

RELIGIOUS EDUCATION

April 2007

Role: To develop a Sunday youth program to meet the needs and interests of the Fellowship youth.

Responsibilities:

- Organize/promote the Sunday youth program for the year.
- Consult with the Minister and/or Chairperson for support as needed.
- Contact regional/national UUA resources as needed.
- Locate teachers for the weekly programs as needed.
- Gather and organize supplies and materials for the weekly classes.
- Oversee or arrange for the set up of activities before religious education classes.
- Supervise youth during religious education activities.
- Oversee or arrange for clean up after Sunday activities.
- Oversee the maintenance of religious education classrooms.
- Organize youth attendance at UU youth conferences as needed.
- Organize youth field trips as needed.
- Maintain the religious education resource library.
- Assist Conveners with selecting a children's story for Sunday programs as needed.
- Promote youth participation in the Sunday services.
- Appoint a Nursery Coordinator to manage the Sunday morning nursery, including the hiring of a baby sitter.
- Provide information about religious education activities for Executive Board meetings as needed.
- Review monthly Executive Board meeting minutes as needed.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit religious education information for the newsletter to the Fellowship Administrator by the 15th of each month.
- Submit religious education announcements for the Sunday bulletin by Thursday noon.
- Make Sunday announcements about religious education as needed.
- Check for religious education mail at the Fellowship.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep religious education committee expenses within budget.
- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Religious Education Chair as needed.
- Transfer materials to new Religious Education Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.