

First Unitarian Church of St. Louis
Position Description

Director of Religious Education & Church Communications

The Director of Religious Education and Church Communications (DRE/CC) is full-time position, reporting directly to the Senior Minister and responsible for two key areas of church activity: directing the children and youth religious education program and coordinating church communications.

The position provides essential services to the congregation with regard to implementation of an engaging and enriching program of religious education for children and youth as well as nurturance of the RE community including the children, their families, RE teachers and members of the congregation. Maintenance of a network of communication to ensure the RE community is well-informed for maximum effectiveness is an important responsibility of the position. Additional responsibility is for a congregation-wide communications program important to the overall health of the church and to the integration of RE into the wider congregation. The DRE/CC coordinates church communications with the Director of Administration and Programming.

EXAMPLES OF RESPONSIBILITIES:

RELIGIOUS EDUCATION (70%):

Programs:

- o Sunday Morning RE Programming
- o Coming of Age
- o Youth Group
- o Our Whole Lives (OWL) - Gender and Sexuality Education

Volunteers:

- o Recruit, train and support teachers or facilitators for all classes
- o Support volunteers through regular communication, calendar creation, and coordinating supplies and curricula
- o Familiarity with the learning objectives for each class
- o Facilitate planning meetings

Outreach/Communication:

- o Coordinate appropriate outreach and recruitment of youth and families
- o Build relationships with families to ensure a welcoming and nurturing environment in RE programs
- o Publicize the Lifespan Faith Development Programs

Worship

- o Work with minister(s) or appropriate volunteers to provide support for multi-generation portions of worship service
- o Oversee Children's Chapels
- o Oversee and participate in, as is appropriate, other worship services of the church, especially the Water and Cornbread Communion, Christmas Pageant, and RE Sunday

CHURCH COMMUNICATIONS (30%):

- o Prepare and publish internal and external communications to support First Unitarian Church
- o Weekly update of the website
- o Weekly preparation of the E-News
- o Weekly update of the YouTube Channel.
- o Weekly updates on Facebook, Instagram, etc.
- o Weekly update of the announcement sheet in the order of service.
- o Weekly prepare announcement slides.
- o Prepare single E-blast announcements of events, etc.
- o Periodic review of the website to update pages and information.
- o Prepare slides for special events or meetings as necessary.