

# UUFA Committee/Group Charter

NOTE: Please list or use bullet points where possible and avoid lengthy explanations.

## 1. Name of Committee or Group: RE (Religious Education) Committee

The RE (Religious Education) Committee

## 2. General Purpose:

In conjunction with the DRE, the RE Committee sets goals and makes decisions regarding the curriculum and the Religious Education program for children between nursery age and 18 years old. (Nursery care is a paid position, managed by office staff.)

The RE Committee primarily focuses on nursery-elementary; we coordinate with the Youth Advisory Board for Middle School and High School.

The RE Committee also plans and implements special programs and social events for children and youth that take place during the year, recruiting volunteers as needed.

## 3. Membership: Specify the size (number of members). How is the committee/group formed (e.g. elected or appointed, and if so, by whom?). What are the requirements for committee membership? What is length of a committee member's service (e.g., can members serve only a set number of years)? How are vacancies filled? Is the minister, or other staff, or other leaders, involved in the committee/group (e.g., as *ex officio* members)? Can non-members of UUFA be members of the committee/group? Is there a fixed and/or maximum number of committee members? What is the selection process if more people are interested than there are slots available?

- The size of the RE Committee varies; ideally, we would like around 8 members, but more commonly we have 3-5.
- RE Committee members must have been attending UUFA for at least six months before joining, though we do not confirm UUFA membership.
- A term of service is three years. Members are recruited by existing members as vacancies arise, either through term expirations or (more commonly) due to a member's resignation for "life reasons."
- The DRE serves as an *ex-officio* member, and we also have a Board liaison.
- We have never had the situation where more people interested than slots available, so do not have procedures for selection. (Would be a great problem to have.)

## 4. Leadership: What are the leadership roles in the committee/group? E.g., chair, secretary, others? How is/are the leader(s) chosen? What are the responsibilities of the leader(s)?

- Leadership definitions are evolving. We are holding visioning meetings which include defining roles and responsibilities within the committee.
- At this time, there is an RE Committee Chair. In the past, two co-chairs have led the committee. We like the idea of co-chairs at different points in their terms of service, so that one person has the opportunity to learn and then assume the primary role. Formal procedures have not been implemented, though we recognize the need.

- We are also moving toward a portfolio system to define leadership roles for other committee members.

## 5. Meetings:

How often does the committee/group meet?

How, when and where are committee meetings announced and to whom, e.g., Board, Leadership Council, Congregation?

How are committee meetings run, insuring that they are effective, creative, and community-building? How are decisions made (e.g. majority vote or consensus)? Are committee meetings open?

- Committee meetings are held monthly, and are open to all UUFA members and friends.
- At this time, REC meetings are the second Sunday of the month from 9-10:30 AM, at UUFA.
- Prior to the meeting, the co-chairs construct an agenda in consultation with the DRE and the committee, which is sent out in advance to the committee members for any additions.
- Most decisions are reached by consensus: votes are rare.

## 6. List the specific duties and responsibilities of the committee/group:

In conjunction with the DRE, the RE Committee sets goals and makes decisions regarding the curriculum and the Religious Education program for children between nursery age and 18 years old. (Nursery care is a paid position, managed by office staff.)

The RE Committee also plans and implements special programs and social events for children and youth that take place during the year, recruiting volunteers as needed. In doing so, we coordinate with other involved groups such as the Family Dinner Group.

More specifically, duties include:

- Setting RE goals and objectives for each year
- Program design (curriculum and events)
- Reviewing and obtaining curriculum resources
- Setting RE program schedule
- Evaluate the program/Assess needs
- Policy development and implementation
- Communications
  - Reports to board/minister
  - Publicity for programs
  - Parent/family/teacher surveys
- Administration
  - Review RE budget and financial records
  - Purchase and maintain supplies and equipment (including snacks)
  - Review recordkeeping (attendance)
  - Manage registration drive for RE
  - Manage children's library
  - Create a welcoming learning environment (facilities clean up, etc.)

- Recruit, train and recognize volunteers (THIS IS HUGE!!!)
  - Teachers
  - Directors
  - Other
  - Organize teacher training events and materials; ensure background checks are performed where applicable
- Plan special events and celebrations
- Coordinate with Sunday Services Committee (particularly on intergenerational services)

**7. Annual Goals, Objectives:** (State how and when the committee will develop a set of goals for itself. Will the committee annually review its functions and duties?)

The RE Committee has attempted to meet each year for a retreat in which we address larger goals and our functions and duties. This year, we met on 10-16-2010 and plan to meet again in January. (This is an area that needs attention.)

**8. Accountability:** (To whom is the committee or group accountable? Congregation, Board, its members only?)

The RE Committee reports to the Board and copies its minutes to the DRE and the minister. We are also accountable to teachers and parents/families.

**9. Reporting requirements** (e.g., To whom does the committee/group report? How often does it report?):

The RE Committee reports to the Board each month and copies its minutes to the minister. (In addition, the DRE and a Board Liaison both participate in RE meetings, and receive copies of all materials.)

**10. Relationship to professional staff and other committees/groups of UUFA:** (State the explicit relationship of the committee/group to each member of the professional staff, and to any other committees/groups with which it has an important relationship.)

- The DRE and the RE Committee work very closely together, and share multiple responsibilities.
- We also rely on the Office Administrator for some of our record-keeping.
- We coordinate with the Sunday Services Committee on Inter-generational services and Together Time.
- At the request of the RE Committee, a task force looked at “second-hour worship” but transitioned to “community worship.” This group is disbanding, but laid important groundwork for considering how to make our worship services accessible to all.
- We assist and coordinate with other committees (such as stewardship and membership) as we identify opportunities. On our RE registration form, we ask if families who are not members of the UUFA would like membership information.

**11. Communications:** List in what ways the committee/group communicates regularly with other committees/groups, the congregation, and the wider Athens community. State what presence the committee/group has or would like to have on the Fellowship's web site.

- The RE Committee reports to the Board and copies its minutes to the DRE and the minister.
- The DRE and Office Administrator handle publicizing the RE schedule of classes and events using the standard UUFA communications to the congregation.
- On the website, we would like the following
  - “Permanent” info:
    - A description of the RE goals/mission
    - The children’s version of the UU Principles (Rainbow Principles)
    - Contact information – DRE, RE Committee members
    - Link to RE registration
    - An overview of the RE program focus for the year, and a general schedule.
  - Time-sensitive information
    - Monthly calendar/schedule
    - Special events

**12. What decision-making authority does the committee/group have?** (e.g., communicate with groups outside UUFA, represent UUFA outside, create policies, etc.)

The RE Committee recommends policies to the Board with respect to our children’s religious education and safety. (For example, we follow the “safe congregation policy.”)

We communicate with outside groups in connection with our programming needs.

**13. Spending authorities:** Does the committee/group have to request approval for any expenditures within its budget? Who will be authorized to sign for committee/group expenditures against the budget?

The DRE and committee members jointly determine expenditures and review the budget. We do not have formal procedures in place for approval at this time.

Linda S. Gilbert – RE Committee Chair 2010

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Proposed charter submitted by (name and title):

Date: 11-21-2010

FEEL FREE TO USE ADDITIONAL SHEETS OF PAPER IF NECESSARY

*[Please return to Herb West, President-Elect, no later than Sunday, December 19, 2010. You may hand deliver, email it ([herbwest@bellsouth.net](mailto:herbwest@bellsouth.net)), or place it in my mailbox in the back of the sanctuary.]*