

Thank you for teaching!

**WE APPRECIATE YOUR COMMITMENT TO MAKING OURS A VITAL CHURCH AND
FOR HELPING TO TRANSFORM LIVES TO HELP HEAL THE WORLD**

The process:

- Complete and submit an Adult Religious Education (ARE) Course proposal form.
- The form will be submitted to the ARE Committee before approval by the Adult Education Coordinator (AEC).
- All classes, facilitators, and class activities are vetted by the committee and must meet criteria described on the proposal form.
- Once approved the AEC works with the facilitator and church scheduling to reserve a classroom, and assure the room set-up, equipment, and supplies are as required.
- The AEC will assure that appropriate publicity and signage is done, will collect and confirm attendee registrations, and develop class roster.
- The facilitator and the AEC will stay in contact
- If you will need hand-out copies please make sure that the AEC has the original (paper or electronic) one week before the class.
- The AEC will distribute a class reminder and parking validations to registrants several days prior to the class.

On class day:

- Please arrive at least 1/2 hour prior to the class to assure that set-up is as required.
- The classroom, equipment, signage, and supplies will have been set-up as specified in the proposal form.
- A class roster of those who pre-registered will be available as a sign-in sheet.
- Any handouts previously provided to the AEC will be available.
- A suggested donation basket will be available. The AEC will attend to collecting and processing the donations to the church.
- Generally, the EC is available during most classes to provide support and assistance as may be required.

During the class:

- Speak clearly and distinctly. Some of our classrooms are “acoustically challenged”.
- Do not use scented candles, incense or perfumes.
- Do not block exits.
- Be mindful of cultural appropriation, the adoption of some specific elements of one culture by a different cultural group. These elements, once removed from their indigenous cultural contexts, can take on meanings that are significantly divergent from, or merely less nuanced than, those they originally held.
- Credit your sources. Respect copyright. Include contemporary as well as historical references when appropriate.
- Be sure activities are age and physically appropriate, as well as culturally appropriate for the attendees. Be mindful of how you ask attendees to participate.
- Use inclusive language with respect to all.
- Honor our diversity: age, race, ethnicity, religion, class, gender, sexual and affectional and cultural, and physical ability.
- Speak from your own personal experience. Do not make assumptions about others.

Guidelines and Policies Concerning Donations

The church's Adult Religious Education Committee is largely self supporting. Our expenses are met with voluntary donations collected from our classes. The suggested donation for members for each class is calculated per hour. Non-members are asked a slightly higher fee. Some courses may include the cost of materials.

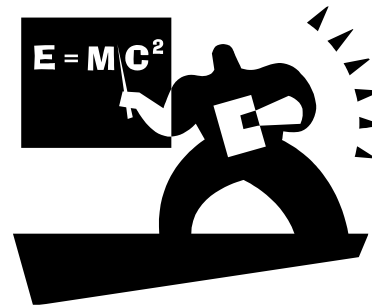
The courses offered by the committee are generally led by volunteers and church staff. Our facilitators do not receive payment. Occasional special workshops are the exception to this rule.

Facilitators are not allowed to actively promote their own personal business service or product for financial gain. Facilitators may have business materials, pamphlets, cards, email sign-up sheets available at the class and may mention this to the students.

However, each class must be stand-alone; attendees must be able to gain knowledge in the class without the purchase of specific item sold only by the facilitator.

The class registration email list is confidential and not made available to facilitators.

All persons involved abide by the church's Conflict of Interest and Covenant of Good Relations policies (<http://www.firstuusandiego.org/policies>).



More Information

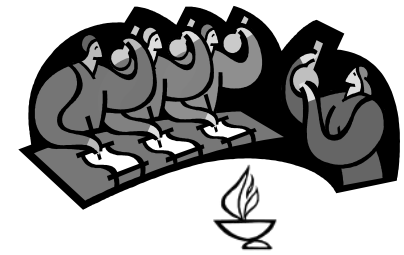
Expenses. If you need to purchase supplies for the class, you must let us know ahead of time. We may already have what you need and our budget for supplies is extremely limited. If purchase is necessary, we may need to add this as a materials fee to the suggest class donation.

Evaluations. Generally, we do not conduct class evaluations. However, if a facilitator specifically requests one and opened-end survey can be sent to attendees and collected and analyzed by the church staff, with the anonymous result forwarded to the requesting facilitator.

Life Happens. Sometimes, in spite of our best planning efforts, the demands of family, health, or job may require changing the dates or times of your class. If you need to make changes contact the R. E. Office as soon as possible.

QUESTIONS OR CONCERNS

Call the Education Coordinator
619.298.9978 x 8014
Monday through Wednesday and
Friday, 10:30a to 7p



First Unitarian Universalist
Church of San Diego

Adult Education Facilitator's Guide



First Unitarian Universalist Church
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San Diego, CA 92103
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