

First Unitarian of Albuquerque
R.E. Council Resource Manual

Revised September 17, 2019



Mia Noren, Director of Religious Education

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Table of Contents

Introduction	3
Communication	3
Current Council Members.....	4
2015 -2019 Strategic Plan RE Vision	4
RE Council Portfolios	4
Council Positions	5
Program Positions.....	5
Minister	6
Staff.....	7
UU Kids Camp.....	7
2019 - 2020 Calendar	7
RE-Related Annual Reports.....	9
RE Position Descriptions.....	9
6.04 Child Protection Policies	16
3. Child and Youth Safety in the RE Program	17

Introduction

First Unitarian's Religious Education (RE) Program provides opportunities for spiritual, philosophical, ethical and faith development for children and youth. The R.E. Council is responsible for organizing, promoting, and supervising the religious education program for the children and youth. These responsibilities include:

- a. Establish RE policies and procedures
- b. Support a year-round age-appropriate curriculum
- c. Develop new programs
- d. Support events for children, youth, and families

The RE Staff collaborates with the RE Council concerning issues of policy and direction of the RE program and operates as a working group providing lay leadership to the Church's RE programs.

The Council consists of 7 to 9 Church members and leadership of the RE program. The Council is structured so that each member has a portfolio of responsibilities. Portfolio holders can recruit other congregants to help them. The structure includes: Chair, Secretary, Curriculum Lead, Community Connections, OWL, Program Evaluation, Youth, and UU Kids Camp Liaison. The Director of Religious Education and Youth Programs Coordinator are ex-officio members. There can also be members-at-large with no portfolio.

Council members serve for two-year terms. Terms are renewable indefinitely (terms don't apply to Councils), but the Council tries to regularly invite new members in order to stay fresh and current. The Council Chair may serve one or two terms, but it is suggested that the position rotates after four years.

The RE Council usually meets on the third Sunday of the month in the RE Building beginning at 12:30 PM and generally ending by 2:00 PM. Monthly portfolio reports are to be submitted to the Council Chair seven days prior to the meeting. The meeting agenda, minutes, and related materials are sent at least 3 days in advance of the meeting. The Council regularly reviews its upcoming meetings. The Council breaks for the month of January.

Communication

Information about RE programs and activities can be found on the Church's website at <http://uuabq.com/religious-education/re-children-and-youth/uu-faith-development-religious-education/>, as well as through the Church's weekly e-broadsheet, the monthly Messenger, RE Community-wide emails from the DRE, and the RE Department's three Facebook pages: First UU Families, All YoUUth - ABQ, and Llama-koi (La Amikoj).

Current Council Members

2015 -2019 Strategic Plan RE Vision

First Unitarian will build an RE program that is loved by our children and youth, highly valued by parents, and well supported by the congregation. Since this is a time of change for RE programs in all churches, we want to lead innovations in this area.

Name	Portfolio	Email
Benita Terrell	Chair	Benita.terrell@earthlink.net
Eric Keiter	Secretary	erkeiter@gmail.com
Carol Cowan	Curriculum	carolcowanwdc@yahoo.com
Callie Cone	OWL Portfolio	ccone@salud.unm.edu
Chris Mayo	Youth Liaison	Chris.mayo@earthlink.net
Nicia Rae	UU Kids Camp Liaison	Kapseesh34@yahoo.com
Desiree Spielman	Community Connections	dmspiel@gmail.com
Wendy Simms Small	At-Large member	Wendylul@me.com
Ex-Officio Members		
Mia Noren	Director of Religious Education	dre@uuabq.org
Alana Rodriguez	Youth Programs Coordinator	youth@uuabq.org

The Associate Minister, the Rev. Bob LaVallee, holds the Religious Education portfolio. The Senior Minister, the Rev. Angela Herrera, is Head of Staff.

RE Council Portfolios

The Council consists of nine to eleven members, including the DRE and Youth Programs Coordinator, who are ex-officio members. The Council will strive to include a balanced representation of members including a youth, an adult youth advisor, and a representative from UU Kids Camp.

Council Positions

Chair

Convenes the Council and facilitates meetings for maximum effectiveness and team spirit. Works closely with the DRE to form the agenda and carries the agenda items forward as needed throughout the year. The Chair stays in touch with Council members about their portfolios and sends written reports out along with the agenda at least three days before the monthly meeting. The Chair prepares the RE Council Annual Report for the Church's January Annual Report.

Secretary

The Secretary of the Council keeps minutes, documenting the decisions of the council. The minutes should contain highlighted action items with the name of person accountable for the action. Minutes are sent to council members within 3 days of the meeting at which the minutes were taken.

Program Positions

Community Connections Lead

Works with RE staff to plan and coordinate special events with a focus on community building. Recruits volunteer assistance as needed. These non-programmatic events may include: RE Parent lunches, Family Barbeque, Halloween Party, Easter Can Hunt, pool party, playground cleanup day, movie nights, and other similar events.

Curriculum Team Lead

Understands RE's overall curriculum map and communicates with teachers to ensure classes are aligned with the map. The DRE and Curriculum Lead work together to present major program or curriculum mapping changes to the RE Council. The Curriculum Lead is a resource for teacher teams and works toward a model in which there is room for teacher creativity.

OWL Portfolio

Works with the DRE, RE Staff, and OWL facilitators as needed to help with overall organization of OWL programming. The OWL Lead will help with recruitment and organization for OWL facilitator training.

Program Evaluation

Consulting with the DRE, utilizes a range of methods including surveys, meetings, and informal conversations to conduct an on-going RE program evaluation. The Program Evaluation Lead uses that information to prepare a report, which the RE Council and DRE utilize to build on strengths and troubleshoot weaknesses in the RE program.

Recruitment Coordinator

Employs various methods to communicate about volunteering in RE programming such as RE presence at Connections Sunday, create posters, participate in a pulpit editorial, and send a recruitment email from a personal perspective to potential teachers. Works with the DRE to come up with appropriate methods and reports the results to the RE Council.

UU Kids Camp Liaison

The Liaison is involved in the camp planning process by serving as a liaison between the RE Council and the Camp Planning and Fundraising teams.

Social Justice

The Children and Families Social Justice Lead works with the Church staff's Social Justice Coordinator to find ways for children and their families to participate in Social Justice actions with the church in general, and/or in other ways as their own project.

Youth

The Youth liaison is a Youth Advisor who works with the Youth Programs Coordinator to review Youth Programming Activity, create a report, and present it to the Council.

Minister

The Rev. Bob LaVallee, Associate Minister

Email: blavallee@uuabq.org

As Associate Minister, Bob holds the RE portfolio and is the direct supervisor of the Director of Religious Education (Mia), and participates in a meaningful way in the RE Council, Children's Chapel, and RE Community Programming.

Staff

Mia Noren, Director of Religious Education

Email: dre@uuabq.org

As the Director of Religious Education, Mia is responsible for supervising RE staff and volunteers, RE programs, planning, curriculum, and community activities in keeping with UU principles and First Unitarian vision.

Alana Rodriguez, Youth Programs Coordinator

Email: youth@uuabq.org

As Youth Programs Coordinator, Alana is part of the RE staff who works with the mid-high and high school youth and their advisors on programming, community-wide, and District-wide activities.

Arianna Coriz, RE Aide

Email: ari094re@gmail.com

As RE Aide, Arianna organizes all supplies and materials, and makes sure the classrooms are set up with the proper items. She makes all the rooms that RE uses are ready for the next meeting when RE is finished on Sundays.

UU Kids Camp

(<http://uukidscamp.blogspot.com/p/what-is-uu-kids-camp-uu-kids-camp-is.html>)

The UU Kids Camp is a week of camp experience in a UU values centered environment for rising 3rd graders to high school seniors. The Camp is held in July in the Sacramento Mountains in southwest New Mexico. Camp is under the aegis of RE and is planned by a volunteer committee and run with volunteer staff. There is a fundraising team that plans events and solicits donations to a tuition assistance account that provides scholarships. We are entering into our 30th year of camp in 2020. Camp registration opens in May.

2019 – 2020 Calendar

Our annual program year starts in August. In addition to the 2019-20 calendar on the next page, there is additional special programming, including OWL classes and Coming of Age classes, special ceremonies including Coming of Age and Bridging, and social meetings for High School- aged youth. A monthly social justice workday at Roadrunner Food Bank for youth and their families is a regular event. UU Kids Camp is held in July each year.

August 2019- EXPECTATION

Aug 4 – Fall Teacher & Advisor Training –
Teacher Holiday (F)
Aug 11–Start in Sanctuary/Backpack
Blessing/class
Aug 18 – class
Aug 25- Children’s Chapel/class

September 2019- EXPECTATION

Sept 1 – Teacher Holiday (F)
Sept 8- Start in Sanctuary/class
Sept 15 – class
Sept 22 – Children’s Chapel/class
Sept 29- INTERGENERATIONAL SERVICE

October 2019- BELONGING

Oct 6- class
Oct 13– Start in Sanctuary/Teacher Holiday
(F)
Oct 20 – class
Oct 22 – Children’s Chapel/ class
Oct 27- Sanctuary start/Costume
Parade/Elementary Halloween Party

November 2019- ATTENTION

Nov 3 – class
Nov 10 – Start in Sanctuary/class
Nov 17 - class
Nov 24 –Children’s chapel/class

December 2019- AWE

Dec 1 – Teacher Holiday (F)
Dec 8 – Start in Sanctuary/class
Dec 15 –class
Dec 22- Children’s Chapel/class
Dec 24 – Tuesday, Pageant Service
Dec 29- INTERGENERATIONAL SERVICE

**F= Teacher Holiday, floaters needed this
day- please sign up!**

January 2020- INTEGRITY

Jan 5 – Start in Sanctuary/Spring Teacher
Team Training/ Teacher Holiday (F)
Jan 12 – class
Jan 19 – class
Jan 26 -- Children’s Chapel/class (Annual
mtg)

February 2020- RESILIENCE

Feb 2- class
Feb 9- Start in Sanctuary/class
Feb 16 – Teacher Holiday (F)
Feb 23 – Children’s Chapel/class

March 2020- WISDOM

Mar 1- class
Mar 8 – Start in Sanctuary/class
Mar 15 - class
Mar 22 – Children’s Chapel/ class
Mar 29- INTERGENERATIONAL SERVICE
(Spring Break)

April 2020- LIBERATION

Apr 5 –class
Apr 12 – Easter Can Hunt/Teacher Holiday
(F)
Apr 19 – Start in Sanctuary/class
Apr 26 – Children’s Chapel/class/COA
service

May 2020- THRESHOLDS

May 3 –class
May 10 – Start in Sanctuary/class
May 17- class
May 24 – Children’s Chapel/Mini
Camp/teacher holiday (F)
May 31 – No R.E./Nursery
only/INTERGENERATIONAL SERVICE

RE-Related Annual Reports

The Annual Reports of the Director of Religious Education and RE Council Chair for the previous year can be found here: http://uuabq.com/wp-content/uploads/2019/04/Annual_Report_2018.pdf

RE Position Descriptions

While the RE Council is not supervisory, it's important for them to have a good understanding of RE Staff responsibilities.

First Unitarian Church | Albuquerque, NM

Position Description

Job Title: Director of Religious Education

Status: Full Time, salaried

Directly Supervises: RE Administrative Assistant, RE Aide, & RE Youth Program Coordinator

Reports To: Associate Minister

Job Summary

The DRE develops and leads First Unitarian Church's religious education program for young people, encompassing spiritually and educationally focused, age-appropriate classes and activities for children pre-K through high school. The DRE works with a staff of part-time specialists and a corps of dedicated volunteer teachers and assistants.

Essential Functions

- Plans, organizes, directs, and evaluates the Sunday morning RE program, with spiritually and educationally focused, age-appropriate programs for children, Pre-K through High School at all services every week. Some work may be delegated to staff or volunteers who report to DRE.
- Articulates and supports the vision and mission of this church and its RE programs, communicating to staff, parents, teachers, and RE Council members in developing positive long- and short-term vision for RE. Helps others to own and share the vision.
- Seeks input on vision and objectives from ministers, parents, RE Council members, and RE teachers as part of the program development process.
- Oversees the Our Whole Lives (OWL) sexuality-education program, working with trained volunteer teachers and concurrent parent groups.
- Oversees Coming of Age and Bridging programs.
- Organizes a Special Friends program to assist children who need extra help in RE as needed.

- Oversees recruitment, and trains and guides RE teachers, assistants, and youth advisors, including in safe-congregation compliance and special-needs concerns.
- Develops and provides support for the RE Council Chair.

Other Responsibilities

- Keeps regular office hours during the week and is present most Sundays.
- Participate in general staff activities, such as attending meetings and retreats.
- Prepares the annual RE budget and monitors financial records for each fiscal year.
- Provides high-level leadership and assistance to the UU Summer Camp, as needed.
- Ensures that youth are supported for activities and youth conferences.
- Supports Branches with RE programming as appropriate/upon request.
- Supports the kid's camp planning and policy-setting, with special attention to safety issues, facilitating administrative support to registration and camperships. Frees up one RE staff person to go to camp each year.
- Maintains awareness of the condition of RE facilities and communicates with facility staff as needed to schedule repair or maintenance.

Core Competencies

Organization and Planning. Gathers and organized resources (people, funding, material, support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently. Sets project objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for difficulties; measures performance against goals, evaluates results.

Curriculum Development. Selects, writes, and adapts age- and situation-appropriate lesson plans keyed to our RE objectives, to be used by volunteer teachers. Develops continuity of program topics, lessons, and general trajectory. Knows what to expect of children and youth at different ages, understands how to engage them and what methods of discipline are effective. Understands developmental differences and can work with differently abled children, making sure all are included. Helps RE volunteers succeed at this essential task.

Developing Volunteers. Identifies raw talent and recruits capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable; develops leadership skills in others; rewards and honors volunteers.

Managing conflict. Deals with problems quickly and directly; steps up to conflicts and reads situations quickly; settles disputes collaboratively and equitably; finds common ground and gets cooperation.

Interpersonal relationships. Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact, is regarded as a team player.

Trust and integrity. Is widely trusted, is seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

Minimum Qualifications:

- Bachelor's degree in education or religion, with crossover work in the other field.
- Experience with children and youth of various ages.
- Leadership experience with adults and children.

Physical Requirements: Must be able to move around the campus with energy, manage in an office environment and in occasional retreat settings (both indoors and outdoors), and communicate easily with adults and children.

Revised 11/2018

First Unitarian Church | Albuquerque, NM

Position Description

Job Title: Religious Education Assistant

Status: Hourly, 20 hours per week, including most Sundays

Reports To: Director of Religious Education

The role of the RE Assistant is to support the Director of Religious Education (DRE) and the RE program. The RE Assistant (RA) handles clerical, administrative, and communications tasks and helps with special events. The RA is also in charge of administrative tasks regarding the RE Childcare program and works hand in hand with the RE Aide to achieve and maintain a smoothly running Sunday RE program. The RA supports the purposes and policies of First Unitarian and its Religious Education program.

Hours:

The RE Assistant works 20 hours per week, including most Sundays. The job pays \$13.58 an hour, with holidays, sick leave, and vacation time at a .5 FTE as part of the compensation package. The RA will maintain regular office hours Tuesday through Thursday.

Qualifications

The RE Assistant is a self-starter and comfortable working with families. The RA must be organized and a systematic thinker and have good communication skills. The RA is part of a dynamic team that welcomes everyone's creative input.

Responsibilities

RE Office Administration

- Maintain a variety of registration and attendance records for RE programs: Sunday school, OWL, and Coming of Age. Maintain records on pertinent child medical information, and the maintenance of class, teacher, parent, volunteer, and support staff lists.
- Maintain and update filing systems and RE archives.
- Maintain and update RE databases and produce reports as needed.
- Create documents as needed, and maintain telephone, email, text, and regular correspondence. Work with mass mailings as required.
- Coordinate volunteers to assist with administrative and RE tasks as appropriate.
- Maintain and update information contained on the RE section of the church's webpage.
- Manage electronic assistive programs for sign-up, registration, and meeting planning.

Childcare Program

- Maintain good relations with childcare staff
- Schedule childcare personnel for regular, ESL, and special events, and find substitute staff as needed.
- Remain on call for childcare scheduling issues.
- Help recruit additional childcare staff as needed.

RE Program Support

- Maintain good relations with the DRE, and provide assistance and information as needed.
- Maintain good relations with the RE Aide and assist and troubleshoot with Sunday and other duties as needed.
- Communicate with teachers and volunteers, supplying class information as needed.
- Run errands and order or purchase supplies as needed.
- Assist with special events such as teacher training and volunteer recognition. Help with organization and publicity for RE programs and events.
- Help with RE Aide duties when the RE Aide is unavailable.
- Serve as staff in charge with the RE Aide when the DRE is away.

Revised 1/2018

Position Description

Job Title: Youth Programs Coordinator

Status: Hourly, 9 hours per week, including most Sundays

Reports To: Director of Religious Education

Position objective: The mission of the Religious Education staff is to create and support an atmosphere in which community members create ministry with children and youth. While it is important that the ideal Youth Programs Coordinator (YPC) enjoy spending time with youth, the main purpose of the position is to develop and cultivate a group of adult advisors and volunteers who will interact with youth in all of their programming.

The YPC supports the purpose and policies of First Unitarian, Albuquerque, and its religious education ministry.

The YPC workweek is 9 hours, including most Sundays.

Qualifications:

- Professional or volunteer experience working with mid-high and high school aged youth in a religious or related setting. Good understanding of youth and adolescent development.
- Strong organizational, verbal and written communication skills including the ability to text and utilize existing and new media and social media.
- Must be able to work well in teams and with youth and adults who hold a variety of theological positions. Relationship-building skills a must. Able to articulate Unitarian Universalist values.
- A leader, who possesses the ability to be a consistent, positive role model and mentor who maintains and models appropriate relationship boundaries.
- Become aware of and be in compliance with the Code of Ethics for adults working with youth in the UUA. (see attached)
- Demonstrate a full understanding of the concept of safe church as outlined in First Unitarian's policy manual, Section 6.o. <http://uuabq.com/wp-content/uploads/2018/10/Policy-Manual-2018-10-01-w-index.pdf>
- Must be at least 25 years of age. A background check will be required for employment in this position.
- Possess a valid driver's license, insured, and with a good driving record. An MVD records check is required.
- Experience with special needs youth a plus.

Primary Duties:

General:

- Ongoing learning is an expected part of this position.
- Schedule and attend short, regular team building meetings with the Youth Advisors, ideally once per month.
- Support the visibility of youth programming in the congregation.

- Maintain connections between the youth groups and help youth form connections with other church groups.
- Participate in the Youth Adult Council (YAC) planning committee, which works to implement and encourage participation in engaging programming including youth community-building events, immersion experiences, and programmatic events. In the absence of a working YAC, engage with youth advisors to create the programming that reflects and includes components from the Web of Youth Ministry: Faith Exploration, Identity Formation, Covenantal Leadership, Multigenerational Relationships, Spiritual Development, Beloved Community, and Justice Making
- Publicize and encourage youth participation in district and cluster events and conferences (cons). Support the leadership of youth advisors in going to cons with youth. Help to plan and organize when First Unitarian hosts a district youth con and participate as a sponsor or chaperone when reasonable and possible.
- Participate in the 8th grade Coming of Age service and the 12th grade Bridging service each spring.

Communication:

- Help RE Assistant to maintain updated contact information for youth and their families.
- Work with RE staff and volunteers to develop and maintain good systems of communication with advisors and youth and their families.
- Schedule weekly advisors for senior-high and mid-high groups and encourage advisors to schedule in advance.
- Plan curricular topics and other activities as appropriate in advance.
- The YPC produces short monthly reports for the DRE to share at the Program Staff meeting and the RE Council meeting. In addition, the YPC will provide a paragraph to be shared in the monthly Messenger, First Unitarian's church-wide newsletter.

With DRE:

- Meet weekly with the DRE, and give regular updates on events, classes, volunteers, youth, and any program needs. Develop a plan for communicating with RE staff.
- Assist with recruitment and supervision of youth volunteers and advisors.
- Participate in monthly First Unitarian staff meetings when able, and in biannual staff retreats.

Compensation: This is an hourly position at a rate of \$13.58 per hour for 9 hours each week.

CODE OF ETHICS

<https://www.uua.org/safe/children/appendices/23521.shtml>

For Adults and Older Youth Working with Children and Youth

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be

well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I have read and understand the above statements of position, expectations, and actions.

Name (printed):

Name (signed):

Date:

First Unitarian Church | Albuquerque, NM

Position Description

Job Title: Religious Education Aide

Status: Hourly, 10 hours per week, including Sundays

Reports To: Director of Religious Education

The role of the R.E. Aide is to help prepare for Sunday R.E. classes and to assist R.E. staff and volunteers, thereby ensuring that classes run smoothly. The Aide reports to the Director of Religious Education. The Aide supports the purposes and policies of First Unitarian and its religious education program.

Hours:

10 hours/week: 4.5 hours on Sunday, the remainder as determined by the Aide and the Director of Religious Education

Qualifications

The R.E. Aide must have good communication skills, must be willing to work as a member of a team, needs very good time-management and organizational skills, and should be able to solve problems as they arise.

Responsibilities

- Assist R.E. staff on Sundays with programming needs.

- Be available for a weekly R.E. staff meeting and once monthly church staff meeting.
- Gather and prepare supplies needed for Sundays.
- Maintain signage and see that appropriate signage is in place for Sunday routine.
- Support R.E. volunteers and childcare staff on Sundays and ensure that R.E. policies are being followed.
- Greet families on Sundays.
- Prepare rooms and supplies for Sunday lessons, workshops and special events.
- Ensure that rooms are left in an appropriate condition after classes on Sunday, including the Family Room and Kid's Sanctuary table in the sanctuary building.
- Maintain R.E. supply closets to keep track of supplies and create user-friendly access to materials. Stock and empty bins for Sunday classroom needs.
- In coordination with other R.E. staff, update bulletin boards as needed.
- Set up and take down the R.E. sign-in table in the sanctuary for 2nd Sundays and any other Sunday when children begin in the sanctuary.
- Maintain information table and bulletin board in the R.E. building.
- Prepare OWL classrooms when they follow Sunday R.E. classes, prepare a cart as needed for OWL classes meeting at other times.
- Organize furniture in each room weekly, prior to R.E. classes on Sundays.
- Clean classroom toys and supplies, and remove outdated or broken items, as needed.
- Other duties as assigned.

6.04 Child Protection Policies

Board approved 1-18-17

These Board policies are created to address the special level of care and protection of children participating in our religious education programs, especially from sexual abuse from adults staffing and volunteering in our programs. With the exception of policy #1 and 2, these policies apply only to Religious Education programs. (See definitions in #3) Children and youth participating in general programs such as worship or adult classes are protected by the judgment and goodwill of the congregation and the caution of their parents.

1. General Child and Youth Safety Policy (applies church-wide)

No adult shall engage in sexual, sexualized, seductive or erotic behavior with children or youth under age 18. Neither shall they harass or engage in behavior with children nor youth which constitutes verbal, emotional, or physical abuse. Anyone witnessing or hearing about such behavior should report it to one of the following leaders:

- Inappropriate activity by the senior minister should be reported to the Board President.
- Inappropriate activity by other ministers or church staff employees should be reported to the senior minister.
- Inappropriate activity on the part of RE employees or volunteers should be reported to the DRE.
- Any other inappropriate activity should be reported to any minister.

2. Relationships between children and adults who are not staff or RE volunteers

It is our expectation that all adult-child interactions (e.g., at coffee hour) will take place in the full view of other adults, and with the knowledge and implied consent of the child's parents.

- Anyone witnessing or hearing about an uncomfortable interaction between an adult and a child (an adult focusing on a child, luring them away from the group, or otherwise making the child uncomfortable,) should take whatever steps they think necessary to keep the child safe and inform one of the ministers of the problem.
- The ministers, in consultation with each other, have the authority to warn the offending adult that they are making the child uncomfortable, inform them that child safety is a cherished value here, and ask them to leave the property if they believe it necessary to protect our children. This request must be honored but the offender may appeal the decision to the congregation's Healthy Community Committee at a later date.

3. Child and Youth Safety in the RE Program

The RE Program consists of all programs offered for children and families with children which are the responsibility of the RE Director. Examples of these include but are not limited to Sunday School, Camp, children and youth choirs, OWL and Coming of Age classes, Youth Groups, and travel to District and UUA activities for youth which have been arranged for by the church, social activities arranged by the RE Staff, and the child-care component of church events. "RE Programs" do not include primarily social groups of families or friendships, even if they begin at First Unitarian, however the general child safety policy #1 above does apply to those kinds of events.

The Board enjoins the staff to manage the RE program in a way that minimizes the possibility of any child experiencing abuse at the hands of their teachers, leaders, and advisors, or which exposes children or youth to unsafe conditions. In particular:

- All volunteers working regularly with children will be ongoing participants in the life of the congregation and known to the DRE. The DRE, in conjunction with one of the

ministers, may ask any volunteer to withdraw from volunteering if they deem it advisable for the safety of children or the good of the program. There is no appeal for this decision.

- Anyone who has volunteered more than twice over a period of 12 months in our program is a “Regular Volunteer”. Regular Volunteers and all Child Care staff will undergo a criminal background check at the congregation’s expense. Child care staff will undergo a criminal background check completed prior to being assigned Child Care duties without accompaniment of another Child Care or qualified Volunteer. A Regular Volunteer will undergo a criminal background check as soon after their 2nd volunteer duty as possible. Issues arising from this background check will be discussed between DRE and one of the ministers and a decision about their volunteering conveyed to the volunteer.
- All persons asked to drive children or youth as a part of our program must go through a motor vehicle record check. Issues arising from this background check will be discussed between DRE and one of the ministers and a decision about their volunteering conveyed to the volunteer.
- With the three exceptions noted below, there will always be at least two persons who are likely and able to report on each other’s’ behavior working together with children at all times, staying within each other’s sight or hearing whenever they are interacting with children. The RE Staff will create a detailed set of enforceable policies on this matter.
 - The ministers may meet with children or youth alone when absolutely necessary to care for them. Preferably this meeting will take place in a public place or during office hours. The other minister will be informed of such meetings.
 - One adult may drive teens to events, but there must be more than one teen in the vehicle. In any case such teens and adult shall have signed a covenant, which states that sex, or sexualized behavior between adults and youth is prohibited.
 - In an emergency situation, one adult may have to leave another adult alone to procure help for a child who cannot be moved. These situations should be considered as an emergency, handled as quickly as possible, and reported in full to the DRE immediately.

4. Staff/volunteer Ratios for child safety and other rules

The RE program will make every attempt to maintain safe conditions and staff and volunteer ratios according to best practices for children’s programs.

At least one parent or guardian must remain on campus while their child is being cared for except in the case of special programs such as overnights for which parents have left specific contact information and agree to remain contactable during the time their child is in our care.

5. Childcare (outside of Sunday morning)

All persons offering childcare to children on church property must be on the church's childcare staff, with the exception of a child's designated caregiver who is under the direction of the child's parent.

All children not in supervised programs are the responsibility of their parents and may be asked by staff to remain in their parent's vicinity.

6. Reporting Requirement

State Law requires some professionals, including church staff, to immediately report to NM Child Protective Services any suspicions of or knowledge that a child has been the victim of sexual abuse, physical abuse, or neglect (at church or elsewhere). In addition to making this official report, church staff is required and church volunteers are requested to inform one of the ministers of their report. (If the suspected perpetrator is one of the ministers, the president of the board should be informed of the report.)

If there is cause to believe that a staff person or volunteer in the RE program is a perpetrator of abuse, the DRE or DRE's supervisor shall be notified.