

Tewksbury Congregational Church (TCC)

Director of Religious Education (DRE)

Information Request

If you wish to be considered for the interim position of DRE, please provide the requested information below. A resume may be requested at a later date but a brief outline of your background and qualifications is requested now. Preliminary start date for this position is: August 1, 2009. Your interest in this position and this information will be kept confidential.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Brief description of your background and qualifications:

Please email the information to jameskenney@comcast.net or Mail to TCC, Atten: James Kenney, 10 East Street, Tewksbury MA 01876 or Put it into the RE inbox outside the church office.

If you have any questions please call: 617-549-4969

Thank You,

TCC Religious Education Board



JOB DESCRIPTION

*Tewksbury Congregational Church
United Church of Christ*

POSITION TITLE: Director of Religious Education
STATUS: Hourly (15-20 hours per/week)
REPORTS TO: Religious Education Board and Pastor
SUPERVISES: Sunday School Teachers, Youth Group Leaders

PRELIMINARY PURPOSE (Basic Function):

Under the direction of the Religious Education (RE) Board and the Pastor, the successful individual will have primary responsibility for organizing, developing and managing religious education programming for children, youth, and adults. The Director of Religious Education (DRE) will provide overall leadership in educational ministry, including guidance and resources for all aspects of education in the congregation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administration

- Curriculum: review, select, and purchase the Sunday School (SS) curriculum (K-12) from the approved Annual RE Budget with input from the RE members, teachers, other staff and at times youth and approval of the RE Board
- Orders and distributes school supplies
- Birthday cards sent to children
- Maintain records for registration, attendance
- Filing and distribution of all pertinent material
- Maintain RE library and other education resources
- Prepare and monitor yearly RE calendar

2. Classroom/Youth Fellowship/Nursery support

- Manages all aspects of Sunday School (a 12 month program)
 - K-12 and nursery (September – June)
 - Mini-Church school, K-3 and nursery (July – August)

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- Circulate through classrooms on Sunday mornings to observe and support classes
 - Teacher staffing and Training (recruit/schedule/coordinate teachers/assistants/advisors)
 - 18 teachers
 - 9 aids
 - Plan and lead teachers meetings or finding outside resources and/or leadership
 - Oversees and manages nursery (a 52 week program)
 - 9 nursery caregivers
 - 4 nursery aides (teens)
 - Nurture and support teachers/advisors (recognition, regular contact, etc.)
 - Promotes student participation in extracurricular congregational activities
 - Fellowship program: Provide leadership support to both Junior Youth Group and Senior Youth Group
 - recruit leadership
 - provide oversight
3. Supports Church School Mission Projects
- Heifer Project
 - Thanksgiving Food Drive
 - Christmas White Gift Drive
 - CWS School Bags
 - Walk for Hunger
 - Open Pantry (Monthly theme suggestion)
4. Workshops and Events
- Organizes Rally Day (first school day)
 - Organizes/oversees Children's Day (year end celebration)
 - Organizes/oversees Advent Workshop
 - Organizes/oversees Lenten Workshop
 - Organizes/oversees Palm Sunday
 - Organizes/oversees Church Pageant
 - Organizes and manages Hands-On workshops (to highlight other youth activities)
5. Safe Church
- Coordinates and insures compliance of SAFE CHURCH policies

6. New Students

- **Cradle roll:** Prepare letters to parents and design an individual student card inviting the toddler to begin regular SS.
- **New Families:** Send out a letter of welcome to new families to the SS the first week after they register their children.
- **SS info pamphlet:** Prepare/Publish/Distribute/Update brochure

7. Publicize and communicate

- Communicate and coordinate with RE board, missions committee, pastor
- Promote RE (newsletter, announcements, parent letters, newspaper)
- Filing and distributing letters, reports, articles
- Attend monthly ABC's
- Attend monthly TCC staff meetings

8. Promote community building

- Assist families in engaging in activities
- Organize intergenerational events, social and worship
- Recruit and assist new families
- Plan RE gathering during worship
- Parent workshops

9. Denominational Activities

- Keep abreast of new resources, curricula, educational philosophy, etc.
- Attend district meetings/workshops/training with approval of the RE Board.
- Network with other DREs and District consultants

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be a dedicated and driven professional who demonstrates strong interpersonal, oral and written communication skills, as well as energy, vision, and charisma.
- Possess the requisite knowledge, experience, education, and skills necessary for success in the position; demonstrating the ability to perform the essential functions of the position.
- Organized, analytical and detailed-oriented individual capable of performing under a variety of requirements and deadlines.
- Ability to exercise authority and good judgment in the absence of or in conjunction with the Pastor and other church leaders in a variety of situations, demonstrating exceptional leadership characteristics and interpersonal skills.
- Must be able to work both independently and as a part of a team environment performing all essential job functions accurately and efficiently with minimal direct supervision, while also cooperating/collaborating with staff at all levels as a member of the church community.

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- Possess the ability to determine priorities specifically in terms of anticipating and reacting to highly complex and confidential situations.
- Possess a strong sense of personal and professional integrity, exercising tact and diplomacy.
- Must be willing and able to represent Tewksbury Congregational Church and the UCC effectively in situations of significant importance to the present and future successes of the church.
- Must be able to articulate and communicate clearly the church's philosophical backgrounds, missions, and present/future goals; acting as an advocate and a representative for the church at all times.
- Familiar with the major issues present in the realm of Christian education.

QUALIFICATION STANDARDS

- Education: Bachelor's degree is desired
- A minimum of two years of experience working with youth in a church setting. Direct experience in the field of education and planning youth activities preferred.

COMPENSATION

a) Vacation

The church shall provide 2 weeks (10 days) of paid vacation to the DRE, with no more than two Sundays taken during the RE school year. Vacation time must be communicated to the RE Board at least one month in advance. It will be the DRE's responsibility to find proper substitute during this absence.

b) Sick Days

The DRE will receive 2 paid sick days in a standard church year (September to June). The Pastor and RE Board Chairperson should be notified as soon as possible of the need for such an absence from a service or rehearsal. Any additional sick days will be deducted from the monthly salary installments at a rate of \$75 per absence.

c) Professional Development

A Continuing Education line item is in the Annual RE Operating Budget for the DRE to attend appropriate conferences. All requests and approvals must be provided by the RE Board.

d) Compensation

This position shall be reimbursed at a salary of \$ X,000 per year.

RECEIPT AND ACKNOWLEDGMENT

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations, which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform the RE Board Chair and the Pastor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time by a majority vote of the RE Board or the Congregation.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Church.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____