

RESPONSIBILITIES OF A FULL-TIME RELIGIOUS EDUCATOR

Administer the program

- Work with REC to set goals, maintain RE vision and mission
- Maintain records and registration database
- Attend REC and Adult REC meetings
- Work with REC to plan and implement budget
- Work with the minister and REC to put together a calendar, including classes, intergenerational worship, social events, celebrations/recognition
- Develop and maintain the RE library

Education

- Recruit and train RE teachers
- Monitor classes and touch base with teachers on a regular basis
- Nurture and support teachers/advisors through regular contact, meetings, recognition ceremonies, tapes of services, etc.
- Review, select, and adapt curricula
- Oversee nursery paid staff, RE classes and youth groups
- Design and administer Coming of Age program
- Oversee OWL program
- Act as a resource for YRUU programming, and coordinate or lead parent workshops

Worship

- With the minister, plan and lead intergenerational worship services
- Plan and lead children's worship/chapel services on a regular basis
- Help youth to plan and implement their own worship experiences

Communication

- Promote RE and connect whole congregation through newsletter articles, announcements, parent letters, and from the pulpit
- Design, print and distribute a prospectus
- Stay in regular contact with RE teachers and advisors
- Communicate with and involve parents through meetings, social events, and creative volunteer opportunities

Community Building

- Coordinate and act as a resource to encourage intergenerational service projects, social events, family worship.

Leadership

- Work with minister and lay leaders as part of the overall leadership team
- Attend Board meetings, new member meetings, other congregational leadership meetings
- With the RE Chair, provide leadership for the RE Committee
- Promote leadership among the high school youth group
- With the RE Committee and leadership, develop and maintain a vision for religious education

Professional Development

- Take advantage of educational opportunities such as Renaissance modules and other trainings
- Stay abreast of new curricula and RE models, through internet sites, email list-serves, and attendance at professional meetings and trainings
- Attend district and professional meetings/
- Network with colleagues and district staff
- Consider enrolling in the RE credentialing program

Additional Lifespan RE responsibilities

- Spend 5-10% of time on adult education overall, and attend Adult REC meetings as needed
- With an adult RE Committee, review and select adult curricula
- Recruit teachers and leaders of adult classes and forums from the congregation and from the outside community
- Publicize adult RE opportunities and events within the congregation and in the community (as appropriate)
- Help to develop and support a Young Adult and/or Campus Ministry group