

**Religious Education
Committee
and
Director of Religious
Education
Handbook**

UUCSC
2014

The purpose of this handbook is threefold:

- 1) To help those committees that work with staff members carry out their duties following the timeline approved by the UUCSC Board.
- 2) To clarify the protocols for staff and program evaluations, and resolving employee issues, as stated in the Personnel Policy Manual. The protocol for evaluating staff members was changed by the UUCSC Board in the fall of 2013 to align with the UUA's recommended protocol. The new protocol removes the committees from the staff evaluation process. However, the committees will continue to write program goals and a Program Evaluation each year, following the timeline below. *See the Appendix for excerpts from the Personnel Policy Manual (P.P.M.).*
- 3) The Supervisor is defined in the Personnel Policy Manual as the Minister, or the Office Administrator. Committees are not supervisors, and do not have authority to discipline or otherwise sanction employees.

Each committee is directed to review the following sections with its employee every year, during the September meeting. *(It should be noted that each employee has been given a Personnel Policy Manual and has signed it, formally acknowledging receipt and their responsibility to "read the Manual and comply with the policies, practices and rules of the Employer.")*

I. Timeline: Sequence of **your committee's** duties from the P.P.M., section V. E., revised for this handbook.

A. CALENDAR

- September*
- Update records and files
- Create meeting schedule
- Review last year's program and goals with emphasis on any areas of improvement
- Set annual program goals
- Review Committee Handbook procedures with staff member
- Review last year's program evaluation form

- October*
- Submit program goals to Board 7 days before October meeting

- December*
- Music/MD, RE/DRE, Office Administrator, and Facilities/Sexton review annual budget, and if additional funds are needed, submit request to Board and Finance committees no later than 1 week before January Board Meeting

- March*
- Committee and staff member complete a Program Evaluation by 3/21
- Submit any requested changes relating to preparation of a new contract to Personnel Committee

- April*
- Submit Program Evaluation to Board 7 days before April meeting

- Submit estimated budget for following church year to Finance Committee 7 days before April meeting
- *May*
- Committee meets with staff member to plan coming year program and review past year's program
- *June*
- Resolve any unfinished business; refer to Board any unresolved issues 7 days before June Board meeting and copies to Personnel Committee

II. Annual Program Evaluation *See the appendix for P.P.M. section I. N., Performance Evaluation.*

- September: Committee writes program goals
- October: Committee submits program goals to the Board 7 days before October meeting
- March: Committee and staff member write a Program Evaluation by 3/21. The Program Evaluation is based on the goals set in September.
- April: Committee submits the Program Evaluation to the Board 7 days before the April Board meeting.

III. Resolving Employee Issues

The bullets explain the **Formal Procedure** the committee, employee or supervisor should take, after every effort has been made to work things out, collaboratively. *See the appendix for P.P.M. section I. N., Resolution of Employee Complaints.*

Formal Procedure

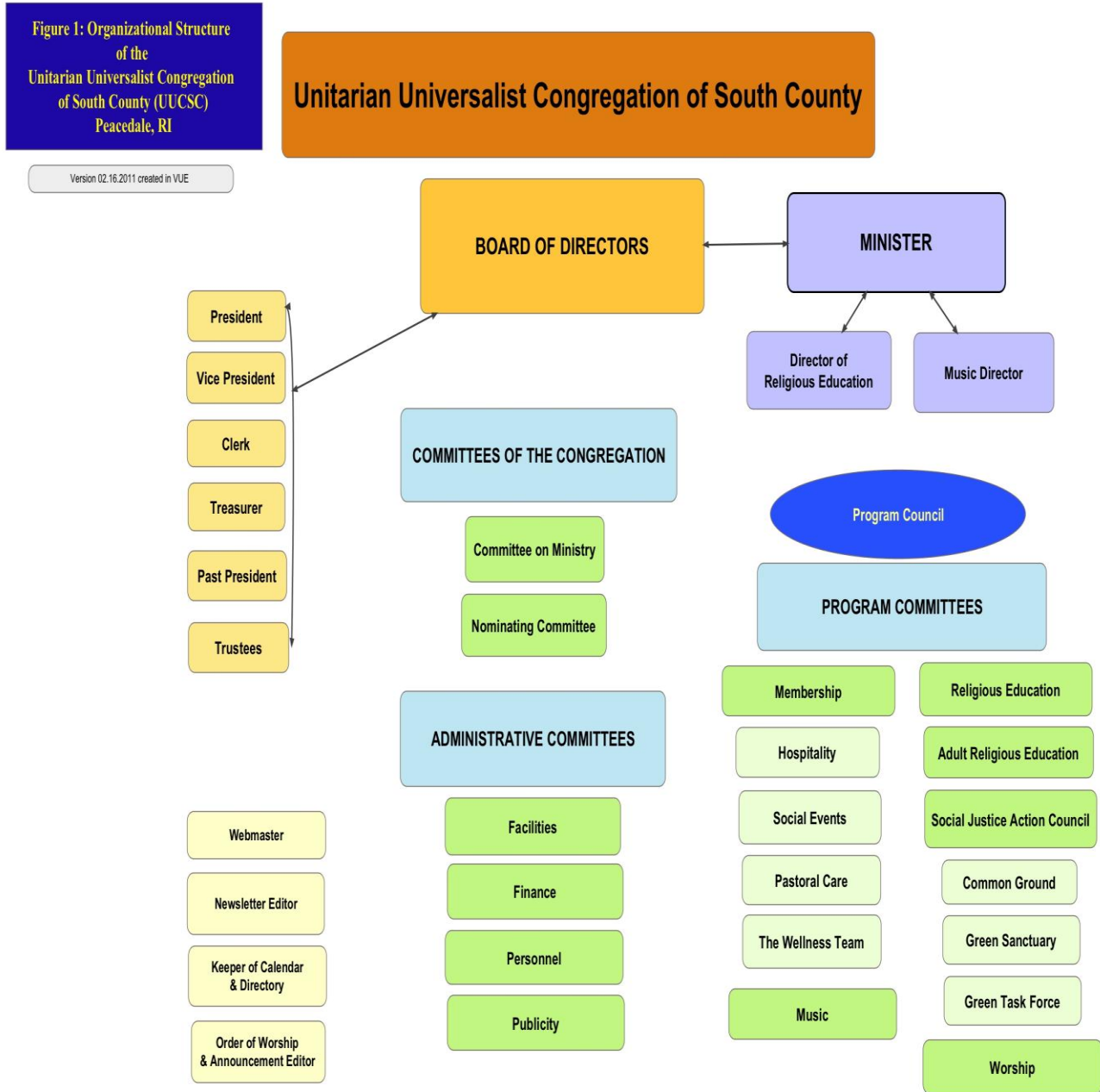
- The committee, employee or supervisor requests a meeting with the Personnel Committee
- Personnel Committee will investigate and/or hold a hearing, and recommend a resolution to the problem
- If Personnel Committee's resolution is not satisfactory to any of the parties, the Board will review the Personnel Committee's recommendation. The Board's resolution to the issue is final and binding

IV. Requesting Changes to Staff Duties or Job Descriptions

Any requested changes to the staff member's working conditions, or a change in duties that would change his/her job description might affect a new contract, and need to be communicated to the Board and the Personnel Committee in March, before their respective monthly meetings.

V. Diagram of the UUCSC’s Organizational structure (VI.)

Note: Office Administrator should be shown under supervision of the Minister. Assistant Office Administrator should be shown under Office Administrator.



Note: All committees and Supervisor report directly to Board; staff (DRE, MD) report to Minister. Group headings are nominal, and are those used in the UUCSC Bylaws section headings.

Thank you for reviewing and following these guidelines and procedures. May your committee accomplish its work in a loving, open and joyous spirit.

VI. Evaluation Form for the DRE (This form is no longer valid; a new Program Evaluation form needs to be written)

Director of Religious Education

Evaluation Form

The DRE position is a 20 hour/week position of which approximately 20 hours are to be spent within the church building. An evaluation will take place annually during which time the following form will be completed by the DRE in self reflection, by the church Minister, and the RE committee. The evaluations will be discussed openly in a meeting with the DRE, Minister and RE chair.

This evaluation follows the job description for the DRE position, and provides an opportunity for feedback on each of the primary job responsibilities as well as personal goals identified for the current year.

Teacher Recruitment, Training, and Support

This includes, recruitment of teachers in May for the upcoming year, teacher training at the start of the church year, weekly communication and classroom preparedness in support of teachers, and overall organization and communication with teachers.

Needs Attention -----Working Well-----
Exceptional

Comments:

Safety

This includes maintaining the physical safety of the classrooms and regulating checkout procedures weekly, organizing and implementing fire drill yearly and following through on teacher background checks yearly

Needs Attention-----Working Well-----
Exceptional

Comments:

Administration

This includes registering all families within the first month of RE classes annually, updating and maintaining RE records, updating and maintain all emergency information cards, attending relevant meetings and updating the RE Handbook as needed.

Needs Attention-----Working Well-----
Exceptional

Comments:

Communications

This includes daily management of email, monthly newsletter submissions, monthly summary report to the Board and preparation and submission of an insert for the order of worship briefly describing classroom offerings weekly.

Needs Attention-----Working Well-----
Exceptional

Comments:

Maintain and update curriculum resources

This includes maintaining a circulation of curriculum providing all children with a broad and comprehensive religious education, maintaining the children's library with books relevant to UU principals and being aware of new offerings and obtaining them as needed.

Needs Attention-----Working Well -----
Exceptional

Comments:

Professional Development

This includes participation in annual performance review, monthly BCD gatherings, and UUA renaissance workshops and also maintaining awareness of RE issues through REACH and communicating with district colleagues via Facebook.

Needs Attention-----Working Well -----
Exceptional

Comments:

Facilitate Worship and Special Celebrations

This includes creating and delivering a brief worship program once a month for the RE students, coordinating with minister on providing the entire congregation with an inter-generational worship service quarterly, and creating and implementing a minimum of 2 special events (holiday event, maypole celebration, etc.) annually.

Needs Attention-----Working Well -----
Exceptional

Comments:

Manage Nursery Staff

This includes recruitment and hiring of nursery staff annually, training for nursery staff and babysitters and oversight of nursery care.

Needs Attention-----Working Well -----
Exceptional

Comments:

Maintain Supplies and Records

This includes maintaining attendance records, collecting and managing family/child registration database, preparing a draft of the RE budget annually, tracking expenditures of RE funds, maintaining background check records and all other documents of a personal nature in a locked file cabinet, and maintaining supplies in each classroom, making sure supplies are removed when no longer needed.

Needs Attention-----Working Well -----
Exceptional

Comments:

Serve as a liaison between families and the church

This includes maintaining regular office hours weekly, creating a plan for disruptive behavior and checking in with families after extended absences as needed.

Needs Attention-----Working Well -----
Exceptional

Comments:

Coordinate with Junior and Senior Youth Group

This includes providing Youth Group advisors with updated registration and emergency information, coordinating with advisors about the Youth Service, and coordinating with advisors regarding on sight youth CONs

Needs Attention-----Working Well -----
Exceptional

Comments:

Additional Goals Identified for DRE – 2012-2013

Establish Service Sunday in which children and youth participate in community service once a month.

Needs Attention-----Working Well -----
Exceptional

Comments:

Improve Intergenerational Communication through use of library space, intergenerational programs, and opportunities for adults to meet RE students.

Needs Attention-----Working Well -----
Exceptional

Comments:

Additional comments, suggestions, not specifically addressed above:

VII. Job Description

Director of Religious Education **Job Description**

The DRE position is a 20-hour/week position. The DRE shall work on site unless there is a specific job-related commitment elsewhere.

Responsible to: The RE Supervisory committee consisting of the RE chair, personnel chair and the minister to meet monthly.

Responsible for:

Teacher Recruitment, Training, and Support

- a. recruit teachers in May for the upcoming year (annually)
- b. provide training at the start of the church year (annually)
- c. Communicate directly with the teachers each week and prepare classrooms with all supplies needed for Sunday class (weekly)
- d. send reminders to each teacher prior to the beginning of the session
- e. select youth advisors with the RE Committee

Safety

- a. maintain the physical safety of the classrooms (weekly)
- b. regulate checkout procedure (weekly)
- c. organize and implement fire drill (yearly)
- d. follow through and complete teacher background checks in a timely manner

Administration

- a. register all families within the first month of RE classes (on- going)
- b. update and maintain RE records (on- going))
- c. update and maintain all emergency information cards (on-going)
- d. attend relevant meetings : Staff, board, mtgs with RE chair (on-going)
- e. Update RE Handbook (as needed)
- f. In cooperation with the RE chair, develop agenda for RE committee mtgs

Communications

- a. manage RE e-mail (daily)
- b. provide a submission for the newsletter (monthly)
- c. write and submit a monthly report to the Board (monthly)
- d. greet and welcome newcomers and visitors
- e. publicize the RE program
- f. prepare an insert in the order of service briefly describing classroom offerings (weekly)

Maintain and update curriculum resources

- a. maintain a diversified curriculum providing all children with a broad and comprehensive religious education (annually)
- b. maintain children's library with books relevant to UU principals(weekly)
- c. be aware of new offerings and obtain them as needed (as needed)
- d. develop a yearly brochure that outlines year's upcoming curriculum

Professional Development

- a. participate in annual performance review (annually)
- b. participate in monthly BCD gatherings (monthly)
- c. attend UUA renaissance workshops (annually)
- d. maintain awareness of RE issues through REACH and communicate with district colleagues.
- e. pursue professional reading and reflection
- f. join LREDA, the liberal religious educators assoc) and attend chapter mtgs
- g. Actively work toward DRE credentialing

Facilitate Worship and Special Celebrations

- a. create and deliver a brief worship program once a month for the RE students (monthly)
- b. coordinate with minister on providing the entire congregation with an intergenerational worship service (quarterly)
- c. create and implement a minimum of 2 special events (holiday event, maypole celebration, etc.) (annually)

Manage Nursery Staff

- a. recruit and hire nursery staff (annually)
- b. provide training for nursery staff and babysitters (annually)
- c. oversee nursery care (weekly)

Maintain Supplies and Records

- a. maintain attendance records
- b. collect and manage family/child registration database (as needed)
- c. prepare, manage and report on the RE budget (quarterly)
- d. spend and manage RE funds (as needed)
- e. maintain background check records (quarterly)
- f. store all documents of a personal nature in a locked file cabinet (annually)
- g. purchase and maintain supplies in each classroom, making sure supplies are removed when no longer needed (weekly)

Serve as a liaison between families and the church

- a. maintain regular office hours (weekly)
- b. create a mutual plan with families for managing disruptive behavior (annually and as needed)
- c. check in with families after extended absences (as needed)
- d. develop a path for open communications between families and the church

Coordinate with Junior and Senior Youth Group

- a. provide Youth Group advisors with updated registration and emergency information (annually and on-going)
- b. coordinate with advisors about the Youth Service (annually)
- c. coordinate with advisors regarding on sight youth CONs
- d. regular communication with parents so that they feel informed and part of the program
- e. plan and coordinate bridging ceremony with advisors

VIII. Appendix: Excerpts from the P.P.M. Included For Your committee's Information only.

1. (II. Annual Program Evaluation)

PERFORMANCE EVALUATION (I. N.)

Employees are evaluated annually with two written performance evaluations. Each employee will write his or her own performance evaluation. The employee's supervisor will write a separate performance evaluation. Both evaluations will be completed by March 15, and signed by March 21. Both evaluations will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include, but are not limited to: job description, annual goals, quality and quantity of work and duties as directed by the supervisor; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct. Refer to the relevant Committee Handbook for more information on the evaluation process (Table of Contents, IX).

Employees report to the following supervisor: Sexton—Office Administrator; Assistant Office Administrator—Office Administrator; Office Administrator—Minister; Director of Religious Education—Minister; Director of Music—Minister.

In collaboration with their respective supervisor, employees are requested to identify goals and objectives prior to the beginning of the evaluation period, so that their work may be evaluated on the basis of clear criteria they have helped to develop.

The evaluation process is as follows: In March, the supervisor, and employee each write their own employee evaluation, completed by March 15. If the supervisor and employee agree on the evaluation by signing their names with no objections by March 21, the supervisor places the 2 performance evaluations in the employee's personnel file, and notifies the Board and Personnel Committee seven (7) days before the April Board meeting. The supervisor advises the Personnel Committee to proceed with preparation of a new contract.

In the event of any unresolved issues, such as the employee signing any of the evaluations with objections, the parties have until the May Board meeting to resolve them. Unresolved issues should be directed to the Personnel Committee. The Personnel Committee will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the issues(s). If the Personnel Committee's recommendation does not resolve the issue(s) to either party's satisfaction, the dissatisfied party may then seek a review by the Board. The resolution recommended by the Board shall be binding on all parties. A contract for the next fiscal year is offered only after a satisfactory resolution of the outstanding issue(s).

2. (III. Resolving Employee Issues)

RESOLUTION OF EMPLOYEE COMPLAINTS (I. E.)

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his or her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Minister.

If discussion with the Minister does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee, which will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the problem. If the supervisor is the Minister, then unresolved grievances should be directed to the Personnel Committee.

If the Personnel Committee's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board. The resolution recommended by the Board will be binding upon all parties involved in the grievance.

The following is excerpted from section IV. B. The Supervisor is either the Minister or the Office Administrator.

B. WORK AND DISCIPLINARY GUIDELINES (IV. B)

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures, including verbal warnings, written warnings or termination.

Disciplinary Procedure (IV. B. 2.)

All other matters of employee performance will be handled in a progressive process designed to improve the employee's performance in a fair and equitable manner.

Step 1 – Supervisor issues a verbal warning, outlining the problem with corrective action.

Corrective action required in next 14 days.

Step 2 – Supervisor issues a written warning, covering the recurrence of the problem with written corrective action required in next 14 days.

Step 3 – Board issues a Termination notice as a result of no corrective action being taken by employee.