

Job Description

Unitarian Universalist Fellowship of Elkhart
1732 Garden Street, Elkhart, IN 46514

Title: Religious Education Coordinator

Hours: Third-time position, 13 units per month including 3 Sunday mornings. A unit is defined as a morning, afternoon or evening.

Goals & Outcomes:

- Provides professional support for congregational religious enrichment focusing on creating reliable, engaging programs for children and youth, to include programs such as:
 - Sunday morning RE
 - Youth groups
 - OWL programs
 - Youth fellowship events
- In concert with the LRE Committee, fosters a welcoming atmosphere for new families
- Joins LREDA (Liberal Religious Educators Association) and maintains membership to continue their professional development

Accountability: The position is responsible to the Minister, with the exception of family members in this position, then the position is responsible to the Board President.

Responsibilities:

- Coordinate curriculum and oversee implementation
- Recruit, orient, and support volunteers
- Maintain records and resources, to include records of participation
- Attend Lifespan Religious Enrichment Committee meetings monthly
- Prepare a monthly activity summary for the Board and class/event schedule for the newsletter

Experience, Knowledge, Skills, and Abilities:

- Experience or degree in a field related to education, human services, etc.
- Knowledge of religious education philosophy and Unitarian Universalist curricula
- Relational, organizational, administrative, communication, and volunteer management skills
- Knowledge of a wide variety of religious views and encouraging of others to be accepting

RE Coordinator Compensation (based on Fair Compensation Standards)

Monthly Compensation & Benefits	@ 1/3 time – 13 units per month
Salary (starting at lowest Fair Standards)	670.00
Retirement (5%)	33.50
Professional Expenses (10%)	67.00
LT Disability (1.75%)	11.73
Social Security (6.5%)	43.55
Monthly Cost to UUFE	825.78
Annually	9,909.36