

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Adult Religious Education sub-Committee		
	DOC No./ REV.	P028 Rev A	
	ORIGINATOR	Helen Sherwood	PAGE 1 OF 3
	COMMITTEE	Religious Education	APPROVED DATE: 6/18/07

1. POLICY:

The Adult Religious Education sub-Committee will provide a weekly forum to explore religion, social justice, personal growth, community issues and other topics deemed of interest to the congregation.

- The Adult RE Sub-Committee chairperson is a member of the NUUC RE Committee.
- The Adult RE Sub-Committee consists of the following: Sub-committee chairperson, a publicity coordinator and Adult RE Room coordinator.
- The year coincides with the youth RE school year. There is no scheduled Adult RE programming during the summer months of June, July or August.
- Adult RE programs are listed in the monthly Beacon and Beacon Bits.

2. REFERENCED DOCUMENTS:

- M040 - NUUC Policies and Procedures handbook
- P011 - RE Committee General Policies and Procedures
- File of past program records, topics of interest, potential programs. Kept by chairman.

3. DEFINITIONS:

- RE = Religious Education

4. PROCEDURE STEPS:

Step	Activity 1: Adult RE Chairperson Duties	Responsibility
A	Planning for Adult RE programs is done in the summer. General topics may span religion, politics, social justice issues, parenting issues, artistic expression, self-help, open forum discussions, etc.	Adult RE Chairperson
B	Recruiting of sub-committee members is done as needed.	Adult RE Chairperson
C	The Chairperson schedules Adult RE programs and coordinates date, time and classroom availability with the Church Administrator and the Program Council.	Adult Re Chairperson/ Church Administrator
D	The Chairperson or a designee attends and is a member of the Program Council.	Adult Re Chairperson
E	The Chairperson attends RE Committee meetings.	Adult RE

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Step	Activity 1: Adult RE Chairperson Duties	Responsibility
		Chairperson
F	The Chairperson handles complaints (and compliments) concerning Adult RE.	Adult RE Chairperson

Step	Activity 2: Publicity	Responsibility
A	The Chairperson writes Beacon articles to outline monthly Adult RE program – Sept through May	Adult RE Chairperson
B	The Publicity Coordinator writes Beacon articles to thank presenters – June	Publicity Coordinator
C	The Publicity Coordinator meets deadlines established by the Beacon editor.	Publicity Coordinator
D	Weekly Beacon Bits announcements are extracted from the monthly Beacon article	Church Administrator
E	Program speakers will provide a brief description of each Adult RE program to the Adult RE Chairperson before the Beacon deadline.	Adult RE Presenters

Step	Activity 3: Adult RE Room Set-Up	Responsibility
A	The Room Coordinator makes sure the room is clean	Adult RE Room Coordinator
B	The Room Coordinator will ask presenters about any special needs they may have regarding the set up of the chairs, table(s) or any other equipment.	Adult RE Room Coordinator
C	The Room Coordinator sets up chairs and tables according to plan.	Adult RE Room Coordinator
D	The Coordinator will procure any special items, such as TV/DVD player, easel, dry erase markers, pencils, pens, etc, that may be needed.	Adult RE Room Coordinator
E	The Room Coordinator will notify Building and Grounds if anything is out of order, i.e., TV, light bulbs, air conditioning.	Adult RE Room Coordinator

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

- Currently, there is no Adult RE budget to pay speakers. Most speakers are members of the NUUC congregation.

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