

JPD LREDA CHAPTER
With
Clusters GWAREC & DSAREC

Mission Statement

The Joseph Priestley District (JPD) Chapter of Liberal Religious Educators Association (LREDA) is a district-wide professional organization for religious educators who are members of continental LREDA. In addition to supporting the mission of LREDA, the JPD LREDA Chapter: Promotes professional development and identity; Provides collegial support in a confidential environment; Encourages self-care.

By-Laws

PREAMBLE

The JPD Chapter of LREDA is established to support and promote professional and spiritual growth of religious educators in the JPD and encourage appropriate professional practices in religious education within congregations of the JPD.

Article I – Purpose

The purpose of the JPD Chapter of LREDA shall be to:

- A. Uphold LREDA Code of Professional Practices and Guidelines as outlined in the LREDA By-laws, to support and further these purposes at the local, district and continental level.
- B. Provide a network of encouragement and support for our members.
- C. Foster the sharing of information and resources within our Association of Congregations.
- D. Act as experienced resource people in the area of Unitarian Universalist religious education for groups and individuals within the Joseph Priestley District, heretofore referred to as JPD, including but not limited to religious education committees, paid and unpaid religious educators, Religious Education teachers, youth advisors, parish ministers, and congregation leaders.
- E. Maintain a continuing, participatory association with the continental Liberal Religious Educators Association, also known as LREDA.

Article II – Membership and Dues

- A. Any member of continental LREDA within the JPD is eligible to become a member of the JPD LREDA Chapter. All dues-paying members of this chapter are eligible to vote.

B. All members of JPD LREDA are assigned to a cluster, either the Greater Washington Area Religious Education Cluster, hereby known as GWAREC, or the Delaware Susquehanna Area Religious Education Cluster, hereby known as DSAREC. Membership dues are determined by the JPD LREDA Chapter.

C. Annual dues shall be paid yearly by members; dues fee can be adjusted by a vote of membership.

D. Dues shall fund mailings, scholarships, supplemental programming, the Administrator's compensation, and other needs as determined by the officers. Retreats and trainings will be self-funded.

III. Article III – Officers and Terms of Office

A. The officers shall be President, Vice President and Treasurer. One officer shall be an active member of GWAREC and one officer will be an active member of DSAREC. The third officer, that of Treasurer, will alternate between being an active member of DSAREC and GWAREC. An "active member" is in attendance for at least 50% of the cluster meetings yearly.

B. All officers shall serve two year terms, staggered to provide continuity, and are to be elected by their respective clusters.

C. Officers shall fulfill responsibilities as set forth in the JPD Chapter Guidelines.

JPD LREDA Chapter Guidelines

MEETINGS

JPD LREDA Chapter will meet for professional development twice a year:

- the Friday of the Joseph Priestley District Conference;
- at the Chapter spring retreat.;
- with the possibility of a third meeting as needed at the LREDA Fall Conference.

Business meetings may be held along with those two meetings. Clusters shall set their own meeting schedules.

STRUCTURE

Officers

- The officers shall be President, Vice President, and Treasurer. One officer shall be an active member GWAREC and one officer will be an active member of DSAREC. The third officer, that of Treasurer, will alternate between being an active member of DSAREC and GWAREC. An “active member” is in attendance for at least 50% of the cluster meetings yearly.
- Initially, GWAREC will elect a President and DSAREC will elect a Vice President. The first President will serve a 1 year term only. The first Vice President, and all subsequent officers, will serve a 2 year term, with the incumbent Vice President becoming President in his second year of service and a new Vice President being elected by the appropriate Cluster. The treasurer serves for 2 years and the election of the position alternates between clusters.

Members

- Chapter members must be members in good standing of continental LREDA and current with all Chapter dues and membership requirements.
- Professionals who are not members of both Continental and JPD LREDA are permitted to attend any JPD LREDA Chapter event without joining at a higher rate without voting privileges. Participation in cluster is to be determined at the cluster level.

FINANCES

Dues & Dues Waivers (Previously separated into a scholarship section.)

- A sliding scale system shall be set; members employed ½ time or less, students, and retired religious educators shall be assessed \$15 annually. Members employed more than ½ time shall be assessed .001 times their salary.
- *The Chapter Treasurer will develop a Chapter budget annually. Together with the President and Vice President, the Chapter Treasurer will develop guidelines for appropriate use of chapter funds at cluster level.*
- A dues year will be from District Conference to District Conference; dues are payable in the spring and may be collected in conjunction with the Professional Day at the annual District Conference.

- A congregation may receive a one year Chapter dues waiver for the religious educator.
- After a congregation's religious educator receives a Chapter dues waiver, a LREDA Chapter officer will send a letter to congregational leaders regarding adequate funding for religious educator professional expenses.
- The Administrator will receive and process dues.

Funds

- All funds collected are kept in a JPD LREDA Chapter account held by the Chapter and monitored by the Treasurer.
- Funds may be spent only with consent of all three Chapter officers, representing both clusters.
- Compensation will be paid to a Chapter Administrator for work performed to support Chapter and cluster sponsored events or programming
- Existing GWAREC and DSAREC funds in cluster accounts prior to the approval of this document will be deposited into a JPD LREDA savings-type account set aside for scholarships or special programs, not to be spent on operating expenses.
- Dues are deposited into a Checking account.
- The Chapter Treasurer disburses funds based on policies set at Chapter level.
- Chapter Treasurer maintains accounts.

PROGRAMMING AND TRAININGS for Religious Education Professionals serving JPD Congregations

The Chapter, and respective clusters may provide additional programming and trainings at their discretion for themselves and lay religious educators. Practices and policies around offering such programming can be found in a separate JPD LREDA Chapter document titled "JPD RE Programming and Training Recommendations". This document will be maintained by the LREDA Chapter officers.

Annual Chapter Retreat & JPD District Meeting

- Clusters will alternate responsibility for planning the Annual Chapter Retreat (secure a location, plan programs, etc.) and the meeting at the JPDistrict meeting.

DISTINCTION AND RELATIONSHIP BETWEEN LREDA CHAPTERS AND DISTRICT RE ORGANIZATIONS

The LREDA Chapter, at the District and Cluster level, promotes the professional development and support of the religious educator, while the District supports congregational and district religious education programs.

Job Descriptions

RESPONSIBILITIES	Cluster Members	Chapter PRES.	Chapter VP	Chapter Treasurer	Paid ADMIN.	District STAFF
Rotating Cluster Members (appointed)						
JPD Annual Conference - Work w/UUMA to plan worship, program, LREDA meeting, meals, refreshments, finances	X					
Retreat – Retreat traditions will be established and maintained as best as possible; site location will be consistent and alternating between clusters, time of year will be consistent (e.g. second week in May)	X					
Assess needs for programming and training every fall and spring (topic for Renaissance Module)	X					
President						
Responsible for the Chapter duties for Continental LREDA		x				
Set the agenda and preside over the annual membership business meeting. Designate a scribe to take minutes at meetings and provide them to the Administrator for distribution		x				
Host for events held in the JPD		x				
Facilitate and act as a conduit for communication between clusters		x			x	
Correspond with congregations regarding adequate funding for religious educator professional expenses as deemed necessary		x				
Vice President						
Programming topics – exchange ideas and report back to cluster			x			
The Vice President shall substitute in the absence of the President			x			
Designate cluster representatives to plan retreat in alternating years			x			
Chapter Treasurer						
Determine scholarship funding				x		
Maintains, disburses and reports on funds from Chapter Accounts				x		
Works with Administrator, other officers, and cluster members to develop cluster budgets and Chapter budget as needed.				x		
PAID STAFF (ADMINISTRATOR)						
Maintain list of cluster, members religious educators and their continental LREDA status in Chapter Directory						
Communicate meeting date, time and agenda to members at least one month prior to the meeting for JPD and clusters						
Send out meeting minutes for each cluster and for Chapter as a whole						
Receive and process dues for cluster, maintain a list of dues paying members, and provide the Chapter Officers with the list of paying members twice yearly	X				x	
Deposit funds received (from dues or from Chapter events) into the JPD LREDA account.	X				x	
DISTRICT STAFF						
Establish a regular cycle of trainings to be offered at a retreat or conference center within the District:						

2/15/2009

JPD LREDA Chapter Membership

New _____ Renewal _____ Cluster GWAREC or DSAREC or _____

Name _____

Position _____

Current Employment _____ Length of employment _____

Position Status for 2008-2009 year: Full time $\frac{3}{4}$ time $\frac{1}{2}$ time Other: _____

No. of Renaissance Modules _____ I am a member of Continental LREDA Yes No

Work Address _____ City _____

State _____ Zip _____ Work E-mail _____

Work Phone (____) _____ Work Fax (____) _____

Home Address _____ City _____

State _____ Zip _____ Home E-mail _____

Home Phone (____) _____ Home Fax (____) _____

I prefer to receive mail and email at _____ Work or _____ Home

2008-2009 Year Dues

\$ 15 Members employed half time or less, students, and retired religious educators

\$ _____ Members employed more than half time (assessed at gross salary times .001)

\$ _____ I would like to contribute to the JPD LREDA Chapter Scholarship Fund in this sum

\$ _____ **Total dues** (with donation if contributing) submitted for 2008-2009

- I understand that dues waivers are available to those JPD LREDA Chapter members in special circumstances. I am requesting a waiver of my JPD LREDA Chapter membership dues for the membership year 2008-2009 in the amount of (see sliding scale information) _____. The reason I am requesting this waiver is:

I understand this waiver is only good for the 2008-2009 membership year and will lead to a letter to congregational leaders regarding adequate funding for religious educator professional expenses.
Signed _____

- Members of JPD LREDA Chapter must be also be members of continental LREDA.
- Application for membership in JPD LREDA Chapter assumes your agreement with LREDA professional codes and guidelines.

* *Please send this completed form with payment and donation payable to JPD LREDA to:
JPD LREDA, Cindy Smoyer, 6 Macroom Court, Waldorf, MD, 20602*

Please send payment by June 30, 2008

PLEASE COMPLETE REVERSE SIDE

2/15/2009

Professional development and lay leader training needs

The JPD staff takes the lead on OWL training events and Renaissance Modules, with the help of a local host for each event. The purpose of asking about training needs on the JPD LREDA form is to for the chapter to give feedback to JPD staff about what kind of training is needed. JPD staff can't plan a training event unless they have confidence that the event will break even financially. Training opportunities are coordinated with districts surrounding the JPD. This coordination maximizes participation and opportunities.

Please indicate your interest/need level

- 1 = As Soon As Possible
2 = Within the next two or three years

Please rate your preferences 1st, 2nd, 3rd

- _____ Weekend trainings
_____ Weekday trainings
_____ On-line training opportunities

Comments:

Renaissance Modules

- _____ Administration of Religious Education Programs
_____ Curriculum Planning in the Local Congregation
_____ Developing a Philosophy of Religious Education
_____ Ministry with Youth
_____ Training Teachers
_____ Unitarian Universalist History
_____ Unitarian Universalist Identity
_____ Worship for All Ages
_____ Multicultural Religious Education

Other Trainings

- _____ INVOLVE Training- Sally Patton's "Welcoming Children With Special Needs"
<http://www.spiritplay.net>
_____ Spirit Play
_____ Youth Advisor Training
_____ Young Adult Leadership Training

OWL Trainings

- _____ K-1
_____ 4-5-6
_____ 7-9
_____ 10-12
_____ Young Adult (18 – 35)
_____ Adult

If different from or not provided on reverse side please include:

Name: _____ **Congregation:** _____

Email: _____