

Unitarian Universalist Church of Manchester
669 Union Street, Manchester, NH 03104
(603) 625-6854

WHAT YOUR DRE DOES:

CHILDREN'S CHURCH

Multi-age activities

For all Spirit Play classes, or for all children, youth, and adults who wish to participate

- Plan and conduct multi-age children's worship
- Plan and conduct monthly "Do-Something Sundays"
These activities draw upon general RE resources, both on-site and researched, and are intended to reinforce UU purposes, principles, sources, and traditions
- Plan and conduct annual holiday pageant (this year, I wrote the pageant!)
- Plan and conduct a unit of several weeks of multi-age activities
Past units have often been dramas; this year I am doing a 3-week unit on Purim. I will focus on the topics behind the story: bigotry, faith, courage, standing up for your beliefs.
- Plan and coordinate church school activities and multi-age activities with REC
Heifer Project fundraising, special friends Sunday, music program, Halloween parade, Divali, Easter, etc.

Volunteer Training & support

- Teacher training on-site for main curriculum: Spirit Play
- Plan and arrange or conduct training for volunteers according to church Safe Congregation policy
- Arranging for future trainings off-site for Youth leaders & OWL leaders
- Classroom observations / Visits with youth group
- Weekly contact with classroom teachers
- Classroom preparation
- Teacher Appreciation with REC (annual)

Religious Education Committee

- Monthly REC meetings and frequent phones and email contact
- Budget planning and prep with REC
- Recruit teachers and other volunteers with REC

Classroom matters

- Curriculum planning:
 - Determine class groupings by age/grade (with REC)
 - Review stories for age-appropriateness
 - Construct story cycles around themes: UU heritage, UU worship, Justice and Heroes, UU Promises, Creation Stories, Deep Questions, World Religions, Jewish & Christian Sources, Caring for the Earth, Ways to Pray, etc.
 - Creation of new SP story baskets, as needed. *(REC created and maintained current story baskets)*
 - Determine annual church school class schedule in consultation with Minister, Worship Committee, local school calendar, REC

- Record keeping: registrations, permission forms, attendance, volunteer background checks, expenditures, etc.
- Inventory, organization and maintenance of RE curricula, resources, supplies, and files

RE PRESENCE IN THE CHURCH COMMUNITY

- Mingle at coffee hour on Sunday
- Personal and written contact for pastoral needs or congratulations and encouragement (children and youth)
- Regular office hours, phone and email availability
- Attend non-RE specific church functions, such as Thursday supper, Holiday Faire, regular worship
- Attend new member functions
- Welcome new families with children specifically with personal contact and correspondence.
- Coordinate, plan, and conduct children's time in church with the minister
- Plan and conduct intergen services with the minister
- RE bulletin boards and displays
- RE page or column in Flame, RE page on website (content)
- Update or develop RE brochure and other materials for visitors / new members (with REC)
- Weekly Staff meetings with Minister and Administrator
- Attend and report to monthly CC meetings
- Monthly reports to executive board, annual report to congregation

* Extra: DRE Search Committee: Convening

PROFESSIONAL TRAINING

- Spirit Play*
- First Aid / CPR**
- Monthly DRE District "cluster" meetings:
- Web-based resources such as Yahoo groups for RE (REACH, Spirit Play, Youth Advisors, Adult RE)

DRE should have resources to join professional associations, attend District workshops and other trainings, in addition to the first 2 trainings which are currently required. Youth leadership training would be very helpful.

SCHEDULE

- I work an average of 25 hrs/week during the church year.
- I have regular office hours 2X week, do some work at home, and every Sunday. [My contract states that I might take up to 8 Sundays off if I have coverage. I assume that that is because I am an interim. It is not realistic to have your new DRE expect many Sundays off. He / she really needs to be there on Sundays, it's when everything happens, it's when you get to know the teachers, parents, and kids.]
- In addition to this, I attend 1-2 evening or Sunday afternoon meetings each month.

*Required for current church school program

** Required by Safe Congregation policy