

First Unitarian Church Committee Description

Name of Committee: Adult Religious Education and Enrichment Committee

Mission *To generate an annual adult continuing education program, appealing to a broad range of interests and Unitarian Universalist experiences, in a variety of educational and informational formats.*

Responsibilities

1. To consider the annual educational and informational needs and interests of the congregation in light of the First Church Mission Statement, Congregational Goals and the most recent Strategic Plan, and taking into consideration what is happening in Worship and Children's Religious Education.
2. To review available curricula from a variety of sources, including the UUA.
3. To create a curriculum calendar for the church year from September through August.
4. To identify and recruit teachers, facilitators, discussion leaders and speakers to support the planned curriculum.
5. To disseminate program information in a variety of media, possibly including brochures, newsletter, online reminders, posters, etc.
6. To provide administrative documentation of the committee's work, such as meeting minutes, annual budget requests, educational event evaluations and the Annual Report to the Congregation.

First Unitarian Church Position Description

Position Name **Chair, Adult Religious Education and Enrichment Committee**

Purpose of Position *To facilitate meetings of the Committee and support committee members and other volunteers in implementing the work of the Committee.*

Responsibilities

1. Attend and facilitate the flow of regular meetings of the Committee
2. Create an agenda and distribute it before each meeting
3. Maintain an awareness of plans, problems and projects pertaining to the ongoing work of the committee
4. Coordinate with Staff and other Committees as needed, particularly Worship Committee, Children's RE, the Minister, Assistant Minister and Director of Religious Education
5. Attend or delegate attendance at Council meetings

Qualifications

1. Ability to run a meeting and delegate responsibilities
2. Awareness of adult education needs and processes
3. Some supervisory skills

Amount of Time Required

1. Monthly meetings – 2 to 2 ½ hours per month
2. Coordination with others – varies as needed
3. Council meetings – 2 hours, four times a year

When

1. Monthly meetings – ?
2. Council meetings – as scheduled
3. Others – as needed

Training Provided

Mentoring and orienting by previous chair, or staff assistance in revisioning workshop

Support Provided

Budget, Staff assistance, Board direction

Last reviewed 5/19/09

First Unitarian Church Position Description

Position Name **Committee Member, Adult Religious Education and Enrichment Committee**

Purpose of Position To serve the functions of the Committee in a leadership capacity, in keeping with its purpose.

Responsibilities

1. To attend monthly meetings for planning and review, discussing issues and determining the best way to meet needs.
2. To maintain an ongoing awareness of the established curricula and the needs of the congregation.
3. To set priorities of needs against budget constraints.
4. To consider class evaluations for future offerings.

Qualifications

1. Interest in and some ability to address the needs and processes of adult education
2. Practical sense of what is possible according to budget and time restraints
3. Ability to take a leadership role in recruiting and supervising volunteers for one-time tasks, such a discussion leaders, teachers and support people.

Amount of Time Required

1. Two hours per month for meetings
2. Two to four hours per month as required for specific tasks.

When As scheduled

Training Provided

On the job training and committee support

First Unitarian Church Position Description

Position Name *Facilitator/Teacher/Discussion Leader, for Adult Religious Education Planning Committee (Odyssey)*

Purpose of Position *To lead an educational event under the auspices of Odyssey*

Responsibilities

1. Identify the event you want to lead or accept the invitation to lead a committee-identified event
2. Determine the number and length of sessions required
3. Select dates for all sessions
4. Coordinate with the Publicity provider and the Scheduler of Odyssey
5. Conduct all sessions as schedules
6. Have participants complete evaluation forms and return them the Odyssey

Qualifications

1. Some knowledge of the event topic
2. Some understanding of adult education

Amount of Time Required

1. Planning and coordinating with committee -- 2 hours
2. Event – as determined

When As scheduled; committee attendance not required

Training Provided

Responsible To ODYSSEY: Adult Religious Education Planning Committee

Support Provided Committee and Staff

First Unitarian Church Position Description

Position Name Scheduler, Adult Religious Education Planning Committee (Odyssey)

Purpose of Position *To schedule classrooms, meeting rooms, equipment and set-up with the Office Administrator and the Custodian, as needed*

Responsibilities

1. Coordinate with Odyssey or class Facilitator to determine events requirements
2. Check availability of spaces and equipment and relay information to Office Administrator
3. Determine room set-up needs and relay information to Facilities Manager/Custodian

Qualifications

1. Communication skills
2. Organizational skills

Amount of Time Required 30-60 minutes per event

When As needed, Committee attendance not required

Training Provided On the job training by predecessor or committee

Responsible To Committee

Support Provided Committee, Staff