

Religious Education Committee Meeting Minutes

Sunday, December 14, 2014

- Meeting opened at 9:00am. In attendance: Michael Pohl (chair); Dolores Benjamin (treasurer); Meredith Keith-Chirch; Jane Fanning; Beate Hughes-Brown; Morgan Gresham (secretary); Jack Donovan.
- Meredith moved to approve November 2 minutes. Beate seconded. All approved.
- Action item status
 - **Michael** will write a new job ad to send to the RE Committee and present to the Board.
 - Done.
 - **Michael** will check with Jack on theme for 11/30 and send to Christina.
 - Done.
 - **Michael** will check with Laura and Marisa about providing child care and activities for Parents' Night Out.
 - Done.
 - **Morgan** will draft a registration form for Parents' Night Out.
 - Done.
 - **Michael** will present Parents' Night Out to the Board.
 - Done.
- New business
 - Lead Instructor search
 - Meredith provided an update on the Lead Instructor search. Search team will provide a recommendation in two weeks following trial classes.
 - **Meredith and Beate** will present recommendation on Lead Instructor(s) to the RE Committee on December 28.
 - Roles and procedures
 - Michael presented a draft of the roles and procedures. Roles include lead instructor, assistant instructor, classroom assistant, RE greeter, and emergency contact.
 - RE visioning
 - Jack led committee members through process of identifying core components of vision and mission statements. Followup meeting scheduled for December 21 to continue definition of vision, mission, plan, and resources.
 - **Beate** will compile notes on vision and mission statements.
 - **All** will meet December 21 to continue RE visioning process.
 - Scheduling through January
 - Will handle offline.
 - **Michael** will coordinate scheduling through the end of January.
 - Treasurer report

- Michael provided Dolores with hard copy of new budget report from Sally. Provides more complete reporting data on budget activity.
- Gift
 - Committee approved a \$50 gift certificate for the assistant instructor, paid for out of the RE Designated Fund.
 - **Michael and Morgan** will purchase gift card and present to Joe.
- Meeting adjourned at 10:00am.

Minutes approved January 11, 2015