

<b>Document #:</b>	<b>Operating Councils – C-16</b>	Created:	6-1-2017
<b>Title/Subject:</b>	<b>Religious Education Council for Children and Youth (RECCY)</b>	Revised:	6-3-2018
<b>Purpose:</b>	Define council function, duties, organization	Reviewed/Unchanged:	
<b>Operational Authority:</b>	Director of Religious Education, Minister, RECCY		

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## Policy

### Function:

To develop an annual vision to support, oversee and guide religious education programming for children and youth that instills, inspires and fosters greater depth of understanding of Unitarian Universalist principles and purposes.

### Duties:

1. Curriculum selection, design and implementation specific to each age group. Plan, organize and structure special programs such as Coming of Age and Our Whole Lives.
2. Recruit volunteers from the congregation to support and promote Sunday morning classes, special programs and fellowship opportunities for children and families.
3. In the absence of the Director of Religious Education (DRE) a council member will be available on Sunday mornings to complete the duties on the Sunday morning checklist(s) provided by the DRE, monitor the RE wing, greet new families, and resolve any problems that arise.
4. Plan and organize activities/childcare for ages 4-11 during Sunday services when no regular classes are held.
5. Communicate regularly through the approved formats, such as Weekly eNews, email and social media, with the congregation to keep it advised of the vision, activities and needs of the RE program. Sustain and further the engagement of the congregation at large in RE.
6. Support of youth development which shall include volunteer recruitment, oversight, planning, inspiration and encouragement of Walden Hill Youth activities, fellowship and denominational activities church wide. Support the development of relationships between congregants and youth.

### 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 Council is comprised of no fewer than 12 members with roles specified for each member, with the option of adding an additional one (1) member at large from among the congregation. The Chair will recruit members from the congregation representing a broad constituency of congregants that acknowledges the diversity of the church community.

4. Subcommittees are formed at the discretion of the Chair and the DRE to address needs within RE such as equipment, supplies, curricula, volunteer recruitment, youth programs, special events, special services, special recognition, chapels and nursery.
5. The Chair or designee represents the Council at Program and Administrative Council meetings.
6. Committee decision making is reached using consensus and/or majority vote.

## Procedure

### Meetings and Reports:

1. A list of Committee members is submitted to church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office. Minutes shall be amended and/or approved at the start of each Council meeting by the Council at large.
4. Minutes of the regular Council meetings are prepared and distributed by the Secretary to the Council and the church office.
5. The Committee regularly reports its activities to the Program and Administrative Council.
6. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
7. The Committee submits an annual report to the church office when requested.

### Responsibilities:

#### Duties of All Members

- Support RE volunteers and recognize their contributions.
- Recruit new volunteers by engaging congregants and finding their strengths and interests.

#### Non-Voting Members of the Council:

1. Director of Religious Education (DRE) (Church Staff) (ex officio Non-Voting Member of the Council):
  - Report on attendance, budgetary items, staff & volunteer trainings, the state of the RE wing, curricula, scheduling, fundraising, events, etc. as it pertains to RE.
  - Report on all suggestions and feedback from congregants, visitors and/or staff.
  - Report on any compliance issues regarding fire code, fire marshal inspections and the Abuse Prevention Policy and Disruptive Congregant Policy.
2. Childcare Coordinator (Church Staff) (ex officio Non-Voting Member of the Council):
  - Report on attendance, budgetary items, staff & volunteer trainings, the state of the Nursery, scheduling, etc. as it pertains to RE.
  - Report on all suggestions and feedback from congregants, visitors and/or staff.
  - Provide a description of the nursery's use on Sundays as well as other days.
  - Work consistently with Safety Committee to provide Coordinator and parents with clear guidelines for safety in the event of an emergency.
  - Report results of drills and safety education sessions.



- Submit request for all equipment, safety devices.
- Include the Nursery Schedule, with weekly Adult and youth supervision present every Sunday, into the Curriculum Map no later than September 30 and edit the document to reflect schedule changes as necessary throughout the year.
- Report on any compliance issues regarding fire code, fire marshal inspections and the Abuse Prevention Policy and Disruptive Congregant Policy.

**Voting Members of the Council:**

1. RE Liaison from the Board of Directors:
  - Keep Board updated on RE Council business.
2. RE Council Chairperson:
  - The Chair is appointed by the Council from among the members of the church and is approved by the Board for a term of one year, renewable up to a total of three terms.
  - Prepare agenda for RE Council meetings.
  - Chair all RE Council meetings and help ensure all council members have the support they need to accomplish their council work.
  - Attend Program Council meetings to report on the state of RE. Subcommittees shall be formed at the discretion of the chair.
3. RE Council Secretary:
  - Make sure all RE Council meetings are on the calendar and are listed in an available space in the building.
  - Verify with Congregational Administrator (office) on Monday before the council meeting that it is listed on the calendar that is included in the bulletin.
  - Verify with RE Chair that the meeting will be included in the Weekly eNews.
  - Generate minutes for meeting and post on bulletin board in RE Wing. Send minutes to all council members and Congregational Administrator (office).
4. Fellowship Coordinator:
  - Help plan, with the Fellowship Committee, congregational activities that are meaningful and multigenerational.
5. Chalice Camp Representative:
  - Work with Camp directors to ensure a quality Summer Camp program is in place each summer. Assist with planning and organizing and help out at camp.
6. Children's Curriculum Coordinator:
  - Review all curricula for preschool–4th grade RE.
  - Report on condition of classroom, supplies, and the need for materials.
  - Attend or co-teach RE classes and report on ways to support lead teachers and encourage new parents to volunteer.
  - Assist with scheduling and changes in the schedule – subbing, switching days, etc.
7. Youth Curriculum Coordinator:
  - Review all curricula for 5th–12th grade RE.
  - Report on condition of classroom, supplies, and the need for materials.
  - Attend or co-teach RE classes and report on ways to support lead teachers and encourage new parents to volunteer.
  - Assist with scheduling and changes in the schedule – subbing, switching days, etc.
8. Youth Group Representative:
  - Work with Youth Group as lead youth group volunteer, in lieu of Youth Programs Coordinator.
  - Coordinate chaperones and youth group mentors.

- Assist in planning lock-ins, attending youth cons, and helping with any special fundraising the youth group is engaged in.

9. Social Justice Sunday Projects Coordinator:

- Assist DRE with planning community service projects for children and youth to take place on the 4th Sunday of each month.
- Help provide parents with information ahead of time, help arrange transportation to service site, access permission slips or other necessary documents.
- Assess need for materials and supplies, and either purchase them or submit list of needed items to DRE.
- Work with Social Justice Council task groups to create community service projects to correspond to the social justice work of the group (or the monthly theme proposed by the Minister).
- Present the project during the chapel service and provide children and parents with information sheets.
- Projects may include multiple classes or may be one class at a time.
- Help provide parents with information ahead of time, help arrange transportation to service site, access permission slips or other necessary documents.
- Assess need for materials and supplies and either purchase them or submit list of needed items to DRE.

10. Worship Coordinator:

- Remembering that we have the freedom of the pulpit in our church, and that we sometimes have sermon topics which are not appropriate for children to sit through, the worship coordinator will work with the DRE, the Minister & the Worship Committee to create opportunities to incorporate children and youth into everyday Sunday services as appropriate, as well as to continue to establish Sanctuary Sunday events and develop multi-generational worship services.

**RE Program Volunteer Roles:**

- Lead Room Guide
- Room Assistant
- RE Council Member
- RE Greeter/Hall Monitors
- Sanctuary Sunday Worship Leader
- Sanctuary Sunday Assistant
- RE Supplies Organizer
- RE Room Organizer
- Youth Advisors/Mentors/Chaperones
- Service Sunday Organizers
- Service Sunday Helpers
- RE Documentarian (photographer)
- Curriculum organizers
- Special Events planners (bowling outings, etc.)
- RE End of Season Celebration Planning



## 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.

#### **Section 8.3 Subcommittees**

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.

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