

DIRECTOR OF RELIGIOUS EDUCATION RELATIONS COMMITTEE CHARTER
(Effective Date: May 18, 1993)

I. NAME OF COMMITTEE: Director of Religious Education Relations Committee (DRERC)

II. PURPOSE OF THE COMMITTEE:

The purpose of the DRERC is to strengthen the quality of the professional ministry of education within the Congregation. Important functions include:

A. Interpreting to the Congregation the nature, and scope, of the work of the DRE and informing the DRE of the expectations of the Congregation.

B. Soliciting input from the Congregation regarding any concerns or suggestions relating to the DRE or the role of the DRE in the RE Program, and conversely, from the DRE regarding any concerns relating to the Congregation or any of its members.

C. Working with the Director of Religion (DRE) on setting annual professional priorities within the ministry of education of the Congregation, consistent with the program plans developed by the R.E. Committees and DRE.

D. Working with the DRE to reconcile professional needs with the needs of the Church and the Religious Education program.

E. Being available for counsel which the DRE should seek in the case of any problems within the Congregation.

F. Working with the DRE on sabbatical and professional development plans, and advocating such plans to the Board of Trustees.

G. Consulting with the DRE about compensation needs and revisions in the letter of agreement, and presenting those needs to the Personnel Committee who will recommend any changes to the Board of Trustees.

H. Moderating disagreements between the DRE and members of the Congregation in an open and caring manner, and referring conflicts which are not immediately resolvable to the Board who will initiate agreed Congregational conflict management policies and procedures.

I. Referring to the Board any other issues bearing on the relationship of the DRE to the Congregation or staff which, in the judgement of the DRE, appear beyond the charter of the committee.

III. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

A. DRERC FOR INTERIM DRE, AND PROVISIONAL DRERC FOR A NEWLY SETTLED DRE

1. Membership. For interim DRE and during the first year of a newly settled DRE, the Board shall appoint four (4) committee members from a list provided by the Nominating Committee. Desirable characteristics of the committee include long-term experience in the Congregation (e.g, 15 years), lesser experience (e.g., less 5 years), one member from that DRE's search committee, and one member thoroughly familiar with current R.E. Program. No staff member or Board member shall serve on this committee.

2. Terms of Appointment. Members of an interim committee will serve for the duration of the interim DRE's service. For newly settled DREs, terms of appointment will begin when the DRE begins professional ministry within the Congregation, and will terminate after one year.

3. Committee chair. Chairs of interim and provisional DREs will be elected by the committee members.

B. DRERC FOR SETTLED DREs.

1. Membership. After the first year of a settled DRE, the DRERC shall be three members (3) selected from a list of six (6) prepared by the DRE. Members will be appointed by the Board President, with the approval of the Board of Trustees. In succeeding years or when filling vacancies the DRE will provide a list of three names from which the President will choose one. No staff member, R.E. Committee Member, or Board member shall serve on the DRERC.

2. Terms of Appointment. Committee members shall ordinarily serve for three years with one member rotating off the DRERC with replacement each year. After the Provisional DRE Committee concludes, one member of the DRERC will be appointed for one year, one for two years, and one for three years. When the DRE resigns the terms of all DRERC members end when the DRE departs the Congregation. No member of the DRERC may serve repeated terms with the same DRE without at least a two-year break in service on the committee.

3. Committee Chair. The committee will elect its own Chair. By tradition the Chair has been that member with the least time remaining on the DRERC.

IV. FREQUENCY OF MEETINGS: A minimum of 10 meetings per year

V. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. Announce the main agenda items for each DRERC meeting in the Church newsletter and solicit ideas and concerns from the Congregation. (Congregation: monthly)

B. Review the DRE job description two months before contract renewal to assure that it reflects the needs of the Congregation and the RE Program. Work with DRE, R.E. Committee and the Personnel Committee to make changes and recommendations to the Board. Assist with negotiations between the DRE and Board should it be necessary to change a contract before its expiration.

C. Recommend changes in the DRE's compensation package to the Personnel Committee. (Personnel Committee: May)

D. Submit grassroots budget request for conduct of committee work. (To the Finance Chair: May)

E. Understand the R.E. program policies, plans and priorities as set by the R.E. Department in order to represent these to the Congregation and advise the DRE on his or her role in implementing them. Assist with evaluation of program effectiveness. (R.E. Department: June; Annual Report: December)

F. Provide relevant but not confidential information and recommendations to assist in DRE performance evaluation. (Chairs, R.E. Committees: upon request).

G. Provide a summary of proposed and adopted changes in the Liberal Religious Educator's Association Guidelines and Code of Professional Practice for UU Religious Educators. (Congregation: December Annual Report)

H. Recommend changes in this committee charter. (Annual Report, December).

VI. SUGGESTED COMMITTEE READINGS AND RESOURCES

A. Congregational Handbook, UUA, Available in Church Office.

B. "Guidelines and Code of Professional Practice for UU Religious Educators," UUMA, Boston

C. Roy M. Oswald, Running Through the Thistles: Terminating a ministerial relationship with a parish. Alban Institute Publications.

D. Roy M. Oswald, The Pastor as Newcomer. Alban Institute Publication.

E. Loren B. Mead. Evaluation of, by, for, and to the Clergy. Alban Institute Publications.

F. Jill Hudson, Evaluating Ministry. Alban Institute Publications, 1992. Also ask for "Annual Church Review Procedures," an on-demand publication, prepared by UU member, Catherine Holmes Clark.

G. Richard J. Kirk. "On the Calling and Care of Pastors." Alban Institute Publications.

H. "The Alban Journal" Monthly resource bulletin of the Alban Institute, available by subscription. The Alban Institute catalog of publications has other materials that may be valuable to the MRC.

I. UUCSS: Religious Education Prospectus, Happenings, Religious Education Retreat Minutes