



# Auburn Unitarian Universalist Fellowship

450 East Thach Avenue Auburn, Alabama 36830-0669 334-826-0595

Dear Applicant:

Thank you for your interest in the part-time Director of Religious Education (DRE) position at the Auburn Unitarian Universalist Fellowship. In this packet you will find a copy of the DRE job description, qualifications, and responsibilities and a copy of the AUUF Long Range Plan for the Religious Education of Children and Youth. The Fellowship also has a website: <http://auuf.net>. We hope these documents will give you a better understanding of the job of the DRE, of the AUUF Religious Education Program and of AUUF. We have a full-time settled minister, the Rev. Diana Jordan Allende, and a paid nursery worker and playground supervisor during Sunday services. Although the current DRE position is new to the Fellowship, we have a strong Religious Education Program with a history of offering quality programming for children and youth from preschool age through high school. We are looking for someone to join our team as we continue to empower young people to respect the inherent worth and dignity of themselves and others, search for individual spiritual meaning, make responsible decisions, and understand what it means to be a Unitarian Universalist in a world of religious diversity.

In addition to our desire to continue providing a quality religious education program, the AUUF is committed to ensuring the safety of our community members. Therefore we are requiring all prospective staff members who are likely to work with children, youth, or vulnerable adults to provide information that will help us fulfill this commitment.

There are four parts to this effort

1) The first involves completing the “Application for Paid Employment,” which is included in this packet. Please note that this form must be completed and signed. In addition to completing the form, please include your resume and a cover letter. The cover letter, in addition to addressing any professional, volunteer and personal experiences you believe are pertinent for the search committee to know, must include responses to the following questions:

- a. **Why do you want to be the DRE of the AUUF?**
- b. **What strengths do you bring to this position?**
- c. **What is your experience working with children?**
- d. **What is your experience working with volunteers?**

2) The second involves completing a “Voluntary Disclosure Statement”, also included in this packet. This form requires answering explicit questions to assure congregational leaders that children, youth, and vulnerable adults are being protected from potential harm.

3) The third part involves reference checks being conducted by specifically appointed members of AUUF. Your only role will be to provide contact information for those references in your application form. Be aware that individuals other than those whose names you give as references may be contacted.

4) The fourth part involves signing a release that authorizes the DRE Search Committee to explore your background sufficiently to document that there is no cause for concern about your suitability for paid employment within our congregation. The final candidate for the position will be asked to complete a fingerprint and background check. This background clearance is the same as that required by Alabama Law of all persons who work with children, youth, adolescents, and the elderly in either a paid or voluntary basis for State funded positions.

Please mail your completed application before the March 1, 2009 deadline to:

Chair DRE Search Committee  
Auburn Unitarian Universalist Fellowship  
P.O. Box 669  
Auburn, AL 36831

We thank you for your interest in serving our congregation, and for your participation in the application process to assure the congregation is a safe and nurturing place.

Auburn Unitarian Universalist Fellowship  
Director of Religious Education Search Committee

# Application for part-time Director of Religious Education (DRE)

Starting Date: April 1, 2008

Date of application \_\_\_\_\_

**Name** \_\_\_\_\_ Birth Date \_\_\_ / \_\_\_ / \_\_\_  
last first middle

**Home Address** \_\_\_\_\_  
Street address City State Zip

**Social Security #** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **E-mail** \_\_\_\_\_ @ \_\_\_\_\_

**Home Phone** ( ) \_\_\_\_ - \_\_\_\_ **Alternative/Fax** ( ) \_\_\_\_ - \_\_\_\_

**Past work history: Provide a full record of all employment — paid and volunteer — and explain any gaps in employment. (Use a separate sheet if needed)**

Dates	Employer/Supervisor	Address & Phone	Nature of Work	Reason for Leaving

**Indicate any employer you do not wish us to contact, and the reason:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**References: Give names and addresses of three persons [not relatives] having knowledge of your character, experience, work habits, and ability. (use a separate sheet if needed)**

Name	Address	Phone

**Education: Beyond High School**

Year	School	City & State	Degree Granted

**Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense?**

**If yes please describe. (note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the congregation before any decision is made.)**

Yes  No — Explain: (Use a separate sheet if needed.)

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**Applicant's Statement and Release**

I certify that the information in the Application for Part-time Director of Religious Education and in the Voluntary Disclosure Statement is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the Auburn Unitarian Universalist Fellowship to make inquiries of prior employers, schools, etc. regarding my history and character and hereby release employers, schools or individuals from all liability in responding to inquiry in connection with my application and release the employer from all liability with respect to such inquiries.

I understand that, if employed, my employment will be under a letter of agreement, and both the employer and I have the right to terminate my employment with 30 days' notice. I also understand that no representative of the congregation or related organization, other than the AUUF Board of Trustees, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing. If I am employed, I agree to abide by the employer's policies, rules and procedures and any changes thereto.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

# Voluntary Disclosure Statement

Date of application \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_ / \_\_\_ / \_\_\_  
last first middle

Home Address \_\_\_\_\_  
Street address City State Zip

Social Security # \_\_\_ - \_\_\_ - \_\_\_ Other names used (e.g. birth name) \_\_\_\_\_

Home Phone ( ) \_\_\_ - \_\_\_ - \_\_\_ Alternative ( ) \_\_\_ - \_\_\_ - \_\_\_

Driver's Lic. # \_\_\_\_\_ State issued \_\_\_\_\_ Expiration \_\_\_ / \_\_\_ / \_\_\_

## 1. Previous residence(s) for last 7 years (include college and home residences):

Address \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

(continue on a separate sheet if needed)

## 2. Have you ever been:

Yes  No A. Convicted of any crime whatsoever involving children, youth or vulnerable adults?

Yes  No B. Adjudged liable for civil penalties or damages involving sexual or physical abuse of children, youth, or vulnerable adults?

Yes  No C. Subject to any court order involving sexual or physical abuse of a minor, youth, or vulnerable adult, including, but not limited to a domestic order for protection?

Yes  No D. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

If you answered yes to any portion of question 2, please explain: (use a separate sheet if needed.)

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I understand that:

- a. The congregation may deny employment to any person who answers “yes” to any part of question # 2. If hired and the congregation later discovers circumstances that would indicate a “yes” answer to any of the above questions, employment may be terminated immediately.
- b. The congregation may terminate employment or volunteer services of any person if that person is found, regardless of when discovered, to:
- 1) have a history of complaints of abuse of a minor;
  - 2) have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor, youth, or vulnerable adult; and/or
  - 3) have falsified or omitted information in this disclosure statement.
- c. The information provided on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.

Signed \_\_\_\_\_ Date \_\_\_\_\_