.
- Must be able to move about the facilities, including 3 – 4 stairs to their office, and the chancel.

TO APPLY:

Please send cover letter and resume, including three references, via email to:

Jennifer.nordstrom@uumilwaukee.org with "Interim DRE Application" in the subject line of the email.

Position will remain open until it is filled.