

**First Unitarian Universalist Church of Austin  
Adult Religious Education (ARE) Class Application**

**First Unitarian Universalist Church of Austin Mission Statement:**  
*We gather in community to nourish souls, transform lives and do justice.*

**Adult Religious Education (ARE) Mission Statement:**  
*To provide a forum for the exploration of what it means to be a Unitarian Universalist through classes that benefit the mind, body, and soul. ARE offers spiritual, intellectual, and physical classes that provide a path for Unitarian Universalists, and members of the general public, to continue learning and growing as member of society.*

**A. Adult Religious Education Program:** Classes are offered on a seasonal cycle: Fall/Winter (approx. Sept-Jan), Spring (approx. Feb-May), and Summer (approx Jun-Aug). Most courses are approved at least two months before the season in which they are offered. Classes include one-time events, multi-class series, or groups that meet on a regular basis.

**B. Lifecycle of a Class from Approval Through Evaluation:**

1. An application for ARE sponsorship is required for all ARE classes, whether they are requested by a church member or an outside individual. This application must be filled out for each class each seasonal cycle, even if the class has been offered in the past. When requesting approval for a class, please suggest ones with broadly defined spiritual, intellectual or physical aspects that are life expanding, and that support both of the mission statements above.
2. The completed *Request for ARE Class Sponsorship* form (p. 3) should be e-mailed to the Interim Director of Lifespan Religious Education (IDLRE) and the chair of the Adult Religious Education Committee (contact information attached at end of document).
3. Within one week of receipt of request, each applicant will be contacted by a member of the ARE committee. If his/her class has been deemed appropriate for consideration (i.e., it meets the guidelines and is not a duplicate of one that is already scheduled), the committee member will schedule a presentation by the applicant at the next monthly ARE committee meeting. If the request does not meet the criteria, the committee member will explain this to the applicant.
4. If the applicant has been offered the opportunity to present her/his idea to the committee, applicant should bring six copies of any informational material about the course, as well as any restrictions with teacher scheduling (i.e. available to be taught only Tues night 7-9pm). Applicant does not need to present the class itself, just the concept. A presentation should last no longer than 10 minutes and applicant should be prepared to answer questions.
5. Within one week, the ARE Committee will communicate readiness/approval to the applicant. Once approved, the applicant will begin the process of booking a room, be assigned a liaison from the ARE committee, and will sign an agreement (p. 4) with the Religious Education Department. Applicants that have been denied approval are welcome to reapply for the next cycle.

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6. The approved applicant (Course Contact/Teacher) and the ARE liaison (Liaison) for that class will work together on a plan to promote and carry through the successful completion of the class. Childcare options, fee structure and scheduling will be discussed at this time.
7. The ARE Committee will take charge of all publicity for the duration of the course. Send an announcement about the class to [beth@austinuu.org](mailto:beth@austinuu.org) to include in the ARE website no later than two weeks before the start of the class. Send other announcements for the monthly newsletter, weekly bulletins, and announcements to [news@austinuu.org](mailto:news@austinuu.org). If the class will be repeated monthly at the same time and location, let the newsletter know to repeat each month. If you have newsletter questions, contact Linda Taylor at 452-6168 x 301 or [linda@austinuu.org](mailto:linda@austinuu.org). Timing is important for publicity. The final deadline for the newsletter is the 15<sup>th</sup> of each month. Weekly announcements are published in Sunday bulletins and emails are published on Fridays and the deadline for both is Tues of that week.
8. The Course Contact/Teacher is responsible for distributing and collecting evaluations at the end of the last class, and will in turn give them to the IDLRE. Copies will be sent to the Course Contact upon request. Please also turn in the average class attendance to the IDLRE.

**C. Class Fees and Support Guidelines:**

1. Classes held on Sunday mornings (8:00 a.m. until 1:00 p.m.) may not charge a fee for attendees.
2. At the time of signing the agreement the course contact and the ARE committee will agree on the following financial decisions: appropriate fees to charge each participant, appropriate percentage to the committee (to cover costs and support the ARE program), scholarships and Honoraria to instructor if applicable.
3. Childcare, if requested in advance (see the *Childcare Requests and Booking Policy* as found on the [www.austinuu.org](http://www.austinuu.org) website), must be paid for by the class participants or the Course Contact.
4. The ARE committee does not provide monetary support for classes.
5. At the discretion of the Course Contact, members of the ARE committee may attend the class for free, but will be monetarily responsible for all supplies and materials.



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**D. Contact Information:**

*Interim Director of Lifespan Religious Education (IDLRE)*

Barbara Stoddard

[Barbara@austinuu.org](mailto:Barbara@austinuu.org)

*Assistant to the IDLRE*

Beth Cortez-Neavel

[Beth@austinuu.org](mailto:Beth@austinuu.org)

*ARE Committee Chair*

Cyndi Louden

[Cyndi.louden@tea.state.tx.us](mailto:Cyndi.louden@tea.state.tx.us)

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**Agreement for Adult Religious Education (ARE) Class Sponsorship**

This agreement is made between the First Unitarian Universalist Church of Austin and

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Name of Course Contact/Teacher	Primary Phone #	E-mail Address
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Name of Proposed Class	Scheduled to be held on Date(s)/Time/Location
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**Instructor/Facilitator/Sponsor/Guide Responsibilities:**

- Provide all program content, including handouts.
- Collect fee from participants, if applicable. Fee is \$\_\_\_\_\_ for each participant.
- Refund fee if participant withdraws by the refund deadline on \_\_\_\_\_ (to be determined beforehand by instructor).
- Remit \$\_\_\_\_\_ or \_\_\_\_\_% of fee per participant to ARE no later than \_\_\_\_\_ days after the class/course has been completed (to be determined beforehand by instructor and ARE).
- Work with the Liaison on publicity and communicating with potential participants.

**First Unitarian Universalist Church of Austin Responsibilities:**

- Assign a Liaison from the ARE Committee to work specifically with the Course Contact/Teacher.
- Promote the program through appropriate media such as the monthly church newsletter, periodic registration table in the Gallery, flyers, and on-line calendars.
- Discuss any childcare requests as stated in the *Childcare Requests and Booking Policy*

The Course Contact/Teacher is an independent contractor and not an employee of the First Unitarian Universalist Church of Austin. This person is responsible for all class content and materials, and agrees that s/he has full rights to such material and that the course use will not violate any copyrights. This person is responsible for appropriate and safe facilitation of the class. Therefore, the Course Contact/Teacher indemnifies the First Unitarian Universalist Church of Austin, and will hold it harmless for any damages arising from classes. This is the entire agreement between the parties. Any changes must be in writing agreed to by both parties. This agreement was entered into on (Date):\_\_\_\_\_.

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Course Contact/Teacher Name	Signature	Date
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ARE Committee Chair Name	Signature	Date
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IDLRE Name	Signature	Date
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**EVALUATION of Adult Religious Education (ARE) Class**

We need to know the kinds of learning experiences you want to experience through this church. As part of our planning we want to know how you feel this class. It is our intention to make improvements and we appreciate your help by answering these evaluation questions as soon as possible.

Name of Class:

Name of Instructor:

Class Start/End Dates:

Rate each of the following & circle the number chosen

Strongly Disagree

Strongly Agree

- |                                                                          |   |   |   |   |   |    |
|--------------------------------------------------------------------------|---|---|---|---|---|----|
| 1. Instructor was knowledgeable.                                         | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Instructor was an effective teacher.                                  | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Content was relevant to me.                                           | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Amount of participant prep time was appropriate.                      | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Materials & handouts were relevant.                                   | 1 | 2 | 3 | 4 | 5 | NA |
| 6. Instructor/participant interactions were positive.                    | 1 | 2 | 3 | 4 | 5 | NA |
| 7. Format used to present content was appropriate.                       | 1 | 2 | 3 | 4 | 5 | NA |
| 8. Overall, the class was worthwhile and I would recommend it to others. | 1 | 2 | 3 | 4 | 5 | NA |

9. We welcome any comments you feel would help us, the Adult Religious Education Committee, and potential instructors to make decisions about future presentations of this or other class:

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10. Feel free to make suggestions for future ARE classes: \_\_\_\_\_

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11. How did you learn about this class? Please check all that apply.  Church website

Flyer  Church Newsletter  Sunday Bulletin Other (be specific) : \_\_\_\_\_

12. Would you be interested in serving as a member of the FUUCA Adult RE Committee?

Yes, call me ASAP!  Yes, call me in 3 months.  Yes, call me in 6 months.  No, thank you.