Members of the First Parish in Malden (a welcoming congregation with a long and rich history) seek a caring and creative individual to be their new Director of Religious Education. First Parish takes pride in its RE program, which has seen significant growth and development over the last several years – expansion the congregation is eager to see continue. The program serves approximately 25 children (including nursery-age infants) and provides RE classes to children 3 to 10-years-old in a one-room schoolhouse setting. For detailed information on the DRE’s responsibilities, please see the job description below.

To apply: Please send a resume and cover letter to maldenuuDREsearch@verizon.net by Sunday May 19, 2013.

Director of Religious Education

Effective 8/15/13

Reports to: Minister

Directly Supervises: Childcare Workers

Status: Part Time, 15 hours per week

FLSA: Non-Exempt

Job Summary:

The Director of Religious Education will be responsible for the overall Sunday morning religious education program of the congregation. The DRE will work with the Religious Education Committee and the Minister to set goals, plan programs, and implement programming for children, their families, and intergenerational worship attendees.

Essential Functions:

- Develop curriculum and coordinate weekly worship and religious education themes with Minister.
- Support the work of the Religious Education Committee, recruit and train volunteer teachers, and prepare the volunteer schedules.
- Meet regularly with the Minister for supervision and collaboration, and report to the Parish Board quarterly during the worship season.
- Work collaboratively with the minister and lay-led worship participants to plan and execute several multigenerational worships throughout the church year.
- Coordinate occasional family events outside church hours such as workshops and social events.
- Serve as the voice of Religious Education at First Parish and advocate for program needs.
- Communicate with parents and volunteers frequently about upcoming programs and special events.
- Prepare and teach weekly lessons for two age groups (pre-K to grade 1 and grade 2 to grade 5), provide materials and resources, and assist volunteer teachers.
- Participate in the beginning of weekly worship services and present “Time for All Ages” as requested.
- Supervise childcare providers and maintain contact with Boston’s Best Babysitters.
- Maintain the classroom spaces, bookshelves, and storage areas.
• Prepare the annual religious education budget and plan in collaboration with the Religious Education Committee and Minister.

Other Responsibilities:

• Meet regularly with other staff and with worship team.
• Meet with Outreach Committee to promote the religious education program in the community.

Core Competencies:

• An understanding of child development and the ability to engage children of multiple ages; a background in education is preferred.
• Creativity, resourcefulness, and excellent communication skills; experience writing curriculum is preferred but not required.
• At least 2 years of experience in Unitarian Universalism and a working knowledge of its principles and history.

Physical Requirements:

• Able to move freely in and out of various rooms during religious education classes.
• Able to walk up and down stairs.
• Able to speak in a public forum.

Compensation and Hours/Dates:

• This is a part-time 15-hour per week position.
• Hourly Rate: $15.00 - $17.50.
• Start and end dates: August 26th 2013 – June 15th 2014. (Approximately 40 worship services plus two preparatory weeks.)
• Salary is paid on the 15th and 30th/31st of each month (September – June) for a total of 20 pay periods. Payments will be made by direct deposit to the bank account you designate, less withholding and social security taxes.
• You will have a budget for religious education materials and your own Professional Development.
• You may take up to five Sundays off per church year.

Termination:

The DRE will give 30 days written notice of intent to resign. Likewise, the Governing Board may terminate this agreement without cause 30 days after giving written notice to the DRE of its intentions.

Termination for cause shall be immediate. Otherwise, this agreement will continue in effect unless it is amended or a written notice to terminate it is received.

About First Parish:

The congregation dates to 1648, and the founding of the city of Malden, but First Parish is growing after a decline to single-digits in the 1990’s. New members find with us a spiritual home: a place of caring, spiritual growth, and from which to step out from and make a difference in the larger community. First Parish hired Reverend David Horst in 2003 following the aforementioned decline in church membership, which took place throughout the late 1980s and 1990s. Through the combined effort of church leadership, staff, and Reverend Horst, the ministerial, organizational, programmatic, and outreach aspects of the church were dramatically improved. Membership grew from single-digit numbers in 2003 to nearly 60 today.
In September 2011, with the growing number of members with families with young children, a Director of Religious Education was hired. The DRE and RE Committee have worked together to build the foundations of a vibrant and sustainable family ministry.

The past two years have been a period of transition for the congregation. The growth of the RE program is just part of the rebirth of First Parish. We have had an interim minister who has helped the congregation through a time of change. In the fall of 2012, we hired a new Director of Music, Joel Sindelar, who has enthusiasm, creative ideas and a wide variety of musical talents. We are hopeful he will continue to strengthen the music program in our parish. Also in the fall of 2012 we added a new position to the existing staff and hired a part-time Church Administrator, Ellen Shore, to provide much needed support in the areas of finance and ongoing administrative work. Lastly, the congregation will be voting in a new settled minister at the end of May who is looking forward to working with our new DRE in an effort to continue building on a program that has increased the growth of our membership these past two years.

**Mission Statement of the First Parish in Malden:**

A dynamic religious home since 1648. We welcome and nurture the questing spirit.

*Written and adopted at the Leadership Retreat, March 12, 2011*

**Religious Education Mission Statement:**

The purpose of the Religious Education program of the First Parish in Malden is to provide an environment of acceptance and belonging for its children and youth, where they may grow as moral and spiritual persons nurtured on their quests to personal faith.

*Modeled after the First Parish Mission Statement. Adopted 5/23/2012 by the RE Committee*

**A covenant of the Members of the First Parish in Malden:**

We, the members of the First Parish in Malden, Universalist, covenant in friendship to create together a community of respect, equality, openness, trust, and compassion. We pledge ourselves:

- To *hospitality* – Extending a warm welcome to all and caring for each other in times of need;
- To *understanding* – Fostering an atmosphere of acceptance based in goodwill;
- To *spiritual growth* – Honoring the spiritual and religious journey of each person;
- To *sharing* – Openly and respectfully offering our views, seeking others’ views, listening attentively, and honoring our differences as we honor that which we share;
- To *participation* – Supporting the church through our presence and the many, diverse gifts we bring.

Our covenant, founded in the seven principles of Unitarian Universalism, calls us:

- To deal with disagreements constructively and to communicate with each other in a direct, caring, and responsible manner;
- To express gratitude and support to all who volunteer their time and talents in support of the church;
- To call each other lovingly back into the circle of covenant when necessary;
To live our values within the church, and throughout our wider community, bringing the best of each to the other.

Approved by vote by Members of the First Parish in Malden on Sunday, January 31, 2010

For more information:

To learn more about the First Parish in Malden, please visit our website at [http://www.maldenuua.org/](http://www.maldenuua.org/)