

When A Religious Education Professional Leaves A Program Or Congregation

Preparing for the Interim and Successor

It is helpful for a Religious Education Committee, Interim Director of Religious Education (DRE) and successor in RE professional leadership role that the outgoing leader compiles a 'transition' binder full of relevant congregational and RE specific information. This is also a valuable reference and resource for the current staff!

I recommend indexing the binder and using dividers to separate the topics. Include document control on each of the forms in the hard copy binder that lists the file path for the electronic copy (e. g. C:\Documents\RE Administration\Transition Checklist). You might wish to refer to a similar binder, the RE Road Map, Canadian Edition.

The transition binder might include:

Board

- Minutes (past year)
- Mission/Vision statements
- All Board Policy related to Religious Education
- Congregational Governance - flow chart

Lifespan Learning Council, or RE Committee

- Minutes (past 2 years)
- RE Philosophy
- RE Mission/Vision
- Long Range Plan
- Policies and Procedures
- Committees under umbrella of Lifespan RE (Children, COA, OWL, YAC, Adult RE) and respective committee mandates
- Schedule for RE meetings and outline of responsibilities for planning/agenda, roles
- Budget
- Fundraising
- Special Events involving children/youth/families
- Operations - use of building/space

Volunteer management forms

- Safe Congregation policy
- Roles on Committee and position descriptions
- Recruitment schedule and responsibility

- ❑ Volunteer application forms, including screening required based on risk assessment for position
- ❑ Schedule at a glance for trainings, orientations, appreciation events

(Ideally there should be one separate binder with all forms used in RE - Registration, Field Trips, Conferences, Drivers Insurance, Allergies/Medical Risks, Attendance, Accident/Incident Reports, etc.)

RE Programming

- ❑ Prospectus
- ❑ Model / methodology used
- ❑ Annual calendar - at a glance
- ❑ Listing of current and previous years' curriculum schedule
- ❑ Sample 'Parent Packet' that goes out each year
- ❑ Sample Registration form
- ❑ Sample Attendance list
- ❑ CUC Congregational RE profile, if completed (several years helpful)
- ❑ Contact information for all Committee members and RE volunteers and teachers
- ❑ Teachers lists for previous years

Worship

- ❑ Schedule for Worship including children and all ages
- ❑ Sample Multigenerational worship service
- ❑ Sample Children's Worship

Miscellaneous

- ❑ Location of any seldom-used but important items (e.g., seasonal decorations, large sets or backdrops)
- ❑ Passwords for building entry or computers
- ❑ Use of sound system and microphone
- ❑ Keys for classrooms, storage rooms, etc.
- ❑ Staff meeting schedule and last years' minutes

Terms:

COA - Coming of Age

OWL - Our Whole Lives Lifespan Sexuality Curriculum

RE - Religious Education or Religious Exploration

YAC - Youth Adult Committee