

## **ADULT RELIGIOUS EDUCATION MINISTRY TEAM**

The Adult Religious Ministry Team is a Shared Ministry Team as provided under Article VII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The Adult Religious Education Ministry Team is responsible for all adult programs, including mid-week activities, discussion groups, and special events intended to educate adults. The programs should be designed to increase religious knowledge, foster personal and spiritual growth and well-being, enhance the spirit of community, and provide for the exchange of diverse opinions. It is also responsible for maintaining the church library.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Adult Religious Education Ministry Team include:

1. Solicit input from the congregation about their interests.
2. Facilitate the planning and presentation of varied events of interest to the adults of the congregation.
3. Work with the Minister to provide New Member classes.
4. Maintain orderly, effective operation of the church library, including the book collections, magazine swap rack, and audiovisual materials.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.