

Breakdown of DRE Job Responsibilities by Church Year

July – This month is considered study leave. The DRE works regular hours but is not required to hold regular office hours or to attend church meetings. This time is used for reading and study, curriculum research and selection, children’s worship research, and all preparations for the church year that can be done in advance. This time could also be used to prepare Children’s Chapel for the coming months, develop social action projects, etc.

- Research, obtain and select curriculum materials (Materials available online and at annual meetings. Even though we may go with a particular program, it still requires the DRE’s time to review each lesson based on our students and choose which materials will work best. This information is presented to the RE committee.)
- Prepare Registration materials
- Develop year plan for Children’s Chapel

August – During this month the DRE resumes responsibility for leading Children’s Chapel on their on weeks (three Sundays a month).

August specific responsibilities:

- Decide the age divisions and number of classrooms needed based on budget and enrollment
- Schedule, prepare and execute teacher training
- Support RE Committee with hiring nursery staff
- Together with the RE Committee, finalize and coordinate social action projects
- Complete curriculum preparation . (Final curriculum is not decided until after registration when the class make-up is determined. Current enrollment goes through Sept))
- Attend Youth BBQ hosted by minister
- With RE Committee schedule RE Special Events
- With RE Committee, schedule, promote and hold the yearly parents meeting
- Obtain advance resource materials, supplies, and equipment, using reimbursement procedures from the RE Committee, conforming to budget allocations.

Weekly responsibilities that continue to May:

- Lead Children’s Chapel, with support from the RE Committee, Worship Committee, and Minister August through May.
- With RE Committee, schedule worship leaders for Children’s Chapel for non-DRE Sundays
- Be present three Sundays per month August – May.
- Be available on working Sundays to speak with new families about the RE program and registration procedures.
- Review curriculum for Sunday classes to determine, based on students: what is the best part of the lesson to use; what materials will be needed for each class; purchase any supplies needed.

Sept – May: Regular Religious Education begins the Sunday following Labor Day.

Additional Weekly responsibilities

- Support teachers in planning and conducting their RE classes (Can be a weekly e-mail)
- Coordinate the children's participation in Sunday services. (w/Krista/worship?)
- Support RE Committee in coordinating special RE events
- Together with the, RE Committee and a parent of a Youth, support the Youth Coordinator. (Work on curriculum?)
- Keep RE class attendance records.
- Set distinct office hours

General

- Attends monthly RE meetings. If unable to attend, conveys any concerns or pertinent issues to the RE Committee Chairperson.
- Attend DRE Cluster meetings (1/2 day, quarterly)
- Attend Central Midwest District (CMD) denominational meetings when possible (
- Attend at least one Renaissance Module per year until all have (9) been taken, the cost of which will be covered by the Chapel.
- Join Liberal Religious Education Directors Association (LREDA) and attend at least one meeting per year, the cost of which will be covered by the Chapel. (Weekend)
- Advise the RE Committee during the RE budget planning process.
- Keep a record of expenditures and submit to the RE Committee.
- Provide input to the RE Committee on the Prospectus.
- Assist the RE Chairperson with agenda planning for the RE Committee meetings.
- Advise the RE Committee, each spring, on planning a yearly Sunday calendar. (Needs to happen after church year calendar set)
- Maintain files containing Chapel correspondence and materials which are specific to the RE program.
- Attend staff meetings
- In consultation with the RE Committee chair, write a monthly article in the Chapel newsletter and a weekly article in This Week At Emerson.
- Prepare a monthly report to the board
- Together with the RE Committee, follow through on social action projects

December – January

- Schedule, plan and execute teacher training

May –

- With RE Committee, organize Lay Leadership for Children's Chapel in June and July.

June – Vacation