

Children's Religious Education Coordinator Position Description

Unitarian Universalist Church of Fargo-Moorhead



Title: Children's Religious Education Coordinator
Reports to: Personnel Committee
FLSA Status: Nonexempt
Hours and schedule: 10 hrs/wk (including Sundays)
Date created or revised: February 11, 2025

Position Summary: The Unitarian Universalist Church of Fargo-Moorhead (FMUU) is seeking a part-time Children's Religious Education (RE) Coordinator. The Children's RE Coordinator supports the vision and mission of FMUU by ensuring the development and delivery of quality religious education programming. The RE Coordinator does this by participating in monthly Program Committee meetings, collaboratively establishing a philosophy of religious instruction and managing the overall implementation of the children's religious education program.

Principle Responsibilities:

1. Program Administration

- a. Developing the overall philosophy and design of the children's religious education program—with support from the board, the Children's RE Assistant(s), and the Program Committee
- b. Managing a small discretionary budget allocated for children's RE programming
- c. Coordinating nursery/childcare attendants as needed for Sunday services, church-sponsored special events, and church business meetings
- d. Maintaining program records—including weekly attendance records and monthly program reports

2. Curriculum Development and Implementation

- a. Welcoming children into a clean and well-maintained religious education space each week
- b. Planning lessons to facilitate children's engagement with UU values and principles-- for the most part, curricula should be taken from UUA sources
- c. Implementing lesson plans on Sundays—facilitating exploration of various faith traditions, social justice issues, and social/emotional learning topics
- d. Coordinating the 5-minute "Time for All Ages" during the upstairs worship service on Sundays

3. Safety and Security

- a. Ensuring the safety of children and exercising appropriate discipline {no hitting, belittling, or shaming; using redirection first}
- b. Remaining with children throughout the RE time slot, supervising bathroom and snacks as needed, and ensuring that children stay in the assigned RE room during RE activities unless specifically designated otherwise—**children must remain under RE staff supervision at all times**
- c. Planning and facilitating meetings (amongst RE staff, with parents, with congregation members, etc.) as needed for the program to thrive

4. Coordination, Collaboration and Communication

- a. Attending monthly Program Committee meetings—deliver monthly program reports
- b. Supporting children's RE assistant(s) with curriculum development and delivery
- c. Recruiting volunteers to help with program implementation as needed—**any volunteers working with the children must first see the Church Administrator and pass a background check**
- d. Communicating with parents— in person, via email, and/or through social media
- e. Working closely with Church Administrator and other staff to publish program materials for weekly emails, monthly newsletter, social media and website
- f. Planning and facilitating additional meetings (amongst RE staff, with parents, with congregation members, etc.) as needed for the program to thrive

5. Other Responsibilities

- a. Representing the children's RE program at community outreach events and activities
- b. Assisting with Community Conversations and/or attending board meetings upon request
- c. Helping to foster a culture of inclusion, belonging and activism in our congregation

Relation to UUA Capsule Descriptions: Although not directly comparable in duties, this position is considered comparable in responsibility level to UUA Religious Education Coordinator.

Minimum Qualifications:

- Organizational and leadership abilities
- Excellent communication skills
- Experience working with children and youth
- Comfortable interfacing with parents, congregation members, and other staff
- Commitment to equity, diversity and inclusion
- Enthusiasm for education and community-building
- Curriculum development skills and experience
- Ability to manage time and coordinate multiple projects effectively
- Microsoft Office proficiency (Word, Outlook, OneDrive)
- **Must be able to pass a background check**

Preferred Qualifications:

- 3+ years teaching experience
- Bachelor's degree or higher in Education (or a related field)
- Religious education training (ideally UUA affiliated)

How to Apply: Email cover letter, resume and references to fmuu@fmuu.org.