

Director of Lifespan Religious Education

Congregation: [Melrose Unitarian Universalist Church](#) (MUUC)

Address: 70 West Emerson Street, Melrose, MA 02176

Position Title: Director of Lifespan Religious Education

Time Frame: 32 hours per week for 44 weeks (mid-August through mid-June)

Goals: The DLRE will support the following religious education goals for MUUC for the church year 2024-2025:

1. Develop age-appropriate activities for infants through Pre-K during church service on Sunday morning; supervise the nursery staff and coordinate volunteer coverage
2. Lead programming for children and youth, grades K-12
3. Provide opportunities for spiritual enrichment and growth for adults

Who We Are:

We are a passionate, vibrant, and friendly congregation of approximately 130 members. We value community and fellowship and are committed to equity and inclusiveness, and we are guided by our [mission](#) and [vision](#) in the work we do within our congregation, our community, and the wider world.

Statement of Accountability

The DLRE will report to the Minister on a weekly basis and will work collaboratively as a member of the MUUC staff team. The DLRE is expected to seek and receive guidance and advice from the Religious Education Committee and, as appropriate, the Board of Directors.

Responsibilities

The DLRE will assess, research, and develop an approach to lifespan education that will nourish and support children, youth, and adult programming at MUUC, and will be achieved by attending to the following:

Worship

- Collaborate with the Minister as needed for the Story for All Ages
- Collaborate with the Minister to create multigenerational worship services throughout the church year

Infant through 8th Grade

- Develop age-appropriate activities for infants through Pre-K during church service on Sunday morning; supervise the nursery staff and coordinate volunteer coverage
- Support MUUC's weekly Storytime event by advertising to the community, coordinating volunteers and attending the event as the second CORI'd adult, as needed

- Design and lead Sunday morning religious education programming
- Recruit, train, support, and supervise volunteers
- Prepare and arrange supplies, and classrooms, as needed
- Coordinate periodic field trips or service projects
- Create infrastructure and lead programming for middle school youth development
- Manage and sustain biennial OWL program for middle school youth

9th through 12th grade

- Build infrastructure and lead programming for high school youth development
- Coordinate periodic field trips or service projects

Adult Spiritual Enrichment

- Organize and facilitate adult covenant groups
- Plan, organize and facilitate one adult spiritual enrichment event per month, Sept. - June

Administration

- Continually develop and implement long-term planning for the growth and strengthening of religious education programs for all ages
- Meet and coordinate with RE Committee, Church Council, and Board monthly, as well as with other committees engaged with RE programming activities
- Coordinate annual church school and youth school registration and volunteer outreach
- Communicate regularly with parents, caregivers, and congregation
- Collaborate with the RE Committee to prepare the annual RE budget and annual report
- Service to the wider UU RE Community; represent Melrose UU at professional DRE events and trainings
- Cultivate opportunities to collaborate with other local UU churches on RE programs and activities
- Collaborate with the RE Committee to plan, organize & facilitate (4) congregation-wide, seasonal RE-inspired events over the course of the church year

Experience, Knowledge Skills, and Abilities

A successful candidate will have:

- A commitment to [UUA Principles](#) and the [mission](#) and [vision](#) of Melrose UU Church
- Strong interest in youth programming and development; familiarity with youth curriculum options including OWL; experience with youth transition programs a plus (e.g., coming of age and bridging)
- Hold an RE philosophy that is supportive of lifespan learning; interest in engaging children, youth, and adult congregants across the life span
- Ability to work collaboratively with other staff, congregational leaders, and volunteers

- Sensitivity to the pastoral concerns of the congregation
- Demonstrated planning, organizational, and administrative skills
- Prior experience organizing and managing volunteers
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office & Google docs
- Energetic and creative; personable and patient.

Compensation

Salary: Approximately \$37,000 to commensurate with a mid-range Geo 6 salary, Size A congregation prorated for 32 hours per week for 44 weeks (mid-August through mid-June)

Benefits: Prorated health insurance.

Vacation, Study Time, Sundays off per year: One Sunday off per month. Vacation and study time coordinated with the minister.

Apply here: Please send a cover letter and resume to DRESearch@melroseuu.org.