

## **First Unitarian Universalist Church of Houston**

### **Director of Religious Exploration Position Description**

**Title:** Director of Religious Exploration (DRE)

**Reports to:** Senior Minister

**Hours and schedule:** Full-time exempt employee with the expectation of regular office hours scheduled Mondays through Thursdays, the attendance of two weekly staff meetings, other administrative staff meetings as scheduled by the Senior Minister and as necessary to support the needs of the Religious Exploration (RE) program, and attendance at least forty Sundays a year. Occasional evening meetings, Saturdays, and holidays are also required.

**Start Date:** July 1, 2025

#### **About First Unitarian Universalist Church of Houston:**

Located in the city's urban core, the [First Unitarian Universalist Church of Houston](#) has been a beacon of liberal religion since 1914 in the most populous city in the southern United States. We are committed to fostering a diverse, multigenerational community that widens love's circle by honoring the inherent worth and dignity of all, advancing justice and religious pluralism, and inspiring an ever-deepening spirituality.

As a Unitarian Universalist congregation, our RE program supports families to raise children to become kind, curious and caring people who nurture their own spirituality, side with love, and work for justice. We nurture children and youth from birth to age 22, and their families, as they engage in Unitarian Universalist faith formation through participation in Sunday RE classes, service projects, worship, and multigenerational gatherings.

We are a growing congregation with approximately 280 members, and average Sunday worship and program engagement numbers around 450 (virtual and in-person). Our RE program currently serves 45-50 families with children aged 0-18, and a young adult group is being established to serve young adults aged 18-22.

Please click [here](#) for more information on Unitarian Universalist lifespan faith development.

## **Overall Position Description:**

The Director of Religious Exploration (DRE) will coordinate RE programming for children, youth, and young adults aged 0-22 years, in support of the mission and vision of First Unitarian Universalist Church of Houston. Focusing holistically on the passage of young people through the RE program from birth to young adulthood, the DRE will create a welcoming, inclusive and supportive atmosphere for children and their families, help to integrate the RE program into the life of the congregation, and seek to grow the RE program to serve more participants.

## **Essential Duties:**

- Create a welcoming and inclusive environment for children, youth and families of diverse ages and backgrounds
- Coordinate regular Sunday sessions for children and youth aged 4-22 years that encourage religious and spiritual development based on Unitarian Universalist values
- Coordinate regular activities and programs for high school aged youth and college aged young adults including the Coming of Age program
- Coordinate the annual UBarU family camp weekend and additional summer programming
- Starting in 2026, recruit volunteers to develop an RE calendar of classes, events, and activities for each upcoming program year
- Starting in 2026, develop curriculum specific to different age groups
- Recruit and train RE leaders (teachers) for the August-May RE year; work with volunteer team leaders to ensure that appropriate volunteers and/or substitutes are available each week.
- Coordinate annual events such as the Easter Canned Goods Hunt, Coming of Age ceremony, and RE volunteer appreciation event
- Work with the Ministers to plan and deliver 5 All-Ages Worship services throughout the congregation's program year (fall through spring)
- Once per month, present the Time for All Ages component of the 9:30 am and 11:30 am Sunday Worship services
- Hire and supervise nursery care workers including the selection and management of a nursery lead
- Recruit instructors for the Our Whole Lives (OWL) Program for children and youth, connect them with the appropriate training, and ensure they are trained and ready to implement the program
- With the support of the congregation's Administrative and Programs Assistant, purchase, maintain, and organize RE program supplies and materials within a set budget
- Maintain registration and attendance records of all students and adult volunteers
- Maintain communication with the congregation through a quarterly update to the Senior Minister/ Board of Directors, and a monthly column in the church newsletter

**Other Duties:**

- Assist in coordinating pastoral care for youth, college age young adults, and families with children
- Attend biweekly staff meetings
- Coordinate with other staff members and volunteers to ensure integration of the RE program with other aspects of congregational life
- Assist with congregation-wide events, including those related to fundraising and membership growth
- Develop and conduct outreach on behalf of the RE program

**Qualifications Required:**

- Able to effectively recruit and manage volunteers with different levels of teaching experience
- Experience working with children and youth from 4 to 22 years of age
- Experience in program and/or curriculum development, particularly with youth
- Collaborative and inclusive working style with strong communication skills, strong organizational skills, and attention to detail
- Takes initiative and works independently with minimal supervision
- If not currently credentialed in the Unitarian Universalist Association (UUA's) [Religious Education Credentialing Program](#), a willingness to seek credentialing. The congregation will cover all fees for the credentialing process through the DRE's professional expenses and offer relief from regular duties to pursue credentials.
- Willingness to maintain membership in the [Liberal Religious Educators' Association](#).
- Supportive of the [mission and vision](#) of First Unitarian Universalist Church of Houston
- Interest in and/or experience growing a community or membership-based organization
- Familiarity with the Microsoft Office suite of products including MS Word, MS Excel, and MS Outlook.

**Qualifications Desired:**

- Knowledge of and/or experience with Unitarian Universalist values and traditions
- Experience supervising staff and volunteers
- A total of 5 or more combined years of relevant education and/or work experience
- Spanish language knowledge
- The ability to lead children and families informally in song
- Familiarity with social media

### **Compensation and Benefits:**

This position will be compensated according to the [Unitarian Universalist Association salary guidelines](#), at the level of Manager for a Size C Geo-Index 4 congregation, with a base salary starting at \$57,000. This salary may be adjusted upwards depending on experience.

This position is benefits eligible with the following elements: UUA "Standard PPO" level (Employer paying 80% of the premium for Employee and 50% of premiums for legal dependents), UUA Dental Insurance (with the Employer paying 80% of Employee premium and 50% of premiums for legal dependents), full participation in the UUA Retirement Plan (Employer contributions set at the equivalent of 10% of Employee's salary), professional expenses set at the equivalent of 10% of Employee's salary, and participation in UUA life insurance and long-term disability insurance plans at standard rates.

**Time Off:** Employee will commence the accrual of paid time off (PTO) according to limitations and schedules set forth in the personnel manual, with an initial schedule of accrual set at 15 days per year.

### **To Apply:**

Please send resume and cover letter to [DRESearch@firstuu.org](mailto:DRESearch@firstuu.org) by Sunday, April 27, 2025.