

**Sunday RE Coordinator**  
**First Unitarian Church of St. Louis**

**Job Summary:** First Unitarian Church of St. Louis is an historic congregation in the urban St. Louis neighborhood of the Central West End. We are a small mid-size congregation with 210 members and approximately 40 children and youth. The Sunday RE Coordinator will work directly with the remote Interim DRE to administer the in person elements of the religious education program.

**Work Hours:** 10 hours/week , Sunday mornings required

**Supervised by:** Interim DRE

**Time Frame:** August 1 through December 31, 2024 with possibility of extension

**Primary Responsibilities:** To provide support, guidance and leadership for the children and youth Faith Development / Religious Education program.

**Compensation:** \$18/hour

**Sunday morning prep:**

- Arrive by 8:30 am
- Make sure materials for each class are ready to go
- Make sure teachers have arrived and check in with them
- Check in with the nursery staff

**Sunday morning during classes:**

- Welcome visitors or newcomers at 10am; have them fill out paperwork before going to class (see below)
- Walk around during the classes, making sure things are running smoothly and taking a few photos
- Make sure teachers have a way to contact you (e.g. cell phone) if they need help during class
- Sub for missing teachers as needed (safe congregation minimum is 2 adults)

**Sunday morning after classes:**

- Help teachers return all supplies back indoors
- Enter attendance into google drive spreadsheet
- Ensure all doors are tightly closed, turn off all lights

**Paperwork:**

- FOR NON-REGISTERED FAMILIES: Complete a visitor form; ask them to register online if they plan to come back
- Update family information in the database

**Communications:**

- Post in the RE Families & Friends facebook group regularly (photos, announcements, polls, etc)
- Send any news or updates to the Interim DRE

**Supply Prep:**

- Check each curriculum for supplies needed that week, add to class bins, & remove extra supplies no longer needed from previous week
- Teachers may email to request any additional supplies (supposed to ask you by Wednesday noon)
- Purchase new supplies as needed (use church amazon account if possible)

**Meetings:**

- Weekly meeting with Interim DRE