

Liberal Religious Educators Association – Metro NY Chapter

Guidelines for Professional Expenses Provided by Congregations

There is a correlation between performance as a religious educator and having adequate funds to do the job well.

The Benefits of Professional Development and Training for Religious Educators

Both religious educators and congregations can experience the benefits of well- trained religious educators with professional identities, conduct and attitudes. Religious educators who receive ongoing professional development and training supported by their congregations often....

- ~Apply the knowledge and experience they gain in their daily congregational work.
- ~Know where to go for the most current RE program resources and curricula.
- ~Are part of a network of religious educators who share ideas and provide support.
- ~Identify as professionals and conduct themselves as such.
- ~Provide valuable leadership that stabilizes their programs and motivates participants.
- ~Feel more confident in their roles, which leads to satisfaction and longer tenure.

The Congregation's Responsibility

A budget category separate from that of the religious educator's salary package should be established to cover conference, professional, and travel expenses.

The religious educator should account for expenditures according to established procedures of the congregation. Professional expenses may include such things as: dues to LREDA and other related professional organizations; books and periodicals; out-of-pocket costs connected with congregation-related meetings/events; continuing education and training programs; conference/travel expenses to denominational and professional conferences such as General Assembly, LREDA meetings and conferences, District annual meetings, District religious education meetings, Meadville/Lombard Winter Institute, Summer Religious Education Conferences, Renaissance Modules, and specialized educational conferences such as sexuality education, family counseling, group process, etc. Since participation in these conferences is part of her/his function as religious educator in the congregation, the educator should be fully compensated for travel, room and board, and registration expenses from their professional expenses budget line.

Sample Professional Expenses paragraph from a DRE employment contract

In addition to Base Compensation, the congregation will budget for the DRE's professional expenses, including conference travel, fees, room and board; dues; journals, books, subscriptions; continuing education; and all normal and usual business related expenses, payable directly or as reimbursement to the DRE. Payment will be made up to the amount budgeted for these purposes upon production of appropriate receipts.

Attendance at professional meetings, training programs, and conferences is part of the work schedule.

Scheduling of conference travel and continuing education are to be arranged in advance with the Chair(s) of the RE Committee (or the Minister or other supervisor of the DRE). The RE Committee (or supervisor) will arrange for a substitute for the Director of Religious Education on those Sundays. The DRE will leave full instructions for the substitute DRE.

Guidelines follow on page 3, worksheet for your congregation on page 4.

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Effective 2010**

Quarter-Time Coordinator of Religious Education / RE Administrator	(10 hours or 3 units a week)	
LREDA membership dues/year (140 continental, 50 Metro NY)		190
Nine monthly meetings of religious educators cluster (avg 25 travel)		225
Metro NY LREDA events (Sept meeting \$40, winter retreat 180, Professional Day 75, June retreat 180)		475
Metro NY Annual Meeting (plus programming for religious professionals)		250
Professional Resources (Renaissance Modules, trainings, books, equipment, etc.)		460
	Total	<u>1,600</u>
 Half-Time DRE / Coordinator of Religious Education	 20 hours or 6 units a week	
LREDA membership dues/year (140 continental, 50 metro NY)		190
Nine monthly meetings of religious educators cluster (avg 25 travel)		225
Metro NY LREDA events (Sept meeting \$40, winter retreat 180, professional day 75, June retreat 180)		475
Metro NY Annual Meeting, plus programming for religious professionals)		250
Professional Resources (Renaissance Modules, trainings, books, equipment, etc.)		760
LREDA Fall Conference (avg airfare, housing and registration)		800
	Total	<u>2,700</u>
 Three-Quarter Time DRE	 30 hours or 9 units a week	
LREDA membership dues/year 140 continental, 50 metro NY		190
Nine monthly meetings with regional religious educators avg 25 travel		225
Metro NY LREDA events (Sept meeting \$40, winter retreat 180, professional day 75, June retreat 180)		475
Metro NY Annual Meeting, plus programming for ministers and religious educators)		250
Professional Resources (trainings, books, equipment, etc.)		1,060
LREDA Fall Conference		800
UUA General Assembly		1,600
	Total	<u>4,600</u>
 Full-Time DRE	 40 hours or 12 units a week	
LREDA membership dues/year 140 continental, 50 metro NY		190
Nine monthly meetings with regional religious educators avg 25 travel		225
Metro NY LREDA events (Sept meeting \$40, winter retreat 180, professional day 75, June retreat 180)		475
Metro NY Annual Meeting, plus programming for ministers and religious educators)		250
Professional Resources (trainings, books, equipment, etc.)		1,500
Miscellaneous		560
LREDA Fall Conference		800
UUA General Assembly		1,600
		<u>5,600</u>

Note: All housing at half of double room rate. Local travel average of public transportation or driving reimbursed at IRS determined rates. Air travel average of last five years locations of Fall Conference and GA. Travel meal allowances at 5 breakfast, 10 lunch, 20 dinner. Renaissance Modules assumed in-district.

WORKSHEET

Our congregation's estimate of amounts needed for the DRE Professional Expenses Budget Line

	Estimated Cost	Budget Amount
LREDA (Liberal Religious Educators Association) Continental and Local Dues <small>(Cont \$45 first 3 years and fewer than 5 Ren. Modules then \$140. Metro NY \$50)</small>	95.00 or 190.00	_____
Monthly religious educators meeting (cluster) appx 9 per year at \$25	225.00	_____
Metro NY LREDA chapter meeting and Professional Training Day	80.00	_____
Metro NY LREDA retreat, 2 at \$180	360.00	_____
LREDA Fall Conference, with transport, average	800.00	_____
Renaissance Modules, OWL and Youth trainings, and such 15 hour trainings at appx \$300 each	@300.00	_____
One day trainings and workshops	@100	_____
Metro District Annual Meeting and Religious Professionals workshop	200.00	_____
General Assembly, including prior Professional Days, etc. with transport, average	1,600.00	_____
Summer RE Conference (e.g., RE Week at Star Island, Ferry Beach or the Mountain)	900.00	_____
Books, periodicals, etc	_____	_____
Total		\$ _____