

**Sharing Responsibility**

Each participant checks the tasks s/he thinks are the primary responsibility of the religious educator and which such as the Religious Education Committee, the parish minister, or other volunteers, would act as support. Feel free to create a list that reflects the specific tasks that need to be accomplished in your setting. After all have participated, develop a master sheet and tally all responses. Review and negotiate areas of controversy. Check for understanding and agreement among all parties. A general rule is that a full-time religious educator will have responsibility for overseeing most of the areas, which does not mean s/he will actually carry out all of them.

**P:** Primary Responsibility | **S:** Support

Areas of Responsibility Religious Parish RE Other	Religious Educator	Parish Minister	RE Committee	Other Volunteers/Staff
<b>Program Development</b>				
Create a welcoming and nurturing learning environment				
Design the program & curricula offerings				
Develop and manage adult faith development program				
Evaluate the program			P	
Formulate program goals				
Oversee Coming of Age				
Oversee OWL				
Oversee youth group activities				
Review and obtain curriculum resources				
<b>Communication</b>				
Greet and welcome newcomers and visitors				
Prepare yearly RE program calendar				
Provide counseling and pastoral care		P		
Publicize the program				
Review and maintain core RE program documents				
Write weekly eBeacon newsletter material				
<b>Volunteers</b>				
Facilitate formal volunteer training (e.g. OWL; Spirit Play)				
Orient volunteers to teaching				
Provide ongoing support and information for volunteers				
Recruit volunteers & teachers for program				
Recruit RE Committee members			P	
Select a youth advisor(s)				
<b>Worship and Special Events</b>				
Conduct children's moment				
Oversee adult worship		P		
Oversee children's chapel				
Oversee multigenerational worship				
Oversee youth worship				
Plan special and social service events and celebrations				
<b>Administration</b>				
Keep financial records for the RE Committee				
Keep registration records up-to-date				
Keep up-to-date attendance information & statistics				
Manage the religious education database (Church DB)				
Manage volunteer background check records				
Purchase and maintain supplies and equipment inventory				

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