



CVUUF

Conejo Valley Unitarian Universalist Fellowship

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Director of Religious Education (Half-Time)

Please send cover letters and resumes to the following email address: minister@cvuuf.org

Summary Description

The Conejo Valley Unitarian Universalist Fellowship (CVUUF) is actively seeking an energetic and creative half-time Director of Religious Education who is dedicated to nurturing the spiritual growth of our children and youth, grounded in our UU principles and our fellowship's mission. Working with other staff and lay leaders, the DRE will direct and manage the functioning of the RE program, while working with volunteers to facilitate energetic, educational, and motivational classroom time.

About CVUUF

The Conejo Valley Unitarian Universalist Fellowship, located in Newbury Park, CA, is a congregation of approximately 200 active members and approximately 60 children and youth. CVUUF is currently in the active search process for a new settled minister. We are an open and welcoming congregation dedicated to the creation of spiritually courageous people who transform the world through justice and compassion.

Principal Responsibilities

- The DRE will report to the Minister, and engage with appropriate committees as determined by the Minister.
- Provide an engaging and effective ministry to the children, teens, and families of our Religious Education program.
- Actively participate in recruiting and welcoming new families to the RE program.
- Administer and supervise curriculum and instructional materials for Sunday school grades K-5.
- Provide guiding materials for both Middle School (6th-8th grades) and High School (9th-12th grades) classes.
- Recruit, train, and supervise volunteer teachers for K-5th grade classes, and facilitators for both Middle School and High School programs.

- Work with the Minister to develop and present intergenerational services.
- Write a monthly newsletter column covering current happenings within the RE program, including a general overview of upcoming educational subjects.
- Oversee youth programs including Our Whole Lives and Coming of Age.
- Prepare and submit an annual budget for all youth programs to the Board of Trustees.
- Maintain regularly scheduled office hours.

Qualifications

A strong candidate will possess the following skills and qualities:

- Bachelor's Degree or commensurate experience;
- Teaching experience; experience in a spiritual/religious context is preferred;
- Strong creative instincts, including an interest in youth-oriented projects and programs;
- Administrative and management skills: an ability to work both independently and to delegate as appropriate;
- Excellent "people" skills, which include the ability to understand and communicate with both children and adults, using the best methods for the type of communication;
- Open-mindedness and flexibility to work in an environment of many different beliefs and viewpoints, while fostering a strong sense of community among both students and non-students;
- Working knowledge and fluency with current technology-based communication channels;
- Ability to collaborate with a wide variety of people, including the Minister, committees, other staff, community leaders, and volunteers.

Compensation and Hours

- Position is available immediately
- Salary commensurate with the current salary guidelines of the Unitarian Universalist Association (UUA).
- Position is half-time (20 hours per week) including most Sunday mornings, with schedule to be determined in cooperation with the Minister.

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