

Document #:	Operating Committees – C-15	Created:	3-16-2010
Title/Subject:	Religious Education for Adults Committee	Revised:	6-3-2018
Purpose:	Define committee function, duties, organization		
Operational Authority:	Religious Education Committee, Minister, Director of Religious Education		

Policy

Function:

The purpose of the Adult Religious Education (ARE) Committee is to create and coordinate opportunities for religious learning and growth.

Duties:

1. Organize classes, programs and learning opportunities.
2. Provide education for special interest groups.
3. Arrange for childcare and rides for program attendees as needed.
4. Encourage participation of the congregation and assess congregational needs.
5. Provide course leadership support.
6. Stay current on UUA Adult RE curricula and resources and Beacon Press material.
7. Maintain a lending library that supports adult religious learning and growth.
8. Inform congregants of a variety of learning opportunities within the UUA and the community.

Organization:

1. The Chair is appointed by the Committee. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
2. Terms shall be for one (1) year, with up to three (3) consecutive terms.
3. The Chair or a designee represents the committee at Program and Administrative Council meetings.
4. The Committee will be comprised of no fewer than five (5) people. The Chair is encouraged to recruit as many committee members as practicable.

Procedure

Meetings and Reports:

1. A list of Committee members will be submitted to the Board and church office each September.
2. The Committee will meet quarterly.

3. Minutes of each meeting are prepared and distributed to Committee members, the church office and the Program Council Chair.
4. Regular reports are to be made at Program Council meetings.
5. The Committee will prepare and submit an annual budget to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
6. The Chair will prepare and submit an annual report in May for the annual meeting in June.

Associated Documents

Bylaws Article VIII. Committees and Councils (6-3-2018)

Section 8.2 Operating Committees and Councils

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

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