

Chapter IV: Personnel

Section 1. Hiring Authority (5/31/06)

Per Article IX, Section 6, of the Bylaws, the Board shall hire all employees of the Church not elected by the members and shall determine the conditions of employment. All staff positions must have Board-approved job descriptions and terms of employment before making a hiring decision. (5/31/06)

Office Administrator: The Personnel Committee will advertise, screen, and recommend candidates to a hiring committee consisting of the Minister, the President, and the Trustee for Personnel or designee. The hiring committee will make a final recommendation to the Board.

Music Director: A search committee appointed by the board, and consisting of the Trustee for Personnel or designee, a member of the Music Committee, a choir member selected by the choir, and an at-large member of the congregation selected by the Personnel Committee, will advertise, screen, and recommend candidates to a hiring committee consisting of the Minister, the President, and the Trustee for Personnel or designee. The hiring committee will make a final recommendation to the Board.

Director of Religious Education: A search committee appointed by the board, and consisting of the Trustee for Personnel or designee, a member of the Religious Education Committee, an at-large member of the congregation, and a Board representative, will advertise, screen, and recommend candidates to a hiring committee consisting of the Minister, the President, and the Trustee for Personnel or designee. The hiring committee will make a final recommendation to the Board.

Youth Coordinator: A search committee appointed by the board, and consisting of the Trustee for Personnel or designee, the Director of Religious Education, a member of the Religious Education Committee, and a member of Senior Youth, will advertise, screen, and recommend candidates to a hiring committee consisting of the Minister, the President, and the Trustee for Personnel or designee. The hiring committee will make a final recommendation to the Board.

Child Care Casual Labor: The Director of Religious Education, with a member of the Personnel Committee, is authorized to interview and hire child care personnel.

Section 2. Conflict of Interest and Nepotism Policy: (8/8/06, 8/13/06, 8/1/10, 8/14/10)

Nepotism Policy

- a) It shall be the policy of the UCBR not to engage in the hiring of family members or domestic partners of staff members if the staff member would be the direct supervisor of the new hire. The UCBR strongly discourages the hiring of close personal friends of staff members if the staff member would be the direct supervisor of the new hire.
- b) It shall be the policy of the UCBR that members of a search committee shall not be a family member or domestic partner of an applicant. The UCBR strongly discourages close personal friends of applicants from serving on search committees.
- c) It shall be the policy of the UCBR not to allow family members or domestic partners to act in a supervisory capacity to each other. The UCBR strongly discourages close personal friends from acting in a supervisory capacity to each other.
- d) The Personnel Committee, under the leadership of the Trustee of Personnel, is responsible to ensure compliance with this policy. Staff members and members of the congregation are strongly encouraged to bring any potential conflict with this policy to the immediate attention of the Personnel Committee.

Conflict of Interest

Purpose:

The purpose of this policy is to establish guidelines for conflicts of interest or commitment that might arise in the course of employee's duties and external activities. This policy does not seek to unreasonably limit external activities, but instead seeks to emphasize the need to disclose conflicts of interest and commitment, to manage such conflicts and to ensure that the UCBR's interests are not compromised.

External Activities:

As a basic condition of employment, all UCBR employees have a duty to act in the UCBR's best interest in connection with matters arising from or related to their employment and other UCBR activities. In essence, this duty means that employees must not engage in external activities that interfere with their obligations to the UCBR, damage the UCBR's reputation, compete with the UCBR's interests, or compromise the independence of the UCBR's Mission, or can reasonably be seen as doing so. Employees likewise must not profit or otherwise gain advantage from any external activity at the UCBR's expense or engage in external activities under circumstances that appear to be at the UCBR's expense.

Employees must disclose and avoid actual and perceived conflicts of interest or commitment between their UCBR responsibilities and their external activities. Depending on the circumstances, employee participation in activities in which a conflict or perceived conflict of interest exists may be prohibited or may be permitted but affirmatively managed.

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the UCBR, either monetarily or to its public image, because of use of information or personal contact which is not generally available except through employment with the UCBR.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest, which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties of the UCBR. Employees who have questions about whether an activity violates this policy should discuss the matter with the board of trustees.

No employee of UCBR will simultaneously serve as an active minister, leader, or clergy in another religious community unless a covenant of right relationship has been established with the senior minister. Such a covenant shall be reviewed and published to the congregation annually.

Each employee and each member of the Board of Trustees, or any of its committees shall refrain from obtaining any list of UCBR Member or Friend for personal or private solicitation purposes at any time during the term of their employment/affiliation.

Definitions:

Employee means any person regularly employed in a paid full-time or part-time position.

Independent Contractors: All persons under individual contract to provide services to UCBR are independent contractors. By definition, the policies contained in the Policy and Procedures of the UCBR do not apply to independent contractors because they are not employees. Prior to commencing any work for the UCBR, any independent contractor must provide a certificate of insurance demonstrating that s/he is adequately insured. "Adequate insurance" will be determined on a case-by-case basis, but it must include, at minimum, liability and workers' compensation insurance.

External activity means outside financial, business, political, professional, public service, and religious activities.

Professional Behavior:

Employees should maintain a professional attitude and appearance that is appropriate to their position and the UCBR congregation.

Employees Who Are Also UCBR Members

We encourage employees who are also members of the UCBR to participate in the life of the UCBR. Attendance at UCBR dinners, covenant groups, fundraisers and other UCBR functions is welcome. Employees (and their families) should be mindful at all times of their positions as employees, and be aware that many members of the congregation see them as employees first and UCBR members second. Employees must take special care to be clear about the boundaries between being an employee and being a member of the UCBR, especially as relates to participation in committee or congregational meetings. While employees are welcome to attend committee meetings, they are in attendance as employees and not committee members, regardless of the nature of the committee, and as such are not allowed to vote on committees, though they may voice opinions. Employees, and their family members, may not serve on the

Board of Trustees. Employees need to remember that their primary goal as employees is to serve the congregation, and to help cultivate strong membership in the UCBR.

Board Members

The Board commits itself and its members to prudent, ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly:

Board members must be loyal to the interests of the congregation. This loyalty must supersede any conflicting loyalties to membership on other Boards or staffs, or to the advocacy or interest groups within or outside the congregation. This loyalty must supersede the personal interest of any Board member acting as an individual congregant.

Board members must avoid conflict of interest with respect to their fiduciary responsibility.

There must be no self-dealing or any conduct of private business or personal services between any Board member and the UCBR except when procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.

When the Board is to decide upon an issue about which a board member has an unavoidable conflict of interest, that board member shall absent herself or himself without comment from not only the vote, but also from the deliberation, by leaving the meeting.

Board members must not use their Board position to obtain employment in the UCBR for themselves, family members, or close associates. Should a Board member desire employment, he or she must first resign from the Board.

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board Policies.

Board member's interaction with the Lead Minister, called ministers, or staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.

Board members' interaction with public, press or other entities must recognize the same limitation and inability of any Board member to speak for the Board or for UCBR, except to repeat explicitly stated Board decisions.

Board members shall respect the confidentiality appropriate to issues of a sensitive nature.

Section 3. Compensation

Fair Compensation: The Congregation affirms the action of the Board of Trustees in adopting the Unitarian Universalist Association (UUA) guidelines as a goal for basic compensation for our professional staff, and that we move forward as soon as we are able in bringing our professional staff up to the UUA recommended compensation. (12/5/99)

Wednesday Night Child Care Compensation: The Treasurer is authorized to write a check to the Director of Religious Education at the beginning of each month to allow the DRE to pay the Wednesday night child care providers in cash at the end of their shift. (5/31/06)

Section 4. Employee Status (5/31/06)

Child Care Providers: All child care staff will be considered casual labor.

Section 5. Personnel Files (5/31/06)

Personnel files will be maintained by the Minister under lock and key. Access to the personnel files is restricted to the Minister and the President.

Section 6. Terms of Employment (5/31/06)

Employment contracts will be replaced with Terms of Employment and will include the following items: date of employment, name, position, compensation, hours, paid time off, pension and health insurance benefits, paid holidays, and an “employment at will” statement.

Section 7. Benefits

Health insurance premiums:

Regular employees of at least twenty hours per week will be reimbursed for their out-of-pocket costs of coverage for health insurance according to the following formula:

a) Full-time employees (40 or more hours per week) will be reimbursed by employer in full for the first \$2,500 of the premium per year and 50% of additional cost with a cap of \$4,600 per year.

b) Three-fourths-time employees (30 to 39 hours per week) will be reimbursed by employer in full for the first \$1,875 of the premium per year and 50% of additional cost with a cap of \$3,450 per year.

c) Half-time employees (20 to 29 hours per week) will be reimbursed by employer in full for the first \$1,250 of the premium per year and 50% of additional cost with a cap of \$2,300 per year. (5/31/06)

The employee will provide the church treasurer with verification of their out-of-pocket health insurance expenses. (5/31/06)

Medical and Dental insurance shall be reimbursed as health insurance; other insurances, including vision and orthodontic, shall not be reimbursed as health insurance. (9-9-07)

An employee may decline the reimbursement of health insurance premiums by written statement; and in such case there will be no additional compensation. (11/21/04)

The church shall review annually the medical benefits policy and reserves the right to create a group health plan in lieu of the reimbursement of employee premiums. (11/21/04)

Tax shelter: An employee may tax shelter portions of their salary for pension and medical expenses. (11/21/04)

Pension plan:

Disability insurance:

Life insurance:

Paid Leave (6/08/08)

Revised 4/11/10

Program Staff working half-time or more will have annual paid vacation leave as follows:

- a. Full and Part Time employees after six (6) months of employment - two (2) weeks total leave inclusive of holidays.
- b. After one (1) year of employment - four (4) weeks total leave inclusive of holidays for full time employees;
- c. Part time employees receive leave proportional, i.e.
 - 3/4 time gets three (3) weeks after one year
 - 1/2 time gets two (2) weeks after one year.

Administrative Staff - defined as employees who work a set schedule Monday through Friday

Full Time:

- a. after six (6) months of employment - two (2) weeks plus holidays
- b. after five (5) years of employment - three (3) weeks plus holidays
- c. after ten (10) years of employment - four (4) weeks plus holidays

Part Time:

- a. after six (6) months of employment - one (1) week plus holidays
- b. after three (3) years of employment - two (2) weeks plus holidays
- c. after five (5) years of employment - three (3) weeks plus holidays

Program and Administrative Staff:

Vacation time resets January 1st of each year.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor.

Vacation cannot be carried over without prior approval of the Senior Minister. If approval has been obtained, no more than one (1) week can be carried over to the succeeding year.

Employees who resign with appropriate notice as outlined in their Terms of Employment agreement may receive payment for the accrued vacation days that have not been used.

All staff shall be eligible for one week of Personal or Family Emergency leave upon approval of the employee's supervisor.

Educational Leave shall be available only as negotiated on an individual basis.

Each staff member shall accrue one week of 'long-term event' leave per year of service which may be taken for major events only: child-birth, major medical, etc. Additional time off may be taken as vacation or unpaid leave. Documentation of long-term leave will be kept in the personnel files. It is the intent that current staff would accrue and be debited long-term leave per their duration of service and previous exercise of leave.

Holidays: (4-11-10)

Administrative Staff will observe the following seven paid holidays plus be entitled to two (2) personal holidays to be used at the employee's discretion upon prior approval from their supervisor.

New Years Day	Memorial Day	Independence Day	Labor Day
Thanksgiving	Friday after Thanksgiving		Christmas

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

Section 8. Exit Interviews (5/31/06)

Exit interviews performed by the Trustee for Personnel or designee and a member of the Board are required. It is recommended that the Exit Interview form provided by the Personnel Committee be utilized.

Section 9. Staff Appraisals (5/11/08)

Each employee and their supervisor shall complete a performance evaluation annually in April

JOB DESCRIPTION

POSITION: Senior Youth Coordinator (Approved July 9, 2006)

SUPERVISOR: Director of Religious Education (DRE)

LINE AND STAFF RELATIONSHIPS: Reports to the DRE, maintains a relationship with the Senior Minister, works with the Religious Education (RE) Committee, the Youth Adult Committee (YAC), Senior Youth facilitators, RE teachers, and Senior Youth parents.

GENERAL POSITION SUMMARY: The Senior Youth Coordinator will administer the current Senior Youth program and guide its evolution in a positive direction.

PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. Facilitate Senior Youth group meetings.
2. Promote adherence to all church policies, specifically the Safe Church Policy.
3. Network with youth, volunteers, and parents after church and at coffee hour, providing a Sunday morning presence.
4. Assist DRE in training and scheduling Senior Youth teachers, advisors, and substitutes.
5. Work with Youth Worship Guild to coordinate monthly intergenerational services.
6. Plan agenda and chair YAC once a month as part of Senior Youth.
7. Coordinate youth attendance at district events (rallies) several times throughout the year.
8. Attend district events with youth, driving if necessary, or arrange for responsible advisors to attend.
9. Coordinate and facilitate Senior Youth lock-ins and events.
10. Coordinate Senior Youth fundraisers and social action projects.
11. Meet weekly with DRE to facilitate communication.
12. Communicate with Senior Youth, advisors, parents, and DRE appropriately outside of Sunday (including phone, E-mail and Senior Youth newsletter).
13. Attend RE Committee meetings once a month and staff meetings every two weeks.

PROFESSIONAL DEVELOPMENT

1. Attend District Youth Advisor training and possibly other training conferences.
2. Become familiar with available resources for Senior Youth.

QUALIFICATIONS:

1. Background in education, adolescent psychology, or related field.
2. Experience administering programs for youth and/or teaching.
3. Embrace / affirm UU principles and purposes.
4. In accordance with UUA Guidelines must be 25 or older.
5. Effective group facilitation and problem-resolution skills.
6. Strong interpersonal communication skills with youth and adults.
7. Strong organization, time-management, and multitasking skills.

JOB DESCRIPTION

POSITION: Music Director (Revised Oct. 16, 2007)

The Music Director supervises the entire music program and music staff of the church. Specific responsibilities include but are not limited to:

WORSHIP SERVICES:

1. Work with the minister and/or other worship leaders in the selection of music appropriate to each service.
2. Rehearse the adult choir for services
3. Arrange for special music/musicians for non-choir services
4. Design and implement special music worship services
5. Support and develop the experience of congregational singing
6. Supervise the leadership for Intergenerational Ensemble, Children's Choir music and Bell Choir ensemble.
7. Assist guest ministers and worship guild members with the contents, format and delivery to church office of the order of service when minister is not available.

CHURCH COMMUNITY

1. Assume responsibility for policies regarding the use of the church's musical instruments and the use of the choir room
2. Oversee planning of music related events as well as the use of the pianos in the sanctuary and choir rooms.
3. Provide music for weddings held in church. Appropriate fees for weddings are established. Services of other musicians are to be cleared with music director.
4. Provide music for memorial services or funerals.
5. Oversee music budget
 - a. Purchase necessary music
 - b. Arrange for maintenance of church musical instruments
 - c. Hire instrumentalists and vocalists
 - d. Arrange for a substitute pianist to play at Sunday services up to 8 weeks per year, to be paid from the music budget, as well as for 4 weeks for director's vacation.
 - e. Maintain music library
6. Provide Annual Report to the Board of goals/accomplishments for the past year.
7. Serves on planning committee and other committees that impact the music programs
8. Organizes the church Music Committee.

PROFESSIONAL DEVELOPMENT

1. Music Director will participate in Professional organizations and activities that help with the growth of the music program. This includes Southwest district activities, the UUMN conference and other related conferences. Expenses for these activities will be budgeted and reimbursed as appropriate.
2. Music Director will set up Annual Goals and means to meet these goals to be reviewed by the Senior Minister.

(Music Director continued)

QUALIFICATIONS:

Education and Training: College degree in music

Training and experience in choral music to include: vocal production, vocal technique, and choir conducting.

Trained Pianist able to work in several styles

Knowledgeable about hymnody

JOB DESCRIPTION

POSITION: Church Office Manager

SUPERVISOR: Senior Minister

LINE AND STAFF RELATIONSHIPS: Reports to the Minister; works with President of the Board of Trustees, the Treasurer.

GENERAL POSITION SUMMARY: Functions independently in all aspects of office administration; responds to requests from the Senior Minister and other church staff and lay leaders consistent with the Principal Duties and Responsibilities; seeks prioritization from the Minister or President of the Board, as appropriate.

PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. Serves as receptionist by communicating with the general public, Church personnel and lay leadership by answering the phone, taking messages and directing calls to the appropriate Staff, Board or Committee.
2. Prepares newsletters and orders of service: edits, prints, folds, supervises mail group; updates policies and procedures manual; maintains Church calendar.
3. Provides secretarial and administrative support to the Minister, Board, Finance Committee, Building and Grounds Committee and other Board and Council Committees.
4. Maintains and updates the membership list; keeps track of attendance.
5. Maintains files: orders of service, newsletters, maintenance records, all church business files, etc; keeps personnel files up-to-date and secure; assists in maintaining an orderly file system for the Senior Minister; assists church archivist with archival files.
6. Administers building usage: rentals, availability, and calendar.
7. Administers contract services: janitorial, yard maintenance and any other contract services in coordination with Building & Grounds personnel; oversees cleaning and site maintenance hourly work; maintains records for each.
8. Manages supplies and equipment for office, kitchen and building; does all ordering.
9. Monitors office equipment; arranges for maintenance and repair service as needed.
10. Monitors bulletin boards and keeps them up-to-date.
11. Serves as church bookkeeper by: maintaining all pledge, gift and income records for individual and families; receives checks and monies, records individual payments to appropriate database (pledge, Chalice Lighters, RE events, etc.); makes deposits, sends reports of deposits to Treasurer, gives reports to event coordinators and answers questions about any of the above; sends out pledge notices to church members receives bills, copies for files.
12. Process payroll and all attendant reports; keeps financial records, cuts checks which are sent to Treasurer for signature, gives reports to Treasurer weekly; mails out checks to appropriate parties.
13. Attends staff meeting twice a month.
14. Performs other duties as required.

(Church Office Manager continued)

QUALIFICATIONS:

1. Education and Training: High School Diploma
2. Experience: Minimum of two years of secretarial experience
3. Knowledge and Skills: Proficiency in word processing systems (Microsoft Word); knowledge of general office practices and procedures; ability to keep accurate records, sound working knowledge of the English language; grammar, spelling, writing skills adequate to produce standard business correspondence; ability to organize and prioritize work assignments; knowledge of bookkeeping (Quick Books); experience in keeping financial records and processing payroll.
4. General Requirements: Ability to communicate clearly on the telephone, in person and in writing; ability to perform ordinary office functions, including but not limited to lifting and carrying moderate weights and conduct tours of the church to prospective renters, etc; possess pleasant demeanor on the telephone and in person; dress in appropriate and professional manner.

JOB DESCRIPTION

POSITION: Camp Director

SUPERVISOR: Director of Religious Education

LINE AND STAFF RELATIONSHIPS: Reports to the Director of Religious Education; works with the RE Assistant; coordinates with the Program Director.

GENERAL POSITION SUMMARY: The Camp Director supervises the summer session religious day camp.

PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. working with the DRE to determine dates and theme and to identify resources
2. recruiting ALL volunteers and determining their roles with guidance from the DRE
3. creating brochure and submitting announcements for newsletter
4. arranging for each age group to participate in age-appropriate hands-on community service through their houses
5. creating workshop-rotation schedule for six age groups
6. providing no less than 2 trainings plus orientation for adult and youth volunteers prior to the week, including safe church training, with support from DRE
7. assembling manuals including policies for all adult staff
8. working with camp teachers to develop curriculum
9. buying supplies for classes, snacks and costumes
10. preparing preliminary budget
11. receipt and reimbursement for all expenses incurred by volunteers for final accounting
12. putting together detailed mailing to parents of campers
13. compiling and sorting registration information
14. planning and offering two Sunday morning services as part of camp with help of DRE
15. compiling pictures into slideshows for Sunday, end of camp, and printout
16. designing and ordering camp T-shirts
17. supervising the set-up and clean-up of all decorations
18. on-site director all day during both weeks of camp, including first to arrive on first day and last to leave on last day.
19. appropriately handling discipline situations during camp, informing the DRE of any incidents.

QUALIFICATIONS:

1. Education and Training: College degree (Preferably in education) or High School + experience with youth activities.
2. Experience: Teaching, administering programs for children and youth.
3. Knowledge and Skills: Familiarity with UU principles; group facilitation, problem-resolution, budgeting, volunteer coordination skills. Knowledge of arts and crafts, theatre and drama, dance, storytelling or any creative skills necessary to run a childhood education program
4. General Requirements: Must be 25 years old or older. Must have strong interpersonal communication skills with youth and adults. And must have strong organization, time-management and multitasking skills.

DUTIES AND RESPONSIBILITIES OF OTHER STAFF:

As supervisor of this position, the Director of Religious Education is responsible for:

1. hiring paid staff, including camp director and camp staff, before-care and aftercare, in consultation with the Personnel Committee and with the consent of the Board.
2. presenting a camp staff slate to Personnel Committee for recommendation to the Board annually, slate to include job descriptions and proposed remuneration/stipends.
3. submitting camp dates and theme to the Board for approval
4. working with camp director to determine dates and theme and to identify resources
5. guiding camp director in recruiting volunteers
6. approving brochure and announcements for newsletter
7. approving schedule
8. supporting staff training
9. approving manuals including policies for all adult staff
10. approving curriculum plans and guiding the content of the camp to UU values and themes
11. supervising accounting for budget
12. approving mailing to parents of campers
13. participating in outreach to the community to advertise the camp and the church
14. help in the planning and offering two Sunday morning services as part of camp
15. supervising the running of the camp several times during the week.

As the DRE's supervisor, the Senior Minister will assume such oversight as is appropriate if the DRE is hired as the Camp Director.

UNITARIAN CHURCH OF BATON ROUGE
Position Description
Adopted Sept. 13, 2009

POSITION: Outreach Director

SUPERVISOR: Senior Minister

GENERAL POSITION SUMMARY: The Outreach Director is a volunteer Staff Leader of the Outreach Council who guides outreach activities of the church. (Article XI. Section 3. D. of the church bylaws)

PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. Responsible for recruiting, coaching and developing a co-leader to share and delegate some of the leadership duties of the Council.
2. Work with the co-leader to schedule council meetings, send reminders, facilitate the meetings, and distribute notes to all council leaders.
3. Work with the co-leader to develop the council as a body to define Outreach and its various dimensions and finding ways to augment the Outreach work already being done.
4. Represent the Outreach Council at the monthly Council Coordination meetings and fully participate in these meetings to shape and enhance church programs and make them more cohesive and strategic.
5. Encourage contacts and cooperation with the Interfaith Federation
6. Encourage participation in SWUUC and UUA events
7. Develop and support council teams. Current teams and areas of interest are: Public Relations, Fair Trade Products, Welcome Table and Greeting, Interfaith Federation, Other Interfaith Activities and Groups, UCBR website review, Visitor Follow-up and Roots Support.

UNITARIAN CHURCH OF BATON ROUGE

Position Description

Oct 10, 2009

POSITION: Social Justice Director

SUPERVISOR: Senior Minister

GENERAL POSITION SUMMARY: The Social Justice Director is the volunteer Staff Leader of the Social Justice Council who strengthens the involvement of the congregation in social justice ministries that focus on:

1. Effecting systemic social change,
2. Providing opportunities for social action and direct service work in the broader community, and
3. Integrating social justice volunteerism into the spiritual practices of the congregation.
(In accordance with Article XI. Section 3 of the church bylaws)

PRINCIPAL DUTIES, RESONSIBILITIES AND AUTHORITY:

1. Co-lead the Social Justice Council.
2. Recruit, coach and develop the appointed co-leader. Sharing and delegating the leadership duties of the Council. (Article IX, Section 96 of the Bylaws)
3. Work with the lay co-leader to schedule council meetings, send reminders, facilitate the meetings, and distribute notes to all council leaders.
4. Build relationships with other Social Justice-oriented groups outside the church community.
5. Work with the co-leader to develop the council as a body whose scope is the entire Social Justice program of our church.
6. Represent the Social Justice Council at the monthly Council Coordination Meetings and fully participate in these meetings to shape and enhance church programs and make them more cohesive and strategic. Encourage contacts and cooperation with the Interfaith Federation, and other local groups, as appropriate.
7. Encouraging work with the UUA and UUSC.
8. Organize committees, teams and task forces and its activities to meet its mission.
9. It shall be the responsibility of each Council to prepare an annual budget for the operation of its program area by submitting a budget request, then managing the allocation approved by the congregation at the annual budget meeting.

UNITARIAN CHURCH OF BATON ROUGE
POSITION DESCRIPTION
Revised January 9, 2010

POSITION: Program Director

SUPERVISOR: Senior Minister

LINE AND STAFF RELATIONSHIPS: Assists the Senior Minister with the Ministry Staff (Council Coordination) meetings, planning, setting agendas, producing notes, etc. Facilitates the meetings in the absence of the Senior Minister.

GENERAL POSITION SUMMARY: Performs specific duties of the Assistant Chief of Staff: supervision, co-leadership, coordination and liaison to various church groups.

PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. Supervision:
 - a. Assistant Program Director
2. Council Coordination and assistant to Senior Minister
 - a. Serves on Planning Team.
 - b. Serves as Program Liaison to the Nominating Committee.
 - c. Updates portions of the website that contain information about Social Justice, Outreach and Adult Growth and Learning.
 - d. Works to enhance, monitor and document the process of welcoming and membership development. Process spans Outreach and Connections Councils and includes work done by the Office Manager and Minister.
 - e. Purchases curricula and other programmatic materials, UUA pamphlets and books and other books for the bookstore. Submits requests for speaker reimbursement when needed.
 - f. Processes requests from outside groups and individuals to speak or perform at the church. Makes arrangements with the appropriate council and recruits assistance for the events.
 - g. Plans speaking engagements, recruiting assistance and securing funding as needed.
 - h. Assists other Council co-leaders, as appropriate. In particular, helps orient and train new volunteer staff leaders and assists them with forming their teams and councils, as needed and requested by the co-leaders or the Senior Minister.
3. Specific Program Responsibilities as Co-Leader of Adult Growth and Learning Council
 - a. Recruiting, coaching and developing the appointed co-leader, sharing and delegating some of the leadership of the Council.

(Program Director continued)

b. Developing and supporting council teams. Current teams are: Book table, library, adult classes, leadership development and GenUU. Possible additional teams: Speakers, continuing groups, and special events.

c. Communicating with outside speakers who want to present at the Church; emailing the Council to get approval and support.

d. Working with the Office Manager and the PR team leader to advertise programs.

4. Program Coordinator for the Branches Small Group Ministry Program

- a. Overall coordination of the Branches Program, in consultation with the Minister.
- b. Attending Roots Classes to invite participants to join a Branches Group.
- c. Coordinating Branches Leaders appearance at a Roots Class to invite participants to join their group.
- d. Recruiting and training (with the Minister) Branches leaders.
- e. Finding Branches groups for members who need a group or a different group.
- f. Starting new Branches Groups as needed.
- g. Assisting with individual Branches Leaders' problems and issues.
- h. Passing on information about illness and death, births, marriages, etc. in the families of Branches participants to the Minister and Care Committee.
- i. Keeping records on Participation in Roots and Branches.
- j. Organizing the monthly Branches Leaders meetings.

5. Support of Young Adult Ministry

- a. Meets with the Young Adult Group (GenUU) Planning team.
- b. Works with the GenUU Leader(s) getting resources and training.
- c. Helps promote GenUU within the church.
- d. Works to assure that new young adults to our church find out about GenUU.
- e. Researches young adult resources with SWUUC and the UUA, making contacts and organizing workshops and consultations.

QUALIFICATIONS: As determined by the Senior Minister

UNITARIAN CHURCH OF BATON ROUGE
POSITION DESCRIPTION
January 9, 2010

POSITION: Assistant Program Director

SUPERVISOR: Program Director

LINE AND STAFF RELATIONSHIPS: Reports to Program Director, works with Office Manager, Senior Minister and Board Members.

GENERAL POSITION SUMMARY: Acts as assistant to Program Director by performing tasks as needed and requested

PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. General Duties:

- a. Assists Council Leaders by performing specific tasks and projects that enhance the work of the councils and teams.
- b. Performs administrative tasks on request from the Senior Minister, Office Manager and Board Members.
- c. Works closely with the Program Director to establish priorities and formalize commitments.
- d. Functions as Program Director in the Program Director's absence as agreed.
- e. Attends ministry staff meetings, Board Meetings and other council, team and committee meetings as needed. These meetings can result in specific support tasks.
- f. Sunday morning welcoming tasks:
 - Answers questions
 - Makes connections by greeting visitors and members who have not attended recently.
 - Helps with the book table and program signups.
 - Problem solving
- g. Performs essential functions in the Office Manager's absence.
- h. Performs specific tasks and problems as delegated by Office Manager.

QUALIFICATIONS: As determined by the Program Director with approval of Senior Minister.

UNITARIAN CHURCH OF BATON ROUGE
POSITION DESCRIPTION
Revised 7-12-09

POSITION: Director of Religious Education

SUPERVISOR: Senior Minister

LINE AND STAFF RELATIONSHIPS: Reports to the Minister, works with the President of the Board of Trustees and the Religious Education Committee.

GENERAL POSITION SUMMARY: administers a religious education program that encompasses nursery through high school, supervises a part-time assistant and necessary volunteers in the church religious education school.

PRINCIPAL DUTIES RESPONSIBILITIES AND AUTHORITY:

1. Administers multiple weekly classes for children's religious education program based on comparative religion for all grade levels.
2. Chooses and develops curriculum for all classes, working with the RE Committee.
3. Coordinates, trains and supports volunteer teachers and interfaces with staff and parents.
4. Plans and orchestrates RE oriented intergenerational events, parties, classes and services.
5. Provides support to Religious Education programs.
6. Develops and supervises summer program and Camp Director
7. Oversees RE budget and account for monies spent in program.
8. Interviews, with member of Personnel Committee, trains and supervises nursery caregivers and RE Assistant Youth Coordinator.
9. Supports Senior Youth Activities, including regular attendance of YAC, lock-ins and occasional rallies. .
10. Coordinates organization and redecoration of classrooms, supply closet and office in the RE wing.
11. Organizes fund-raising drive for children to contribute donations to UUA and local charities, etc.
12. Attends RE committee meetings, staff meetings, board meetings as necessary and conducts monthly teacher enrichment meetings to discuss problems, issues, etc.
13. Attends District RE and Training meetings.
14. Supervises: Nursery, youth coordinator and volunteer teachers.
15. Conducts performance reviews of paid staff in 1st 6 months and once a year thereafter.
16. Other duties as assigned by the Minister
17. RE Director will set annual goals and means to meet these goals to be reviewed by the Sr. Minister, the RE committee and YAC.

QUALIFICATIONS:

1. Education and Training: College Degree. Preferably a degree in Education or related field or experience in teaching or administering programs for children and young adults.
2. Knowledge and skills: Working knowledge of Unitarian Universalism and supports UU principles, has credentials as a UU educator or is willing to pursue credentialing.
Good organizational and management skills
Good supervisory skills
Computer skills.
Teambuilding skills
Knowledge of Arts and Crafts, theatre and drama, dance, storytelling or any creative skills necessary to run a childhood education program
3. General Requirements: Good interpersonal skills and the ability to work with Large groups of people.