

Adult Spiritual Development Committee

Purpose

To serve as the coordinating body for religious education and related faith development activities which are supplemental to the minister's activities for the adults of AUUC (age 18 and older). In direct coordination with the Director of Spiritual Development (DSD) and volunteer teachers, we plan and implement AUUC's religious education/faith development activities that serve all adult members of our community.

Responsibilities

1. **Develop Adult Spiritual Development Program.** Create a spiritual development program that satisfies our mission to provide meaningful educational and faith development experiences so that our adults are well grounded in their UU identity and principles. This responsibility includes the following tasks:
 - **Setting schedule.** The goal is to preplan the number and type of courses/activities prior to the program year, in addition to being responsive to proposals for classes on an ad hoc basis.
 - **Course/Activity selection.** Course/activity topics or ideas may be offered from any source (e.g., DSD, committee member(s), congregation members/friends, survey responses, outside AUUC). The Adult Spiritual Development Committee will review each proposal and evaluate whether the proposed course or activity aligns with the committee's vision and mission, is feasible, will attract participants, and will meet other program goals as developed.
 - **Recruitment, training, and support of coordinators, teachers, and leaders.** These activities will be coordinated by the DSD, with Adult Spiritual Development Committee member participation as needed.
2. **For Structured Religious Education Courses:**
 - **Class registration.** Coordinated by the DSD, with Adult Spiritual Development Committee member participation as needed.
 - **Class administration** (including maintaining teacher schedules, supplies, attendance tracking, etc.). Coordinated by the DSD, with Adult Spiritual Development Committee member participation as needed.
 - **For Unstructured Offerings**, such as Friday Night Films, no registration is required, and the facilitator coordinates the activity.
3. **Communication and marketing.** Effectively communicate the program's key messages and market the programs within and outside of the AUUC community through a variety of internal and external communications methods. The Adult Spiritual Development Committee will develop and/or review and approve the communications content.

4. **Evaluation and performance measurement.** Monitor the program's quality and seek improvement. Steps include:
 - Setting annual goals and measures
 - Develop data collection methods, such as course-end evaluations
 - Analysis and maintenance of performance data
 - Performing periodic needs assessments

5. **Participate in church governance.** Participate, through the Adult Spiritual Development Committee Chair, in activities of the Church Council and Board to promote Adult Spiritual Development Committee interests as well as to ensure awareness of other committees' current activities and to foster connections/collaborations.
 - The Chair (or delegate) will attend Church Council meetings regularly
 - The Chair (or delegate) will attend Board of Trustees (BOT) and congregational meetings as topics arise that are of interest to the Adult Spiritual Development Committee
 - The DSD will prepare monthly BOT report
 - The Chair, in coordination with DSD, will prepare and submit annual budget and Annual Report to Council

6. **Develop policy and procedures.** Prepare and maintain procedure documents to preserve institutional knowledge. These documents will be a record of methods and steps used to administer all program elements. This will include the location of follow-up notes on implementation - successes and lessons learned, and any formal evaluation results.

Committee Membership

The committee will consist of 4 to 10 members. The DSD and minister are *ex-officio* members of the committee. Members are expected to regularly attend monthly meetings and participate in committee decision making and other activities. A committee membership term will be for one program year (July to June). The Adult Spiritual Development Committee members are expected to commit to participate for one term and may choose to renew their annual commitment as long as participation on the committee is mutually beneficial. New committee members will be recruited by the DSD, minister, or current committee members. The Adult Spiritual Development Committee, like all committees, should strive to represent the diversity found in the broader community. The committee may recruit others to assist with specific roles (e.g., teacher, coordinator of specific events) without expectation for participation in the full range of committee planning activities.

Committee Leadership

1. The Adult Spiritual Development Committee members will annually select a Chair and any other officers as needed to provide direction to accomplish our mission.

2. A member's service as Chair is limited to two consecutive terms. The Chair will prepare the agenda for meetings and represent the committee at Council meetings. The Chair may

develop subcommittees and/or appoint leaders for specific projects or ongoing activities where dedicated coordination or effort is required. All leadership resources will be transferred to the incoming Chair at the end of the incumbent Chair's term to ensure a smooth transition of leadership.

3. The meeting facilitator and minutes recorder roles will be selected among the committee members, and may be fixed for the year or rotated for each meeting.
4. The Committee Document Handler will maintain the written processes, procedures, forms, and other documentation utilized by the committee.
5. The Publicity Handler will coordinate the many types of communications required to advertise each class and promote the Adult Spiritual Development Committee Program.
6. The Course Feedback Coordinator will collect participant and teacher feedback from all courses, analyze and summarize that feedback, and document lessons learned.

Meetings of the Committee

The committee meets monthly. The Chair or DSD can call special meetings, as needed.

Policies and Procedures

In order to administer the adult spiritual development program, we have created processes, forms, and guidelines which are maintained on Google Drive under Adult Spiritual Development Committee.

The following procedure documents are included herein:

- ASDC Process for Course Proposal (ASDC-1)
- Class Cancellation Procedure (ASDC-2)
- Policy on Class Fees and Instructor Payment (ASDC-8)

These documents and forms, which are frequently updated, are maintained only on Google Drive for access by the committee:

- Course Proposal Form (ASDC-4)
- Course Evaluation Form (ASDC-5)
- Class Evaluations Summary Form (ASDC-6)
- Adult Teacher's Manual (ASDC-7)

Adult Spiritual Development Committee (ASDC)

Process for Course Proposal and Approval

September 2014

Purpose

In order to have a robust adult spiritual development program, the ASDC opens the process for proposing a class to anyone within or outside the AUUC congregation. We seek to help adults grow spiritually by expanding their knowledge and application of our seven guiding principles, and by expanding their search for truth and meaning in their lives.

Adult classes are expected to satisfy one of five spiritual development intentions:

- **UU and AUUC Introduction** - for those new or returning to UUism or those who want to brush up on the basics.
- **UU History and Theology** – to learn about the evolution of both Unitarian and Universalist thought, and how modern-day UUism came to be; to identify and articulate your own personal theology. This includes an understanding of both our *Universalist* heritage (love, faith, hope) and *Unitarian* heritage (freedom, reason, tolerance), based on knowledge of our UU history and familiarity with our principles and sources. As we growing in faith together, each person seeks to make meaning and find purpose – addressing the Big Religious Questions. We seek to help our members explore and articulate their own theology, philosophy, and beliefs, so that each person can “know what I set my heart to” and find a sustaining faith within UUism.
- **Spiritual Practice** – to determine what works to satisfy your own personal spiritual needs so that you can experience reverence and connection. This area addresses one’s own personal spiritual mindfulness and practices. Each person is encouraged to develop their own spiritual practice, such as worship, rituals, or sacred texts that help us experience or explore our feelings of wonder, awe, mystery, the holy, a sense of being part of something larger.
- **Applied Theology** – to learn about putting our values into practice, “living a good life,” social justice, ethics, and public witness. We intend for our members to live out their values and principles, and through their own moral agency, make the world a better place. We seek to prepare people to experience right relationships and be good stewards of our religious community, good citizens of wider communities, and good stewards of the Earth.

- **Sacred Writings of the World** - e.g., everything from world religions to spiritually themed science writing, poetry, mythology, and the Great Books.

Process

Each year, during the spring and summer, the ASDC will solicit proposals for classes for the following church year. Anyone wishing to propose a class must complete the Adult Spiritual Development Course Proposal Form (see attached) and submit it to the Director of Spiritual Development or any member of the ASDC.

The ASDC will review each course proposal to ensure that it meets these criteria:

- The proposal is complete and understandable,
- The course satisfies one of the five intentions listed above, and
- The course fits in with, complements, and does not conflict with the set of other courses planned for the year.

Any questions or issues regarding these criteria will be discussed with the person who proposed the course to resolve the issues and reach a state of course approval.

The ASDC will seek to find an instructor (if one is not identified on the proposal) and work with the instructor to determine when to offer the course, considering other courses being offered and other church activities. The ASDC will communicate the final determination of course approval and scheduling to the course proposer and instructor prior to any publicity about the course offering.

After course approval, the ASDC Chair will send the instructor a copy of the Teacher's Manual. The ASDC Publicity Manager will setup the online registration with the administrator, and will create the advertising blurbs for the newsletter, Order of Service, and This Week emails. The DSD will contact the instructor prior to the class start to ensure that the instructor is ready and any materials, equipment, rooms, and church opening/closing issues are resolved.

Adult Class Cancellation Procedure

One or more sessions of a scheduled class may be cancelled for the following reasons:

1. Inclement weather or AUUC building inaccessibility:

Adult classes will follow the AUUC church closure policy due to inclement weather. When Fairfax County Public School classes or other events are cancelled, adult classes will be cancelled as well. When the church announces it is closed for Sunday services, then adult classes that day will be cancelled. In cases where closure is not announced but access is questionable, it will be the teacher's responsibility to determine whether the church has power and if the parking lot and Lakehaven Drive are passable. The teacher should try to contact all students via email or phone to notify them of such last-minute class cancellations. If possible, the DSD or church administrator will post a sign on the church side door to indicate that adult classes are cancelled. The teacher and participants should decide how they wish to make up any cancelled classes.

2. Low attendance:

If class registration and/or first session attendance are low, then the teacher, in conjunction with the DSD, has the prerogative to cancel all further class sessions. The DSD will provide the teacher with the list of all registered participants along with phone numbers and email addresses. The teacher is responsible for notifying all registered participants of the class cancellation. On the day of any cancelled classes, the DSD or church administrator will post a sign on the church side door to indicate that the adult class is cancelled. The DSD will notify the ASDC members of the cancellation. The person(s) responsible for publicity will then advertise the cancellation in all appropriate communications channels (pulpit announcement, Order of Service, This Week email, newsletter, bulletin board, and any other places where the class was advertised.)

3. Teacher unavailability:

If the teacher is unavailable to teach one or more sessions and there is no backup teacher available, then the teacher, in conjunction with the DSD will cancel the affected class sessions. The same procedure as described above for low attendance will be followed.

Addendum ASDC-8

ASDC Policy on Class Fees & Instructor Payment

When considering the issue of class fees and payment to instructors, we make a distinction between internal AUUC classes, external classes, and public classes held at the church.

A. **Internal AUUC classes** are those which are taught by a staff member, church member, or friend of the church who may be a subject matter expert, but does not offer such classes on a professional basis outside the church. These classes are open to church members and friends, and are approved and advertised by the ASDC.

Class fees for internal AUUC classes are not charged to attendees. However, when a book or other materials must be purchased for each attendee to the class, attendees are expected to pay for the book or materials. In cases where the class will incur additional costs for things such as guest speakers or field trips, attendees may be asked to contribute a fee to that cost but no one will be excluded from the class due to inability to contribute. The ASDC budget will be used to cover any such unpaid fees. Instructors for internal AUUC classes are not paid by the church.

B. **External classes** are those which are taught by someone who is a subject matter expert and offers such classes or similar work professionally outside the church. The instructor may be a member or friend of the church or someone who was asked to teach by a representative of the church. These classes are open to church members and friends, and are approved and advertised by the ASDC.

Class fees for external classes are set by the instructor as approved by the ASDC. These fees are expected to be no more than fees charged for equivalent classes in the marketplace. Those fees may be collected by the church administrator or by the instructor, but the sum of all fees is given to the instructor, not the church. No additional payment is made to the instructor by the church.

C. **Public classes** are those offered to the public or a specific group of people by an organization or person not affiliated with the church, where the offeror rents the space for the class from AUUC. They pay a rental fee to the church and decide on their own fees to the attendees. These classes are not approved or advertised by the ASDC. However, if the instructor chooses to offer discounted fees to AUUC members/friends, the ASDC could advertise the class.