

Unitarian Universalist Congregation at Shelter Rock

Director of Lifespan Religious Education

Position Description

Status: Full time, exempt

Reports to: Minister of Lifespan Religious Education (MRE)

Supervises: Religious Education Assistant; Adult Faith Coordinator; Children's Music Director; Childcare Supervisor; additional program staff as positions are added, anticipated to include an OWL Program Leader and a Youth and Young Adult Specialist

Works in partnership with: Religious Education Committee (advisory) and Adult Programs Committee

Salary range: \$101,000-\$107,000 based on experience

Position Summary

The Unitarian Universalist Congregation at Shelter Rock seeks a Director of Lifespan Religious Education to lead, shape, and grow faith formation for all ages in a congregation of approximately 500 members serving Manhasset, Port Washington, and the surrounding communities. The Director holds the whole of the religious education program, from the nursery through adult faith formation, supervising program staff, developing curriculum and programming, training and equipping volunteer teachers and advisors, and building the relationships with children, youth, families, and adults that make a congregation a spiritual home.

This position anchors a multi-year reinvigoration of our religious education ministry. The Director will carry forward a program plan already in motion, including a redesigned Coming of Age program centered on social action, an expansion of the Our Whole Lives (OWL) curriculum, a new program for children on the autism spectrum, a revised Sunday morning schedule, renewed investment in volunteer training, and a re-visioning of our high school youth group and family outreach in the year ahead. The Director will bring their own gifts, judgment, and creativity to this work in close collaboration with the Minister of Lifespan Religious Education.

Core Responsibilities

Staff supervision and team leadership

- Supervise, support, and develop the religious education staff team, currently including the Religious Education Assistant, the Adult Faith Coordinator, the Children's Music Director, and the Childcare Supervisor, with additional program positions anticipated.
- Set clear goals and expectations, conduct regular check-ins and annual performance evaluations, and foster a collaborative, accountable, and joyful staff culture.
- Carry out administrative supervisory duties for assigned staff, including timekeeping review and approval, expense management and approval, and related personnel processes, following congregational policy.

- Supervise the Children's Music Director and, through the Childcare Supervisor, the childcare providers, coordinating their contributions so that families experience a seamless welcome from their first Sunday.

Program leadership across the lifespan

- Provide vision, design, and oversight for religious education programming for children, youth, and adults, ensuring theological depth, developmental appropriateness, and alignment with Unitarian Universalist values.
- Lead implementation of the current program plan, including the Coming of Age redesign, OWL expansion, the program for children on the autism spectrum, and the revised Sunday schedule.
- Oversee adult faith formation through supervision of the Adult Faith Coordinator and partnership with the Adult Programs Committee.
- Work with the MRE and congregational communications and marketing staff to market and promote the program, and provide growth metrics that track participation and progress toward program goals.
- Evaluate programs regularly, using participation, feedback, and observation to refine offerings and report on progress; remain flexible and willing to change strategies as needed.

Childcare program

- Develop and oversee the congregation's childcare program, which is distinct from and extends beyond religious education, providing childcare for congregational meetings, events, and activities where care is offered.
- Through the Childcare Supervisor, ensure that childcare staffing, scheduling, training, and safe congregation compliance meet the needs of both Sunday programming and the wider congregational calendar.
- Oversee the continued development of the nursery and toddler rooms as welcoming, developmentally grounded spaces for our youngest children and their families.

Volunteer ministry

- Recruit, train, support, and appreciate volunteer teachers, youth advisors, and program leaders, building a sustainable culture of shared ministry.
- Ensure that best practices for safety are communicated and enforced across all programming, including safe congregation policies, screening, training, and classroom practices.

Families, pastoral presence, and congregational life

- Build relationships with children, youth, and families; be a visible, trusted presence on Sundays and at congregational events.
- Partner with the ministers on family outreach and on welcoming visitors and newer families into the life of the congregation.

- Collaborate on multigenerational worship, rites of passage such as child dedications and the Bridging Ceremony, and seasonal celebrations.

Administration and stewardship

- Develop the religious education budget in consultation with the Religious Education Committee and the MRE, for congregational approval, and manage the approved budget within the lay and administrative structures of the congregation.
- Ensure the effective use of congregational systems by religious education staff to capture and analyze registration, attendance, and program information, with day-to-day maintenance carried by the Religious Education Assistant; provide regular reports, readily available to the Religious Education Committee, and make tactical and strategic recommendations to the MRE and the Committee regarding program effectiveness and progress toward goals.
- Serve as staff liaison to the Religious Education Committee, which advises the program in partnership with the Director and the MRE. As liaison, the Director attends Committee meetings, works with the Committee chair to shape agendas, brings program reports, data, and recommendations to the Committee, carries the Committee's counsel back into program planning, and supports the Committee in its advisory and budget-recommending roles.

Qualifications

- Significant experience in religious education leadership, faith formation, education, or a closely related field, with demonstrated growth in responsibility; supervisory experience strongly preferred.
- A bachelor's degree required; a master's degree in religious education, ministry, education, or a related field, or UUA Religious Education Credentialing, preferred.
- Deep familiarity with Unitarian Universalism, or demonstrated ability to learn and articulate its values, history, and practices with integrity.
- Skill in curriculum design and adaptation across ages and abilities, including experience with or openness to OWL training and neurodiversity-affirming practice.
- Warmth and skill with children, youth, and adults alike; cultural humility; and a commitment to antiracism, inclusion, and LGBTQIA+ affirmation.
- Strong organizational and communication skills, including comfort with registration and communication platforms.
- Flexibility and a willingness to change strategies as needed, adapting to what the congregation and its families teach us along the way.
- Sundays are a full workday for this position; availability is also required for regular evening programming, and the role will often require Friday or Saturday work to support events.

Structure and Accountability

The Director of Lifespan Religious Education reports to the Minister of Lifespan Religious Education (MRE) and serves as the day-to-day leader of the religious education staff team. The Religious Education Committee of lay leaders serves in an advisory relationship to both the Director and the MRE rather than in a supervisory role. We are building a structure with clarity of roles and responsibilities at its foundation, so that staff, volunteers, and families all know who holds what and where to bring their gifts.

Application Process

Submit a cover letter and resume to Rev. Meagan Henry, mhenry@uucsr.org.