

UNITARIAN UNIVERSALIST CONGREGATION OF MIAMI

Created June 2021

JOB DESCRIPTION

Position Title: Religious Exploration Coordinator

Reports to: Minister

Work Schedule: 10 hours per week average, variance will occur depending on week's or month's requirements; Position may not exceed 40 hours per month. Required regular hours are 10am-1pm on Sundays, with attendance at monthly Worship and RE Committee meeting, and regular staff meetings with Supervisor as agreed. Other Special Events outside of regular Sunday hours will occur, so candidate must be flexible and be willing to work Saturdays, during the week or evenings.

DESCRIPTION OF JOB RESPONSIBILITIES

Programming/Education

- Teach the YOUTH CLASS, middle & high school, of the Religious Exploration (RE) Program throughout the school year. This year's curriculum, chosen by the parent members will be "Coming of Age," a UUA course with materials and lesson plans that serve as a jumping off point for the activities to help our teens develop a life credo.
- Arrange for field experiences for the YOUTH CLASS, like camping on the campus or in the sanctuary, visiting other faith services, service to the congregation, and possible fundraising or community service.
- Recruit and schedule teacher assistants for both the YOUTH CLASS and the CHILDREN's CLASS. Recruit other volunteers during the year to assist with field experiences or other RE programming. Establish a procedure for securing alternate assistants in case of illness or unplanned event.

- Arrange for or lead portions of a virtual RE Retreat in August to support parents and others serving as teacher assistants with the object of establishing safety protocols and procedures in addition to general familiarity with the objectives in each course. The teaching calendar for each class will be reviewed so that volunteers can schedule themselves to help with activities that interest them. The minister and other staff will also provide information at this retreat.
- No later than March 2022, establish a Religious Exploration Committee (REC) that will help to plan the following year's program, curricula, and special events for the following school year. The REC will decide what programming is needed for the summer, and what responsibilities, if any, are called for by the RE Coordinator.
- Send a reminder to teacher assistants in advance, as needed, to see that the program runs smoothly. Communicate with parent and other volunteers in a way that supports their participation and engagement, recognizing their commitment as volunteers.
- Support childcare workers as needed.

Administration, with Office Administrator

- Track participation in the program by overseeing the registration of families, maintenance of online registration and attendance records for RE programs.
- Ensure that visitor information is obtained on children/families who are not yet registered (minimum information is required for any family whose children participate, even if only for one session).
- Maintain curriculum materials, RE library, supplies, attendance sheet (children/youth/teacher/nursery) in the RE office.
- Order needed materials with awareness of the RE portion of the congregation's operating budget (Board Treasurer will give budget guidance).

Congregational Liaison

- Welcome new families and children to the program. See that follow-up contact is made with visiting families via e-mail and phone.
- Serve as the liaison between the RE Program and the congregation, helping our community feel connected to the RE Program. Become acquainted with the adult population of the congregation during the lunch/gathering time after Worship Service (12-1pm). This helps make RE more visible to the congregation at large, and helps in the recruitment of a strong volunteer base.
- Will send Monthly report to Minister so they may report on RE to Board meetings.

Communication

- Prepare a Religious Exploration update is monthly by the 20th for each monthly newsletter to inform the congregation of current and upcoming activities for children and youth. Contribute regularly to the Weekly Update emails to keep the congregation updated on the RE Children and Youth Programs.
- Draft text for the RE portion of the congregation's web page (Congregational Administrator will provide guidance and ensure it is published).
- Ensure that the wider South Florida community receives information about the Children and Youth Programs. Create text for social media, and support the Administrator and our social media consultant, AO Insight, in creating content to advertise and recruit families to participate.
- Communicate regularly with the RE parents by e-mail, texts, phone calls, or the RE Parent What's App chat group, as needed.
- Use the UU Miami email account for the RE Leader for all correspondence as needed in the position. Provide responses to communication within 48 hours.

Special Events

- Work with families to plan and conduct intergenerational special events over the course of the year that attract and benefit families.

Worship

- Prepare and present announcements and ceremonial components related to RE.
- Assist the Worship Committee or Minister in preparing and leading a portion of Sunday worship service which involves the children and youth.
- Collaborate with the Worship Committee or Minister in the scheduling of family worship services.
- Work with our Music Director to make several UU hymns known by our children & youth to include: Gathered Here, #389; Spirit of Life, #123; the UU Principles Song, to tune of Do-Re-Mi.

Denominational Participation

- Participate, as time permits, in District, Cluster and national UU programs. This opportunity for leadership development within the position is encouraged. Funding for training and travel will be negotiated and requested from the general operating budget as a line item in RE expenses. The Minister and Board can provide guidance on which of these opportunities may be important and beneficial.