



**Unitarian Universalist Congregation of Columbia**  
2701 Heyward Street, Columbia, SC 29205  
<http://www.uucolumbia.dreamhosters.com/>

***The Unitarian Universalist Congregation of Columbia, SC is hiring a  
Director of Religious Exploration – check out this opportunity***

The Unitarian Universalist Congregation of Columbia (UUC) of Columbia, South Carolina is looking for an enthusiastic Director of Religious Exploration (DRE) for our congregation. In this position, responsibilities center on helping integrate children and youth and their families into the overall life of the church, helping them develop a better understanding of Unitarian Universalist values and beliefs and welcoming new families with children and youth. The skills of a DRE will facilitate accomplishing the Children and Youth Religious Exploration (CYRE) program goals, with an aim to expand the program.

**Compensation**

This is a part-time hourly position paying \$22.50 per hour for 20 hours per week with a flexible schedule. Benefits include: holiday pay, paid personal time off, employer-sponsored pension plan after one year plus a professional development budget.

**Qualifications and Skills**

- Experience in working with children, youth, volunteers, and a small staff.
- Strong organizational, administrative, communicative, volunteer management, and interpersonal skills, aimed at accomplishing multiple goals and activities.
- Demonstrated personal and professional integrity.
- Program design and administrative skills, along with familiarity with office productivity software and digital communication tools.
- Have a flexible schedule, including weekends and evenings, to accommodate the congregation's calendar.
- Knowledge of and experience with Unitarian Universalist theology, practice, and religious education methods is preferred but not required as long as a willingness to learn is demonstrated.
- The person hired must obtain "Red Cross Adult and Pediatric First Aid/CPR/AED" certification and a routine background check will be run.

## **Job Description & Key Responsibilities for Director of Religious Education (DRE)**

- Welcome and Provide Service to Families with Children and Youth.
- Grow and sustain an environment within the congregation that offers service and welcome to families with children and youth.
- Work closely with the Children and Youth Religious Exploration (CYRE) committee to inquire about and initiate steps to meet the greater goals of parents and members of the congregation.
- Maintain a commitment to the mission and goals of CYRE and of the wider UUCC.
- Maintain open communication with class leaders and other volunteers. Provide support and appreciation for the work of all childcare staff, possible future RE Assistant, and volunteers.
- Act as a liaison to district and national CYRE personnel and programs.
- The DRE is supervised by and reports to the Minister.

### **Administration**

- Maintain the CYRE calendar.
- Coordinate with the Administrator and those individuals with official responsibility for UUCC publicity and website maintenance to ensure timely and effective advertisement/publication of events and activities related to the CYRE calendar, creating special flyers and emails when appropriate.
- Participate fully by reporting during all CYRE Committee and staff meetings and other meetings when the DRE's input is requested.
- Conduct registration for RE programs and maintain records of programs and activities.
- Registration forms must include space for allergies, special needs, etc. and be kept easily available for all when children, youth and adults are gathered for CYRE and UUCC planned events.
- Submit monthly reports to the CYRE Chair and Minister including registration and attendance numbers.
- Adhere to UUCC policy on background checks of all childcare staff and volunteers. Maintain the records of reports in a manner mutually agreed upon with the Personnel Committee.
- Know and abide by official church policies, specifically the two policies on safety and disruptive behavior.
- Ensure that all expenditures related to CYRE activities are documented and reported according to UUCC financial practices.
- Work with the CYRE Committee to ensure that all fundraising activities follow policies and procedures for handling money and maintain related records.
- Work with the CYRE Committee to prepare a budget for the upcoming fiscal year.
- Coordinate with the CYRE Chair to plan and run the annual CYRE retreat.

### **Staff**

- Facilitate the hiring and retention of childcare staff and possible future Religious Exploration (RE) Assistant in cooperation with the Personnel Committee.
- Set and communicate schedules for childcare staff during Sunday services and as requested for special events.

- Verify that accurate reports of hours worked by the childcare staff, possible future RE Assistant, and the DRE are submitted to the bookkeeper in a timely manner.
- Recruit, train, and supervise childcare staff, possible future RE Assistant, and volunteers.
- Maintain a list of possible substitute classroom leaders and assistants.
- Ensure that all childcare staff, possible future RE Assistant, and volunteers are conversant with all church policies.
- Coordinate with the Personnel Committee Chair to perform an annual review of each childcare staff member and any possible future RE Assistant.

### **Religious Exploration Programming**

- Supervise children and youth during Sunday services and at all CYRE events, teaching class as needed.
- Create, organize, and facilitate RE classes/activities/experiences with regard to appropriate ages, group size, classroom location, and available volunteers.
- In consultation with the CYRE Committee, determine the subjects to be taught to each age group by having current knowledge of available curricula and other resources.
- Plan events such as field trips, Youth Conference participation, and family nights and attend all events possible.
- Coordinate with Administrator to secure spaces needed for CYRE classes and activities.
- Oversee purchase of snacks, supplies, etc., ensuring that UCC financial procedures are met.
- Assist teachers in maintaining discipline and discuss student behavior issues with parents.
- Ensure that the kitchen is kept clean after CYRE activities and follow procedures for locking the building.

### **Professional Growth**

The DRE is encouraged to engage in continuing education to enhance professional knowledge and skills. An allowance for professional expenses will be included in the annual budget proposal from the Personnel Committee.

**Applications will be accepted between March 30 and May 1, 2024, but the position will remain open until filled. The start date is flexible, with May, June or July 2024 preferred.**

Please send your cover letter, resume and three references as well as any inquiries you might have to Personnel Committee Chair: [personnelchair@uucolumbia.org](mailto:personnelchair@uucolumbia.org). To learn more about current church activities, potential applicants are encouraged to visit our website: <http://www.uucolumbia.dreamhosters.com/>

*The Unitarian Universalist Congregation of Columbia is an Equal Opportunity Employer and is committed to the inclusion of all. We value a diverse workforce; people with disabilities, people of color, and those who identify as LGBTQ+ are encouraged to apply.*

March 30, 2024