

<b>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</b>	TITLE: <b>RE Committee and Director of Religious Education (DRE)</b>		
	DOC No./ REV.	<b>P011 Rev A</b>	
	ORIGINATOR	<b>Anne Geyer</b>	PAGE 1 OF 4
	COMMITTEE	<b>Religious Education</b>	APPROVED DATE: <b>6/18/07</b>

### 1. POLICY:

The Religious Education (RE) Program of Northwoods Unitarian Universalist Church seeks to provide children and youth (infants through high school) with quality education designed to provide:

- A strong grounding in the Principles and Purposes of the UU faith, with the goal of motivating our children and youth to live out these principles in their daily lives as they grow and mature.
- Ample knowledge and understanding of the UU faith, its history, traditions, notable practitioners, current organization, activities and objectives.
- Broad exposure to a variety of world religions with the goal of learning from other religions and learning to respect and appreciate people with different beliefs.
- Provide a positive and nurturing community for our children and youth.

### 2. REFERENCED DOCUMENTS:

- **P010** - Child Safety & Risk Management Policy
- **P022** - YRUU Policy
- **F014** - Registration Forms – Attachment 1

### 3. DEFINITIONS:

- **RE** – Religious Education
- **REC** – Religious Education Committee
- **DRE** – Director of Religious Education
- **YRUU** – Young Religious Unitarian Universalist
- **Nursery care** - Ages 0-2, during worship services & congregational meetings
- **Minister** - Interim or settled minister

### 4. PROCEDURE STEPS:

Step	Activity 1: Religious Education Programming	Responsibility
A	Formulate goals and objectives of the Religious Education Program	REC /DRE/ Minister
B	Determine policies on enrollment procedures, age ranges and groupings of classes; safety regulations; the role of parents and other adult volunteers.	REC/DRE
C	Review and determine curricula; Purchase curricula; Set 3-Year Plan, annual RE Calendar & Summer Calendar	REC /DRE

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Step	Activity 1: Religious Education Programming	Responsibility
D	Parent Handbook; prepare & copy registration forms – <b>F014</b>	DRE/REC
E	Maintain DRE office and RE resource room	DRE
F	Post events on church calendar (through Program Council)	REC/DRE
G	Work with Minister, RE Committee and other relevant NUUC committees to develop special programs (intergenerational; service projects, Christmas program, etc.)	DRE
H	Teacher recruitment (sign up sheets, outreach; Beacon Bits; calls to potential teachers, follow-up, etc.)	DRE /REC
I	Teacher Training: agenda; background checks; review Safety Policy <b>P010</b> ; find presenters; announcements to teachers; reminders; food; childcare; curricula binders, etc.	DRE /REC
J	Ensure that all necessary materials are in classroom each week; ensure that rooms are cleaned following classes.	DRE/Teachers/ Students
K	Supervise RE Program Sunday mornings: Greet children & parents; ensure teachers have supplies; direct new children to classes; provide registration forms - <b>F014</b> for new students & worship binder for children who stay with parents in Sanctuary, etc.)	DRE/REC

Step	Activity 2: Administration	Responsibility
A	Keep posted office hours and notify Church Administrator & Congregation (through Beacon Bits) of any change in office hours each week.	DRE
B	Respond to emails, letters & calls regarding questions, interest in program, etc. Provide ongoing communication to parents and congregation regarding scheduling, content & special programming of RE Program.	DRE
C	Attend weekly staff meetings and other relevant NUUC committee & SWUUC meetings as needed, including RE Committee meetings. Prepare RE Committee agenda (in consultation with RE Comm. Chair)	DRE /REC
D	Record & track RE attendance; respond to teacher's needs for materials (Leaders' weekly check-in); maintain database of registered students.	DRE
E	Prepare and administer annual RE budget; prepare annual report for Board of Trustees on state of RE program.	DRE
F	Direct and coordinate YRUU program in accordance with the <b>P010</b> -	DRE

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<b>Step</b>	<b>Activity 2: Administration</b>	<b>Responsibility</b>
	<b>NUUC Child Safety Policy</b> and stated goals of the <b>P022-NUUC YRUU Policy</b>	

**5. OTHER INFORMATION - (Attachments, records, other comments as needed):**

- The Director of Religious Education (DRE) is a paid employee who is responsible for planning and supervising NUUC's programs for children and youth, including, but not limited to: the Nursery, the RE Program, YRUU and any other programs involving minors. The DRE reports to the Minister and the Program Council and works closely with the RE Committee in planning and implementing the RE Program for children and youth.
- The RE Committee is made up of volunteers, reports to the Program Council and works closely with the DRE in planning and implementing the RE Program.
- In the absence of the DRE, the RE Committee assumes the responsibilities of the DRE.
- Attachment 1: Sample Registration Form –F014

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