

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

Revised 2023

Board Approved 5.17.23

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

The purpose of this handbook is threefold:

- 1) To help those committees that work with staff members/employees (hereafter these terms are interchangeable) carry out their duties following the timeline approved by the UUCSC Board.
- 2) To clarify the protocols for staff and program evaluations, and to resolve employee issues as stated in the Personnel Policy Manual.
- 3) To clarify the role of Supervisor as defined in the Personnel Policy Manual. The Minister or the Personnel Committee is the supervisor of the DRE. 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 staff member/employee every year, during the September meeting. *(It should be noted that each staff member/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.

- **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**
 - RE Committee and DRE 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 DRE 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/employee to plan coming year program and review past year's program
 - Chair collaborates with the DRE to write the Annual Report for the Congregation's annual business meeting
- **June**
 - Resolve any unfinished business; refer to Board any unresolved issues 7 days before June Board meeting and copies to Personnel Committee

II. RE Committee Job Description

Charge:

To support, enhance, and evaluate the Religious Education program.

Duties

- Attend regularly scheduled monthly meetings
- Actively participate in the sharing of ideas regarding the program
- Encourage involvement in RE volunteer opportunities
- Assist with teacher recruitment
- Participate in the evaluation of the RE program

III. Chairperson Job Description

Charge:

To schedule, organize, and coordinate the RE Committee.

Duties:

- Schedule monthly RE Committee meetings
- Assure that meeting minutes are recorded and maintained.
- Maintain availability to listen to, and address concerns regarding the RE program
- Attend the Coordinating Council meetings
- Provide support to DRE as needed
- Maintain awareness of the RE budget
- Submit a yearly report for the congregation's annual business meeting

IV. RE Program Evaluation Procedures and Questionnaire

The Annual RE Program Evaluation should address the following:

- 1) programming
- 2) annual goals
- 3) special events
- 4) multi-gen services
- 5) volunteers in RE
- 6) participation of children and youth
- 7) nursery program
- 8) feedback from children, youth, parents

V. Requesting Changes to Staff Duties or Job Descriptions

A committee does not have the authority to change a staff member's working conditions. Any requested changes to a staff member's working conditions, or a change in duties that would change his/her job description and might affect a new contract, must be made with the agreement of the staff member and his/her supervisor, or the request becomes an unresolved issue. Unresolved issues must be brought to the Personnel Committee. Requests need to be communicated to the Board and the Personnel Committee in March before their respective monthly meetings.

VI. Resolving Employee Issues

The bullets explain the **Formal Procedure** the committee, staff member or supervisor should take, after every effort has been made to collaboratively work out unresolved issues. *See the appendix for P.P.M.*

Formal Procedure

- The committee, staff member/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 the 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.

VII. DRE Job Description

The Director of Religious Education (DRE) position at the UU Congregation of South County (UUCSC) is a 20-hour/week position. The program includes nursery, kinder, elementary, junior, and senior high RE programs as needed.

The DRE grows and strengthens a strong, existing program. That individual brings either a UU faith or sufficient understanding to lead from that orientation. While well supported by the RE Committee and staff, there is ample space to shift and alter programming to try new approaches including the possibilities of more multigenerational activities and/or a reorientation to a lifespan faith formation approach. In addition to the requisite experience, it is the intangibles that are being sought – a passion for social justice, an open mind, and, of course, a love of children and families.

The DRE shall primarily work on site unless there is a specific job-related commitment elsewhere.

The DRE is supervised by the Minister and collaborates with the Religious Education Committee.

The DRE is responsible for the following:

1. Planning for Sundays

- a. Read the Soul Matters curriculum and pull out activities to use
- a. Additional research for activities, projects
- b. Prepare any materials needed
- c. Tidy and organize the rooms

2. Safety

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

3. Administration

- a. register all families within the first month of RE classes (annually and ongoing)
- b. update and maintain RE records (on-going)
- c. update and maintain all emergency information cards (on-going)

- d. attend relevant meetings: Staff, board, RE committee, worship (on-going)
- e. Update RE Handbook (as needed)
- f. In cooperation with the RE chair, develop agenda for RE committee meetings

4. **Communications**

- a. manage RE e-mail (regularly, within posted hours daily)
- b. provide a submission for the newsletter (weekly)
- c. write and submit a monthly report to the Board (monthly)
- d. greet and welcome newcomers and visitors
- e. publicize the RE program in collaboration with the RE committee

5. **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 principles (ongoing, weekly)
- c. be aware of new offerings and obtain them as needed
- d. develop a yearly brochure, in collaboration with the RE Committee

6. **Professional Development**

- a. participate in annual performance review (annually)
- b. attend UUA Renaissance Program workshops (annually)
- c. pursue professional reading and reflection
- d. join LREDA (Liberal Religious Educators Association) and attend chapter meetings
- e. Actively work toward DRE credentialing if not already achieved

7. **Facilitate Worship and Special Celebrations**

- a. coordinate with minister on providing the entire congregation with an intergenerational worship service (more or less quarterly)
- b. create and implement a minimum of 2 special events (holiday event, maypole celebration, etc.) (annually)
- c. coordinate with the minister or worship leader each week regarding a Time For All Ages
- d. In coordination with RE Committee, lead an RE service project or multi-gen experience.

8. **Manage Nursery Staff**

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

9. **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
- d. spend and manage RE funds (as needed)
- e. maintain background check records (as needed)

- f. purchase and maintain supplies in each classroom, making sure supplies are removed when no longer needed

10. Coordinate with families

- a. maintain regular office hours (weekly)
- b. create a protocol for disruptive behavior and work with the family to create a mutual plan (annually and as needed)
- c. check in with families after extended absences (as needed)
- d. develop a path for open communications and connections between members of the congregation

11. Manage Junior and Senior Youth Group

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

VIII. Diagram of the UUCSC's Organizational structure

