

CHILDREN'S RELIGIOUS EDUCATION MINISTRY TEAM

Adopted 15 OCT 2002

The Children's Religious Education (CRE) Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

Purpose:

The CRE Ministry Team works with the Children's Religious Education Coordinator to provide a supportive, nurturing atmosphere for children and youth and provides programs and activities which are 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.

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 CRE Ministry Team include:

1. Work with the CRE Coordinator to choose and acquire appropriate curricula for religious education classes for children and youth.
2. Work with the CRE Coordinator to recruit, train, and schedule classroom teachers.

3. Establish appropriate policies and philosophical goals for the children and youth programs.
4. Maintain registration information, to include emergency and health information, for each child present.
5. Assess the safety of the church environment and take appropriate action to prevent injury to children.
6. With the CRE Coordinator, ensure that all classes are adequately staffed and supervised.
7. Provide frequent and enthusiastic recognition of volunteer and paid teachers.
8. Work with the Social Justice Ministry Team to provide service opportunities to children and youth.
9. Facilitate and encourage youth participation in cluster, district, and national youth events and opportunities.
10. In cooperation with the CRE Coordinator, prepare and distribute informative materials for parents which describe the goals, policies, and curricula of the religious education program.

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.

Sunday School Policies

UU Principles for Children state that:

- Every person is important and has something valuable to share.
- Every person deserves to be treated fairly and kindly.
- Our congregation encourages the growth of mind, heart, and spirit.
- In our congregation, no one tells us what we must believe; we explore together ideas and values that are important and helpful to our lives.
- Each person has special thoughts to share in working with others to solve problems.
- All people of the world are members of our family whose lives depend on the cooperation of all for peace and justice.
- We are part of the world of nature which needs our respect.

With this in mind, teachers, volunteers, and children alike are expected to treat each other in such a way that these principles can be lived and learned. Specifically:

Physical Safety:

- Adults must supervise *all* children at *all* times.
- Careful use of scissors and other sharp items and “walking only” indoors.

Emotional Safety:

- Never spank or use physical punishment. Never humiliate or frighten.
- Intervene if children are being mean or hurtful, or are not following the classroom rules – but, in a positive way, such as, “People aren’t for hitting,” “The game needs to be picked up,” “Everyone needs a turn,” etc.
- Praise and give positive feedback on behavior: “That’s good sharing,” “Thank you for being a helper,” etc.
- Maintain a cheerful, friendly, caring attitude.
- If problems persist, the child will be removed from, or asked to leave, the activity until willing to follow the rules.

Class Expectations:

Children deserve the right to learn and teachers deserve the right to teach. That’s a old saw, but a true one!

Reasonable Rules:

- Be respectful of each other.
- Give others a turn to speak.
- Participate in activities.
- Be careful with books and supplies.
- Help pick up what was used.

Many of these guidelines were taken from guidelines put out by Children's Services and are endorsed by educators.

Please go over these with your child so he or she will know what is expected.
Please feel free to discuss any concerns with a teacher or the CRE Coordinator.

Additional Guidelines for Teachers and Volunteers

- Keep alert for small or sharp objects. Use tape, not tacks, around small children if possible. Keep scissors and other supplies on shelves above a child's reach.
- "Walking only" indoors, and no rough-housing. "Hands off" is best.
- Use equipment outdoors as intended.
- Children must stay inside the fenced area with an adult.
- Air deodorizer is kept in the closet and not allowed to be sprayed at one another.
- Snacks are only for snack time and in amounts determined by the teacher due to limited funds.
- CRE materials and art supplies are kept in cabinets and children are not to have access without permission.
- Children are to be taught to put away anything they use, every time.

UU Religious Education

Teachers are expected to take very seriously the charge to instill UU principles and values. While the teacher may share his or her own beliefs, the goals of UU religious education must always be central to each lesson.

Teachers are encouraged to read about Unitarian Universalism so that they have a deeper understanding of what they are trying to impart.

The teacher also has a responsibility to follow the curriculum so well that the UU teaching comes clearly across to the children every Sunday.

Any questions are welcome about any of the policies.

- Ann Wood, DRE

Sunday Morning Procedures

As Teachers and Childcare providers arrive:

There will be a sign-in sheet located in the nursery. As you sign in, be aware of anyone that is scheduled to be there who has not signed in yet. Being proactive, Teachers should check on one another. Let the CRE Coordinator know if someone is not signed in. If the CREC is the one not signed in, follow the CREC Emergency Plan below.

Emergency Plan

To prepare for the event that CRE Coordinator is not available Sunday morning:

1. CREC will first contact CRE Team Leader to substitute for the CREC.
2. If Team Leader is not available, CREC will contact a volunteer Teacher to substitute for the CREC.
3. Duties to perform in CREC's absence:
 - a. Set up WAY Cool Sunday school poster in foyer (Poster and CREC can be found in CREC's office).
 - b. If it is a Children's Chapel Sunday, set up Library. (Materials can be found in CREC's office. Red crate and chalice on shelves.)
 1. Arrange chairs in a circle.
 2. Move wooden chalice to side table.
 3. Spread cloth over center coffee table.
 4. Place song books on every other chair.
 5. Arrange children's chalice in center of coffee table.
 6. Arrange rainbow votive candle holders around the chalice. (Check each for good candles. If new candles are needed, they are on top of the file cabinet in CREC office.)
 7. Place slip of paper next to corresponding votive.
 8. Arrange nametags on round table, and place attendance clipboard on table.
 9. Make sure Childcare Provider has arrived. See if they need anything.
 10. Make sure Teen Room facilitator has arrived. See if they need anything.

11. Be available to greet families as they arrive and direct them to appropriate places.
- c. If it is a Service For All Ages:
 1. Make sure Childcare Provider has arrived. See if they need anything.
 2. Be available to greet families as they arrive. Direct them to sanctuary.
- d. If it is A Time For All Ages:
 1. Make sure all Teachers and Childcare Provider have arrived. See if they need anything.
 2. Place Order of Service in chairs across the front of sanctuary to reserve for children.
 3. Be available to greet families as they arrive. Direct children to front of sanctuary, teens to Teen room and babies to nursery.
- e. If it is a Multi-Age activity:
 1. Make sure Teacher and Childcare Provider have arrived. See if they need anything.
 2. Be available to greet families as they arrive. Direct children to the Rainforest Room and babies to the nursery.
- f. If it is a regular class day:
 1. Make sure Teachers and Childcare Provider have arrived. See if they need anything.
 2. Be available to greet families as they arrive. Direct children to their age-appropriate classrooms and babies to the nursery.

To prepare for the event that the Childcare Provider does not arrive:

1. Childcare Provider contacts CREC as soon as they know they'll be unavailable.
 - a. If time is available, call alternate paid Childcare Provider to fill in.
 - b. If no time is available to call an alternate, ask capable congregants who are on-hand to volunteer to cover nursery duties.
 - c. If no congregant is available to volunteer to cover the nursery and it is a class day, check each classroom to see if there is a volunteer Teacher available to cover the nursery:
 1. A teacher with 0-1 student will take the student to the nursery and cover.
 2. A classroom with a two-teacher team may split the team and one go to the nursery to cover.

- d. If there are not classes scheduled for that Sunday, again, seek the help of a capable congregant.

To prepare for the event that a Teacher does not arrive:

1. Teacher contacts CREC as soon as they know they will not be available.
 - a. If time is available, Teacher will call volunteer Substitute to fill in for regular volunteer Teacher.
 - b. If no time is available to call Substitute, ask capable congregants who are on-hand to volunteer to cover the class.
 - c. If no congregant is available to volunteer to cover the class, check each classroom to see if there is a volunteer Teacher available to cover:
 1. a teacher with 0-1 student will take the student to the classroom in need of coverage.
 2. a classroom with a two-teacher team may split the team and one go to the classroom in need of coverage.

Guide Sheet for Team Leader (March 2013)
Children's Religious Education (CRE) Advisory Team

Length of Term: Team Leaders and Co-Leaders are usually appointed for one year at a time, from spring to the following spring, with the option to continue for another year upon mutual agreement with leader, advisory team and CRE Coordinator. The CRE "advisory team" works directly with the CRE coordinator to plan and implement the CRE program. The CRE Ministry Team includes all adult volunteers who work with Children's Religious Education.

Primary Responsibilities of Team Leader:

- Schedule and facilitate team meetings
- Create meeting agendas based on past agendas and input from team members and CRE Coordinator
- Facilitate team decision-making building by consensus, but relying on majority rule as needed and making note of dissenting positions, Coordinator will provide written records.

Shared Responsibilities of CRE Advisory Team:

- Provide ongoing support and feedback for CRE Coordinator, provide substitute volunteer CRE coordinators once a month
- Assist the CRE Coordinator in recruitment and training of teachers and adult volunteers involved in the CRE program
- Gather feedback from participating children, parents, and teachers involved in the CRE program
- The CRE advisory team may identify specific roles for its members based on need and availability, such as children's chapel leadership, nursery support, snack coordination, etc.
- Suggest smaller modifications to improve the program during the church year as needed
- Formally evaluate the CRE program in the spring and make recommendations for any adjustments to be included in the following year's program.
- Help to organize and provide input for multigenerational social activities such as family campouts, Trunk-or-Treat, etc.
- Assist in annual Teacher Appreciation ceremony and recruitment skit in Mother's Day service for All Ages

- CRE Advisory Team makes compensation recommendations on behalf of the CRE Coordinator and CRE budget line requests to the Board during the annual budget drive process
- Assist in Scouting Sunday

Unitarian Universalist Church of Pensacola
Children's Religious Education Coordinator Job Description

October 2023

About Us: The mission of the Unitarian Universalist Church of Pensacola (UUCP) is to “Celebrate Diversity, Strive for Justice, and Inspire Love”. We believe that families come in many forms, and all are welcome in our church. We are designated as a Welcoming Congregation, which means we strive to create space that honors every part of our identities, backgrounds, and experiences.

Position Title: Children's Religious Education (CRE) Coordinator (Average of ten hours per week, including Sunday Morning)

Requirements:

- Training and experience as an educator
- Love for children & understanding of the principles of child development
- Ability to maintain a patient and friendly demeanor at all times
- Physical fitness and ability to care for children's basic needs
- Knowledge of what to do in an emergency situation
- Excellent interpersonal skills
- Knowledge of (or willingness to learn) UU principles and sensitivity to the diverse viewpoints of UU congregations
- Knowledge of (or willingness to become familiar with) UU religious educational curricula
- Expertise in online sharing platforms, Microsoft Word, and Excel spreadsheets
- Clean criminal records check

Terms of Employment:

This is a salaried position based on an AVERAGE of approximately ten hours work per week. Time spent will be dependent on the season of the year, ability to work efficiently, and ability to recruit volunteers. Members of the congregation are always welcomed as volunteers, with recruitment and recognition being an important part of the job. Appointment will be for a term of one year, July 1 through June 30, with annual review and opportunity for renewal. After six months service, one Sunday off per quarter and one week of paid leave per year is provided. New

hires will serve a probationary period of three months at which time a performance review will take place.

Responsibilities:

Serve as the CRE contact person for the congregation, visitors and the general public with any questions and concerns. The Coordinator will serve as the lead teacher, and work with the volunteer teachers and advisory team to communicate with families and the congregation.

Serve as non-voting member of the CRE ministry team, who are the Coordinator's immediate supervisors. Communicate program needs to the Team Leader(s) of the CRE ministry team, to the Board Liaison, and/or the President of the Board, as needed. Arrange and send reminders for CRE team meetings.

Work with the CRE ministry team to maintain the CRE budget; purchase and maintain supplies and equipment as needed and keep records current.

Act as lead teacher on all working Sundays. Work with the CRE ministry team to recruit and recognize teachers for each age group and childcare providers for Sunday Services and events as needed. Work with the advisory team to ensure that teachers and childcare providers receive adequate training and that the volunteer and staff schedule of the CRE program is filled and publicized. Ensure that criminal records checks are completed and recorded as needed for all staff and volunteers working with children.

Work with Teachers to assess the status of children, family needs and interests.

Assist in preparation of Children's Chapel, Time for All Ages, and multigenerational Sunday services as needed.

Maintain records of CRE program documents which serve as written communication with families, teachers and the congregation – such as:

- CRE program schedule
- Schedule of class dates with assigned teachers
- Schedule of nursery care providers, and snack volunteers
- Family and Volunteer Registration forms
- Program Roster, class Attendance sheets and family Contact info
- Write monthly CRE newsletter column

- Provide schedule to office administrator for weekly email reminders
- Criminal Records Checks

On Sunday Morning:

- Greet incoming families and direct them to the day's activities for children
- Supervise or collect registration forms from new children/families
- Ensure that teachers are aware of any special needs noted by parents or guardians on the registration form, such as health conditions, or allergies
- Teach in children's classes
- Supervise paid nursery care providers
- Ensure that children from nursery and classes are reunited with their parents or guardians at the end of the class
- Collect and file attendance information from classes
- Ensure that children's spaces are left clean and picked up after classes

Attend district and area religious education conferences and workshops with others from the congregation, when possible.

Notify a member of the supervising team prior to any absence and make arrangements for a substitute if needed.

Accountability:

The Board of Governors and CRE ministry team supervise this position. There will be an annual performance review between May 1 and June 15, focused on goal-setting and dialogue about program effectiveness, with a team consisting of the Leader(s) of the CRE ministry team, and the Board Liaison with the CRE ministry. Members of this team will be available to discuss any performance or other issues.

Children's Religious Education Coordinator Responsibilities Supplement to the Position Description

- Works with the CRE Advisory Team to design and implement the annual program
- Works with CRE Advisory Team to recruit and train Teachers, adult volunteers and nursery workers
- Serves as supervisor to paid nursery staff
- If a volunteer is unable to find a substitute for themselves, the Coordinator will make necessary arrangements
- Maintains all records involving participation in CRE programs such as registration, attendance, etc.
- Welcomes families on Sunday mornings and guides guests to activities.
- Plans the CRE annual calendar in coordination with the Minister
- Publicizes the annual program with a CRE calendar, monthly newsletter column, and family handbook
- Provides registration and informational materials.
- Maintains curricula and supplies used in CRE program
- Monitors the organization of classrooms
- Meets regularly with the minister who serves as immediate supervisor and the advisory team for coordination, feedback, direction and share information about families
- Provides weekly email reminders during the program year
- Assists in planning monthly Services for All Ages and Times for All ages with the Minister, helping to create opportunities for children's participation
- Provides activity baskets on Sundays with Services for All Ages
- Assists the volunteer leadership of Children's Chapel with support and preparation of the library
- Once CRE Advisory Teams are scheduled, the Coordinator will send email reminders for the meeting and will take notes which serve as written records (minutes).
- The Coordinator will attend Council of Ministry Team Leaders meetings with the CRE Team Leader(s).

Unitarian Universalist Church of Pensacola
Job Description: Childcare Provider

Overview:

The mission of UUCP is to celebrate diversity, strive for justice, and inspire love.

Job Description:

Responsible for supervising, nurturing, and caring for children typically between the ages of 6 weeks to 5 years old. Welcome children each Sunday and ensure children behave well when in contact with other children.

Responsibilities:

- Arrive by 9:30 a.m. on Sunday mornings, sign in and start new page in Sign-in/Sign-out book.
- Check rooms; if anything is out of order, needs attention, or missing, notify CRE Coordinator or CRE Substitute Coordinator.
- Greet children and families as they enter nursery and have parent sign in the child in the book. Ask if they are registered and if there are any special instructions for the child. (If they are not registered, given them a form and note any special instructions on their sign-in page.)
- Make children feel comfortable and secure by engaging in play as appropriate.
- If a child is inconsolable, contact the CRE Coordinator to get the parent or send the nursery volunteer to get the parent to comfort the child.
- Take children to Rainforest Room and assist with snack time at 10:50 a.m.
- Make sure each child in your charge (i.e., signed into the book) is picked up and signed out by the parent or guardian. If the child has not been collected by 11:15 and the parent has not made arrangements to stay for an after-service activity, you may take the child to the parent and have them sign the child out.
- In the event of no children being checked in to the nursery, you may be asked to do light housekeeping and work related to CRE.

Qualifications, Skills, and Competencies

- Red Cross Babysitting Certificate of Training

Unitarian Universalist Church of Pensacola (UUCP) Procedure for Our Whole Lives (OWL) Facilitator Approval and Training

Associated forms:

- **Required:** *Child/Youth Volunteer/Worker Application Form*. Available from the Children's Religious Education Coordinator (CREC) or a member of the OWL Advisory Committee.
- **Required:** *UUCP OWL Facilitator Application Form*. Attached here.
- **Optional:** *OWL Funding Request Form*. Attached here.
- **Optional:** *UUCP Reimbursement Form*. Available from the CREC or OWL Advisory Committee.

Submit all necessary forms before proceeding with training.

The applicant who is interested in facilitating an Our Whole Lives (OWL) class should follow this procedure:

Circle A, B, or C

- A. I already have OWL training in the grades I wish to teach.
- B. I need to receive grade-level training, and I will find/provide my own funding.
- C. I need to receive grade-level training, and I request that the UUCP OWL Program support my training with some of the funding.

If you circled A

1. Complete a *Child/Youth Volunteer/Worker Application Form*, which includes giving permission for a background check.
2. Complete *UUCP OWL Facilitator Application Form*.
3. Submit both to the OWL Advisory Committee.

If you circled B

BEFORE you proceed with training:

1. Complete a *Child/Youth Volunteer/Worker Application Form*, which includes giving permission for a background check.
2. Complete *UUCP OWL Facilitator Application Form*.
3. Submit both to the OWL Advisory Committee.

If you circled C

1. Complete the *OWL Funding Request Form*.
2. Complete a *Child/Youth Volunteer/Worker Application Form*, which includes giving permission for a background check.
3. Complete *UUCP OWL Facilitator Application Form*.
4. Submit the three forms to the OWL Advisory Committee.
5. After completing training, submit the *UUCP Reimbursement Form* to the OWL Advisory Committee.

UUCP OWL Facilitator Application Form

Name _____ Date _____

Check which grades you would prefer to facilitate. Check one or both.

K-1 and 4-6

7-9 and 10-12

Check which grades you are trained to facilitate currently.

K-1 and 4-6

7-9 and 10-12

None of the above

Do you have a certificate of training? YES / NO

- If YES, please submit it with this form.
- If NO, please state place and date training was completed:
 - Place _____
 - Date _____

Applicant Signature _____ Date _____

OWL Advisory Committee Use

Check one box below:

Certificate of training is attached OR

UUA OWL Program Manager (owl@uua.org) has confirmed the applicant is trained.

Approved by CREC and one OWL Advisory Committee member

Signature 1 _____ Date _____

Signature 2 _____ Date _____

UUCP OWL Funding Request Form

Name _____ Date _____

1. I am a member of Unitarian Universalist Church of Pensacola (UUCP). Circle YES / NO.

If you are not a member of UUCP but are a member of another Unitarian Universalist congregation, provide the name and location of the congregation of which you are a member:

2. How long do you expect to be residing in the Pensacola area?

Years: _____

3. Can you commit to teaching at least four K-1 or 4-6 programs, or two 7-9 or 10-12 OWL programs? (Substitutes will be available for reasonable periods of time off.)

Circle YES / NO. If NO, explain:

4. Location and date(s) of OWL training for which funding is requested:

Location: _____

Date(s): _____

5. Check A or B:

A. I require the cost of the training tuition only. _____

B. I require the cost of the training tuition and a stipend for associated travel expenses. _____

6. Check A or B:

A. I require UUCP to pay. _____

B. I require the cost of the training tuition and a stipend for associated travel expenses. _____

7. Total amount requested: \$ _____

Applicant Signature _____ Date _____

OWL Advisory Committee Use

Check one box below

Applicant will receive funding for training only in the amount of \$ _____

Applicant will receive funding for training in the amount of \$ _____ and a stipend of \$ _____

Circle A or B:

A. All funding will be reimbursed.

B. Training fee will be fronted by UUCP OWL program.

Approved by OWL Advisory Committee with input from UUCP Treasurer or designee:

Signature 1 _____ Date _____

Signature 2 _____ Date _____

Our Whole Lives Registration Form

Student Information

| | |
|---|--|
| Student Name: | Grade: |
| Date of Birth: | School Name: |
| Student Phone: <i>(with parent permission)</i> | Student Email Address: <i>(with parent permission)</i> |
| Registering for the following OWL Class <i>(circle or boldface class)</i> [K-1 st] [4 th -6 th] [7 th -9 th] [10 th -12 th] | |
| Special Information About Student (medical, allergy, other): | |

Parent Commitment

I/We give our child (name above) permission to participate in Our Whole Lives: Sexuality Education, part of the education program at the Unitarian Universalist Church of Pensacola.

I/We _____ (will/have viewed) the materials to be used in this program.¹

I/We _____ (will/have attended) a parent/child orientation for this program.

Becoming responsible partners in sexuality education requires leaders and parents to create a safe and healthy environment of trust and respect. Our Whole Lives leaders agree to abide by this organization’s code of ethics, which includes this state’s mandate to report cases of abuse. I/we understand that appropriate feedback will be provided to me/us should the need arise and that all such exchanges will include the appropriate professional leaders of this organization.

Do we have permission to photograph your child(ren) and use the photos, with no identifying information, for church purposes (website, bulletin or newsletter, in-church bulletin boards)? Y__ N__ Initials: _____

Parent/Guardian Information

| | |
|--|---|
| Name Parent/Guardian 1: | Name Parent/Guardian 2: |
| Signature: | Signature: |
| Date: | Date: |
| Cell Phone: | Cell Phone: |
| Email Address: | Email Address: |
| Address: | Address (if different): |
| Emergency Contact <i>(other than parents)</i> | Class Fees²: |
| Name: | ____ I will round up my payment to support OWL at UUCP! |
| Phone Number: | Amount Paid: |
| | Cash or Check #: |

¹ Preview of the OWL curriculum is offered at both the Parent Meeting and subsequent Parent/Child Orientation. Students may not attend OWL classes unless their parent/guardian has attended the Parent Orientation.

² Class fees are as follows. Class fees for K-1 and 4th- 6th classes are \$95 (nonmembers) or \$80 (UUCP members). Class fees for 7th – 9th and 10th-12th classes are \$115 (nonmembers) or \$100 (UUCP members).