

**UUFF DIRECTOR OF RELIGIOUS EDUCATION**  
*Part-Time: 20 Hours per Week, start date August 17*

**ABOUT OUR FELLOWSHIP**

The Unitarian Universalist Fellowship of Fredericksburg (UUFF) is a welcoming faith community rooted in the UU principles of the inherent dignity and worth of every person; justice and equity in human relations; and a free and responsible search for truth and meaning. Our Religious Education program nurtures the spiritual and ethical development of children, youth, and adults across all ages, grounded in our UU values and open to the wisdom of many traditions.

**POSITION SUMMARY**

The Director of Religious Education (DRE) provides recruiting, vision, coordination, and leadership for the congregation's lifespan faith development programs. This includes learning and development for all ages. At 20 hours per week, this is a focused, part-time role suited to someone who is friendly and outgoing, highly organized, self-directed, and passionate about nurturing spiritual growth and development in community. The DRE reports to the Minister and works in close partnership with the Religious Education Committee, the Outreach Committee, and parent volunteers.

The DRE's primary focus is on recruiting students, program coordination, curriculum planning, and volunteer recruitment and support. It also includes direct instruction, as time allows. Strong organization, volunteer management, relationship building, marketing, and empowerment skills are essential to success in this position.

We are looking for the RE Director to start by August 17, 2026. This position runs mid-August through May, with June, July, and part of August off.

**KEY RESPONSIBILITIES**

**Marketing and Student Recruiting**

- Conduct market research to determine programs that will attract and engage families, children, young adults, and older adults through such methods as internet research, visiting other churches in the area of a variety of faiths, conducting surveys, and in-person, informal interviews
- Attend community events to recruit new members to the UUFF in conjunction with the Outreach Committee
- Contact (via phone, text, or email) visitors to welcome those who have expressed interest in the UUFF, and to encourage visitors to return
- Create a marketing plan for the RE programs, including creating social media posts to promote the programs

**Program Planning & Curriculum**

- Select, adapt, and plan age-appropriate curricula for children, youth (nursery through high school), and adults in alignment with UU principles and the congregation's values
- Work with the RE Committee to create an annual program calendar covering the full church year, including special services, Coming of Age milestones, and seasonal celebrations
- Coordinate with the Minister and RE Committee on intergenerational worship, all-ages programming, and shared themes

### **Volunteer Recruitment & Support**

- Ensure all RE volunteers complete required Safe Congregation background checks and training/orientation
- Work with the RE Committee to provide teachers with Sunday morning RE lesson plans, materials, and support

### **Children, Youth, and Adult Faith Development**

- Oversee Sunday morning RE classes for children and youth, ensuring classrooms are prepared and staffed
- Oversee and participate in monthly “Teen Sanctuary” for LGBTQ+ youth
- Coordinate child care and nursery programming
- Create a safe, welcoming, and affirming environment for all attendees regardless of background, identity, or family structure
- Develop, coordinate, and/or facilitate adult faith enrichment opportunities, including recruiting volunteers to host workshops or other activities

### **Family & Community Engagement**

- Greet and welcome families and children on Sunday mornings
- Communicate regularly with members and families about RE programming, schedules, and opportunities via weekly emails and/or newsletters

### **Administration**

- Maintain enrollment records, attendance, and volunteer files for the RE program
- Work with the RE Committee Chair and UUFF Treasurer to manage the RE program budget
- Order and organize curriculum materials, classroom supplies, and teaching resources
- Attend monthly staff meetings and RE Committee meetings

### **Professional Development**

- Participate in professional development related to the DRE position, such as UUA and/or education workshops, conferences, and meetings. (Note: Funding is available on request; all requests and reimbursements must be approved in advance.)

## **QUALIFICATIONS**

### **Required**

- Demonstrated familiarity with, or commitment to learning, Unitarian Universalist [values](#) and principles
- Experience working with children, youth, or adults in an educational, religious, or community setting
- Strong interpersonal skills and ability to engage warmly with people of all ages
- Ability to recruit, motivate, and support students and volunteers effectively
- Excellent organizational and communication skills, with attention to detail
- Ability to work independently with minimal supervision
- Successful completion of a background check required prior to employment

### **Preferred**

- Formal training or degree in education or a related field

## UUFF RE Director - Job Description

- Experience marketing and growing membership in a non profit organization
- Familiarity with UUA lifespan faith development resources and curricula
- Previous experience as a DRE or religious educator
- Experience facilitating Coming of Age, OWL (Our Whole Lives), or similar milestone programs
- Basic proficiency with communications tools such as email and Google Workspace

### **Safe Congregation Commitment**

Our congregation is committed to the safety and well-being of all children, youth, and vulnerable adults. The DRE plays a central role in upholding our Safe Congregation policies, including ensuring all volunteers are screened and trained, maintaining appropriate adult-to-child ratios, and responding promptly to any safety concerns. All RE staff are mandated reporters under applicable state law.

### **Work Environment & Schedule**

This position is on-site during Sunday morning programming (at a minimum, from 10 am – 12:30 pm on Sundays, mid-August - May) with the remaining hours flexible, including some remote work and some work at public events recruiting new members. The DRE sets their own schedule in coordination with the Minister, the RE Committee, and the Outreach Committee. Occasional evening meetings and event attendance are required.

### **Compensation & Benefits**

- Hourly wage: \$21 per hour, 20 hours per week, for 41 weeks per year (mid-August – May).
- The UUFF provides a pro-rated contribution to health insurance and retirement savings through the UUA.
- Access to UUA professional development resources and regional RE networks
- Warm, mission-driven work environment with a collaborative staff team

### **How to Apply**

To apply, please send a cover letter and resume to [president@uuffxbg.org](mailto:president@uuffxbg.org). Applications will be reviewed on a rolling basis until the position is filled, with a target start date of August 17, 2026. We encourage applications from candidates of all backgrounds, including those from historically marginalized communities.

*The UUFF is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, disability, or any other characteristic protected by law.*

*Last update: 17 July 2026*