

River Road Unitarian Universalist Congregation
Charter for Religious Education Committee
for Children and Youth

The Religious Education (RE) Committee for Children and Youth holds the congregational responsibility for supporting and advising the professional RE staff in executing a robust and vibrant religious education ministry for the children and youth of River Road Unitarian Universalist Congregation (RRUUC). The Committee works with the Lifespan Religious Educator (LRE),¹ who reports to the Senior Minister, and the Religious Educator for Youth (REY), who reports to the LRE. The LRE is the responsible staff person for supporting the Committee.

The role of the Committee is as follows:

- Be the voice of the Congregation in relation to RE for children and youth.
- Advise and assist the LRE and REY in the development, implementation, and continuing evaluation of the RE ministry, including extracurricular programs, policies, problem solving, and implementing congregational goals.
- Assist in the planning and implementation of RE-sponsored activities.
- Partner with RE profession staff in communicating the content, goals, and activities of the RE ministry to the Congregation.
- Seek feedback from the Congregation and RE ministry leaders about their thoughts, appreciation, and concerns related to the RE ministry and bring them back to the Committee or RE profession staff for consideration.
- Be a conspicuous presence at RE-related and other congregational activities, representing the Committee and the RE ministry.
- Recruit leaders from the Congregation to implement and fulfill the RE ministry.
- Administer and award the Muriel Davies Award.

The Committee is composed of up to nine voting members, including a Middle/High School member approved by their peers. The adult members serve staggered three-year terms and are elected by the Committee. No member may serve consecutive terms. The Middle/High School member(s) serves at the pleasure of their peers. The Chair and Vice-Chair must be members of RRUUC, but there is no such requirement for the other Committee members. The LRE and REY are ex-officio members of the Committee.

The Committee generally meets monthly, except in July. Its meetings are open to the Congregation, except for executive sessions, which will be announced at the start of any meeting in which they are held. The Chair or her designee serves as spokesperson for the Committee in matters before the Board of Trustees or the Congregation. Within the scope of this Charter, the Committee will set its own procedures, roles, and responsibilities, outlined in the attached appendix, which it will update as needed.

¹ The LRE is also currently the Director of Religious Education (DRE) under RRUUC's by-laws.

Adopted October 15, 2013

Replaces Charter adopted December 12, 2010

**Appendix to the
Charter for RE Committee for Children and Youth**

RE Committee Policies and Procedures:

1. The Committee generally meets on the third Tuesday of the month at 7:00 pm. But the Committee may reschedule at its convenience. It does not usually meet in July.
2. Voting Committee members are nominated by retiring or existing members of the Committee, with names of volunteers considered equally. The Committee votes on new voting members, inviting them to the June meeting, if possible, for introductions.
3. In line with RRUUC's Safe Congregations Policy, all Committee members must have a current background check form on file.
4. In the event of mid-year vacancies, the Committee will decide if a replacement is necessary and elect someone to complete the unexpired portion of the three-year term. If the unexpired term is less than one year, the replacement may serve a subsequent full term.
5. Attendance at all Committee meetings by voting members is expected. Members are expected to notify the Chair if unable to attend a meeting or that they can no longer serve because they cannot regularly participate.
6. A quorum of members is required for all policy decisions, and a majority of the Committee members being present constitutes a quorum. Committee members may be present via telephone, if necessary. Policy and any other decisions will be decided by a simple majority vote. All Committee policy decisions will be recorded in the minutes.
7. Minutes will be taken at each meeting and circulated to the Committee within 10 days of the meeting. The recording secretary may be a floating or permanent responsibility.
8. If necessary, the Chair may convene meetings between the regular meetings via telephone. By their nature and the circumstances requiring such a meeting, these meetings are held in executive session. Minutes will be taken.
9. All Committee members, excluding the Chair, are expected to serve in the following ways:
 - a. Coordinator: Each Committee member should choose one "coordinating" effort for the congregational year. (It is not expected that a member serve in the same capacity for her entire term, though a member may.)
 - Teacher Recruitment
 - Teacher Appreciation
 - Teacher Training
 - Special Events (e.g., holiday parties, RE Greeters)
 - Secretary

**Appendix to the
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- b. Class Liaison: If possible, each Committee member should act as a liaison with RE ministry leaders, checking in with assigned teachers/guides/advisors and bringing any concerns and successes to the Committee for problem-solving as needed and serving as a substitute as necessary and available.
 - c. Substitute Sunday Morning Religious Educator: Serve as Religious Educator on Sunday morning when needed to assist or in lieu of the RE professional staff.
10. CHAIR: The Chair should have served at least one year on the Committee. The Committee formally elects the Chair at the May meeting. Often the Chair has served as Vice Chair for the previous year. In the event of a mid-year vacancy, the Vice Chair will replace the chair. If that is not feasible, the LRE in consultation with the rest of the Committee will arrange for one of the remaining Committee members to fill the role. The Chair's responsibilities are:
- Sets meeting agendas in consultation with the LRE, REY, and Vice-Chair (10 days prior) and assures agenda, minutes and reports are circulated to all members (1 week prior).
 - Calls and chairs meetings or contacts Vice Chair to act in the Chair's place.
 - Follows up with the secretary for the minutes within 10 days of any meeting.
 - Attends congregational meetings as needed and requested, serving the interests of the RE Community.
 - Serves on the Safe Congregations Committee.
 - Monitors compliance with the rules and procedures of the Committee.
 - Problem solves with Committee members about issues and commitments between meetings.
 - Monitors implementation of policies and decisions as set by the Committee.
 - Appoints persons to assist in the Committee's work.
 - Submits the Committee's Annual Report to the Board.
11. VICE-CHAIR: The Chair and outgoing Committee members nominate the Vice-Chair, who is formally elected at the May meeting by the Committee. The Vice-Chair serves one year and can be considered for Chair for the subsequent year. The Vice-Chair's responsibilities are:
- Act as Chair when Chair is unavailable.
 - Coordinate drafting of the Committee's Annual Report and other communications for the Congregation (e.g., RE newsletter).
 - Administer the Muriel Davies Award, collecting nominations and presenting them to the Committee for a vote.
 - Design and conduct annual program evaluation.
 - Leads effort to recruit new members to the Committee.
 - Provides new Committee members with RE Committee information packet and provides orientation as needed.

**Appendix to the
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How to Be a Good RE Committee Member

- Attend Committee meetings.
- Learn how to use the RE Committee listserv (recomm@rruuc.org).
- Communicate promptly regarding Committee business, answering email as promptly as possible and letting others know when you cannot participate.
- Respond to all RE professional staff or other Committee member requests even if the answer is you cannot help in this instance.
- Sign up to lead an opening reading at least once – related to where you are at or where the Committee’s work is.
- Prepare for Committee meetings by reviewing the materials circulated ahead of time.
- Take a turn shadowing one of the RE professionals.
- Volunteer, but not too much.
- Check in with teachers and other RE ministry leaders – you are teaching them to find a ministry and to help our children have a rich fulfilling experience in our RE ministry.
- Have a good time and look for an opportunity to remind the rest of us to have fun as well.
- Wear your Committee BLING!