

**RENAISSANCE MODULE**  
***PLANNING GUIDE***

**FOR UNITARIAN UNIVERSALIST  
DISTRICTS, CLUSTERS,  
AND CONFERENCE CENTERS**



**THE RENAISSANCE PROGRAM**  
**The Unitarian Universalist Association**  
**2011**

## FIVE RULES FOR A SUCCESSFUL MODULE

1. Read this entire manual before you begin—no matter how many times you have read it before, or how many modules you have coordinated. Refer to it frequently as your plans progress.
2. Make sure that everybody involved in planning and implementing the module has a copy of this manual, or at least of all relevant sections. (You may make as many copies as you need.)
3. Get to know your sponsoring group's procedures and traditions.
4. Start your planning early so that all will be ready on time.
5. Involve others: This is not a project for one person alone!

This Planning Guide was developed to provide all the information needed to successfully plan and hold a Renaissance Leadership Development Module. Grateful acknowledgment goes to Jeannellen Ryan and Beth Brownfield for significant contributions, and the stewardship of the Renaissance program in recent years by Frances Manly and Meadville Lombard Theological School. While no guide can totally exhaust the possibilities, if you use it well, it will answer nearly all the questions that may arise as you plan the module. We welcome your feedback and suggestions for improvements and additions in the next edition.

The Renaissance Program is a program of the Unitarian Universalist Association. It is administered by the Ministries and Faith Development staff group of the Unitarian Universalist Association.

Renaissance Program  
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**The Renaissance Program is supported in part by a generous grant from the Panel on Theological Education.**

## *Renaissance Module Planning Guide*

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## The Renaissance Program

The Renaissance Program offers basic training in several specific areas useful to professional religious educators in local congregations. Each module consists of 15 hours of training in theory and practice. Modules may be taken in any order. The following modules are currently available:

- Administration of Religious Education Programs
- Curriculum Planning
- Philosophy of Religious Education
- Ministry with Youth
- Teacher Development
- Unitarian Universalist History
- Unitarian Universalist Identity
- Worship for All Ages
- Multicultural Religious Education

The Renaissance Program is a program of the Unitarian Universalist Association and is a significant component of its Religious Education Credentialing Program.

## INTRODUCTION

To sponsor a module, make arrangements through your district Religious Education Committee or through the planning committee of a regional conference or summer camp. The Renaissance Program Office provides approved leader lists, assists in schedule coordinating, supplies planning and module content materials, and maintains a continent-wide travel equalization program. The sponsoring group handles publicity, registrations, and arrangements with leaders, as well as all local expenses and arrangements for hosting the workshop, which includes mailing advance reading materials to participants.

At least six months before the anticipated date of the module, you should do the following things:

- Identify and confirm two Leaders
  - Designate a Coordinator (see p. 12-13)
  - Contact the Renaissance Program Office
  - Identify which of the available modules you wish to sponsor
  - Set the date and secure a module location
  - Establish a planning group that will give the needed support

## Leaders

To become a certified Leader follow these steps:

- As a participant, take the Renaissance Module you are interested in leading
- Co-lead the Renaissance Module with a current certified Leader
- Receive evaluation from the certified Leader (Leader-in Training Evaluation form must be filled out by both the certified Leader and the leader-in-training)
- Become certified as a result of a positive evaluation.

Coordinators have the option of selecting two certified Leaders from the approved list (available from the Renaissance Program Office), or they can recruit an individual who has taken a module and wants to become certified, as long as the individual co-leads with a current certified Leader.

## Your District

Each district has its own way of dividing up the many responsibilities for making a module go well. Some districts have written sets of guidelines. **If you are new to this, be sure to consult with those who have had experience with the program.** When you send in the *Renaissance Module Request Form* to the Renaissance Program Office (which gets the ball rolling!), it will be processed and a confirmation report will be sent to you and to the UUA District Services person in your area. Be sure to consult with your district office beforehand so that your desired dates fit with other district activities.

## Scheduling

Renaissance trainings are open to all interested Unitarian Universalists, with priority given to practicing religious educators. Established religious educators are generally familiar with the program, which is a recognized, integral part of the Religious Education Credentialing Program of the UUA. Many have already received Renaissance recognition. You may therefore want to focus your recruiting and publicity efforts toward newcomers who may be less familiar with the program and its benefits to them and to their congregation. You should always do some kind of informal survey to determine interest and numbers before you schedule a module in order to be reasonably sure that there will be enough participants. Be sure to co-ordinate your district's plans for a module with those being offered in neighboring districts so that overlap is avoided. You may wish to join with a neighboring district to assure a large enough pool of possible participants.

Information about upcoming modules can be found on the UUA website, at <http://www.uua.org/calendar>. In most cases, modules will be posted on the UUA calendar shortly after the dates are confirmed by the Renaissance Program Office.

## FIRST STEPS IN SCHEDULING A RENAISSANCE MODULE

1. The District R.E. Committee decides on a Renaissance topic, location (conference center or hosting congregation), and potential dates for the module, then identifies the *overall Coordinator* and contacts the Renaissance Program Office, Unitarian Universalist Association, 25 Beacon St., Boston, MA 02108. (Contact Alicia LeBlanc at 617/948-4371 or [aleblanc@uua.org](mailto:aleblanc@uua.org) for a list of approved leaders.)
2. The *overall Coordinator* is the person who serves as the central contact with the Renaissance Program Office and gathers all necessary information from the registrar and the two leaders. This coordinator first contacts and gets commitments for two leaders from the available pool and, after receiving their commitments, completes the *Renaissance Module Request Form* available on the UUA website (<http://www.uua.org/leaders/leadership/religiouseducation/renaissanceprogram/21378.shtml>). If the online form is not convenient for you, you may mail or fax the paper form in this guide,

pp. 27. Please make sure that the form is complete with complete mailing address, area codes, and phone numbers, and e-mail addresses where the Leaders, Registrar, and Coordinator can be reached. (See pp. 12-13 for more information about the Coordinator's responsibilities.)

3. The District R.E. Committee will decide how the Renaissance module will be publicized—for example, through individual mailings to religious educators and R.E. Chairs and through District and Congregation newsletters. If there is a theological school in a district when candidates for the UU ministry are being trained, it is a good idea to publicize the module there as well. This publicity will be in addition to that provided by the Renaissance Program and the UUA, which includes publication on the UUA website.
4. The District R.E. Committee will decide how to cover a deficit and what is to be done with surplus funds.

### **COMMUNICATION WITH THE RENAISSANCE PROGRAM STAFF**

There are currently two Unitarian Universalist staff people directly involved with the Renaissance Program: Judith A. Frediani, Curriculum Director, is responsible for Renaissance Module content. Alicia LeBlanc, Administrative and Editorial Assistant, are responsible for all other aspects of the program. Email and phone contact information for these staff members is on the first page of this planning guide.

For information about the content of modules, please contact Judith A. Frediani. For information about and assistance with the physical “stuff” of the program—Display Boxes, etc.—please contact Alicia LeBlanc.

### **COSTS: WHO PAYS FOR WHAT?**

The cost of sponsoring a Renaissance module is shared by the participants, their congregations, the sponsoring District R.E. Committee or conference, and the Unitarian Universalist Association. The registration fee paid by participants is determined by the local planning committee, with district subsidies and scholarships taken into account, and based on estimates of the total conference costs. (The Budget Worksheet, pp. 26, will help you determine what your registration fee should be.)

### **Travel Equalization**

The Renaissance Program Office maintains a travel equalization fund so that every district will have equal access to experienced leaders. Every Renaissance module must pay the travel equalization fee. The Renaissance Program Office then pays the actual travel costs directly to each leader and co-leader upon receiving the equalization fee and the leaders' travel vouchers. The sponsoring district or conference center is responsible for the fee, payable to the Unitarian Universalist Association (memo line = Renaissance Program Travel Equalization fee). The fee, which is adjusted from time to time to keep pace with airfares, is set at \$450 US. District planners will always be notified in advance of changes so that an orderly budgeting process can occur.

Please note that the travel equalization system is predicated on two assumptions: First, that most modules are held on a Friday through Sunday schedule, and that therefore most airfares will include a Saturday night stay; and second, that in most cases only one of the two leaders will incur

incur substantial travel costs. Districts offering mid-week modules may need to be more careful in the selection of leaders to avoid high mid-week airfares that may raise the average cost substantially and force the program to raise the travel equalization fee. *If travel expenses for a module are significantly above the average cost either because of the scheduling of the module or for other reasons under the control of the sponsoring group, the Program reserves the right to bill the sponsoring group for the additional cost.*

### **The sponsoring group is responsible for**

- an honorarium for each of the two leaders. The second leader may be in training in an assisting role or a full co-leader with experience comparable to the leading leader. The second leader is frequently selected locally. The minimum honorarium for any leader whose name appears on the official leader list for that module leader is \$400 US. The minimum honorarium for an inexperienced second leader is \$200 US, but the amount should be increased appropriately depending on experience and expertise. Two equally experienced leaders should receive equal honoraria. *Decisions on the honorarium must be negotiated with the prospective leaders before they commit to lead.*
- a deposit of \$100 US, payable four weeks before the module, for the Display Box. If the box is returned to the Renaissance Program Office **within ten days** after module, the \$100 is returned to the district.
- all meals, accommodations and on-site travel for leader and co-leader, including local car rentals.
- travel equalization funds of \$450 US for each module sponsored, paid to the Unitarian Universalist Association (memo = Renaissance Program Travel Equalization fee) in advance of module, where possible. This underwrites both leaders' travel.
- a Canadian supplement fee of \$100 US paid to the Unitarian Universalist Association if sponsoring a Renaissance Module in Canada (p .30).
- mailings or other local publicity, mailing of resources to participants, and phone or mail contacts with leaders
- meals and snacks for participants during the module
- materials and supplies for the module.
- miscellaneous costs, such as photocopies of additional materials that leaders or participants may wish to share. *Please explain any spending limits to leaders in advance.*

**NOTE:** Invoices are provided in this Guide (pp. 28-29). These invoices are to be given to the person actually responsible for writing and mailing the checks; ***one copy of each must be returned with the payment.***

### **The Renaissance Program Office is responsible for**

- paying the actual travel costs of both leaders to and from the local site
- providing Display Box materials\*
- developing and maintaining a list of experienced leaders for each module
- consultation as requested
- periodic evaluation and revision of modules and development of new modules

- maintaining records of module participation and awarding Certificates of Recognition to those who have completed five modules

## Readers

This term refers to advance reading materials. The UUA will no longer be sending any readers. Coordinators can choose to order the books or have participants order them individually. Some modules use published books as readers, while others use electronic collections of materials of which some are from published sources and some written especially for the module. Electronic files that accompany Readers will be e-mailed to the Coordinator, so that participants will receive them for the module. Readers should be sent to or ordered by participants approximately 4 to 6 weeks before the module. Note that for most modules it is important that the participants receive this material early enough to read it carefully before the module. Some readers and handouts contain material that has been duplicated *for classroom use only*. These readers and handouts are *not for sale*. We expect that sponsoring groups will preserve the integrity of the program by giving copies of materials only to leaders, co-leaders, and participants.

## \* Display Box

The Display Box will contain valuable resources to share with participants. *Resources are for display only*. The Display Box must be returned to the Renaissance Program Office within ten days after the module. A list of included resources will be in each Display Box; please make use of the check-off boxes when repacking the Display Box. All display materials *must* be returned.

**Display Box Deposit:** In order to encourage prompt return of the Display Box, the program requires a deposit of \$100 US, payable to the Unitarian Universalist Association (memo = Renaissance Program Display Box Deposit), **at least four weeks** before the date of the module. The display box will not be shipped until the Renaissance Program Office has received the deposit. If the box is received by the Renaissance Program Office within ten days after the end of the module, the \$100 will be returned to the district. If the box arrives late, the deposit is forfeited.

## Recap: Costs of a Renaissance Module

- The Renaissance Program Office provides all but the local portion of the cost of bringing in Leaders and co-leaders. This includes flight, mileage, airport parking, and taxi. In return, each district pays a \$450 US Travel Equalization fee to balance out Leaders' travel expenses.
- In addition to the Travel Equalization fee, the registration fees need to cover the following expenses. (The Budget Worksheet, pp.26, will help you determine what your registration fee should be.)
  - \$400 US (minimum) honorarium for the first Leader
  - \$200 - \$400 US honorarium for the second Leader (\$200 minimum)
  - \$100 US deposit on Display Box; will be sent back if box is returned on time.
  - Motel/Hotel cost for two to four nights (depending on whether the Leaders want to arrive the evening before the module to get an early start on planning in the morning, and on whether they are able to plan their departure in the late afternoon or early evening after completing the module). If it is agreeable to the Leaders, home hospitality would be a possibility for the evening after the module to keep down expenses, but it is important before and during the module that leaders have the privacy

privacy of a shared motel/hotel room and do not have to accommodate interacting with a host family. The Leaders' needs must take precedence.

- Miscellaneous expenses of leaders such as copying costs, telephone calls, etc.
- Meals for the Leaders before, during, and after the module
- Continental breakfasts, snacks, Saturday and Sunday lunches, and an evening meal on Saturday evening if the group is not on their own for that expense. The evening meal is sometimes catered, sometimes covered by a set meal price at a restaurant, or individual participants pay separately for this expense and have a meal of their choice. (Meals may vary somewhat depending on the schedule of the module.)
- Mailing and duplicating expenses, miscellaneous supplies
- Pins for leaders, Renaissance Recognition token gifts for those that are finishing 5 modules if this is the protocol in your district. Many districts supply Renaissance Recognition pins to those completing 5 modules.

## THE SITE FOR THE MODULE

Most modules are held in local churches with congregational hospitality. Successful modules have also been held at conference centers and camps. Previous experience in your area is helpful in determining which route to take.

## LEADERSHIP

The modules are designed to be led by two facilitators, often designated the "Leader" and the "Co-leader." The Renaissance Program Office maintains a list of skilled, trained, and experienced Leaders familiar with each module. Invitations to lead modules are made by the sponsoring group using the approved Leader list for the module you wish to sponsor. ***Any anticipated departure from the Leader list must be approved in advance by Judith A. Frediani.*** This ensures the appropriate standards of quality and experience that you will want for your program. Co-leaders are often chosen from among district religious educators who have received their five-module Renaissance Recognition and who have taken the module previously. Co-leaders do not have to be on the Leader list but should be religious educators who have excellent facilitation skills as well as the interest and the potential to become full-fledged Leaders.

Your budget for the event will include an honorarium for the module Leader. (Minimum honoraria are \$400 US for any Leader whose name appears on the official Leader list for that module, and \$200 US for an inexperienced Co-leader.) An experienced co-leader should receive at least \$300 US, and in cases where the second leader is equal to the first in experience, their honoraria should be equal. The honoraria should be presented to the Leaders upon completion of the module. If some other arrangement is to be followed, you must advise the Leaders in advance. In all cases, make sure the planning group has agreed on what is to be offered, and your expectations have been clearly stated to both Leaders.

## Responsibilities of the Leaders

- Be in contact with one another as soon as you know you will be working together.
- Make your own travel arrangements to the module site. It is recommended that you wait until the registration deadline (no later than four weeks before the module) to make non-refundable

travel reservations unless the Coordinator can assure you that the module will definitely have at least the minimum number of participants required. Before making travel reservations, you will need to decide together how much planning time you will want to have at the site before the module so that you can schedule your arrival times accordingly. The Renaissance Program Office may have arrangements with a travel agent who will make your reservations and bill the Unitarian Universalist Association directly; please check with Judith A. Frediani for current information about this.

- Arrange time when you can briefly go over some items together on the phone such as materials to bring, opening and closing times, arrival and departure times. Include time after the module to go over evaluations, fill out leaders' evaluation forms, and debrief.
- Consult with module coordinator to set opening and closing times for the module before any publicity goes out.
- Plan to arrive early Friday morning (or the morning the module begins, if other than Friday) or the evening before and have a good block of time to make your final preparations together. (Decide on how you will divide the assignments, how to handle getting participants to volunteer for openings, closings, saying graces, etc.)
- If you will be encouraging participants to help with certain aspects of the rituals or activities, plan to bring the appropriate resources (i.e., *Earth Prayers*, a hymnbook, activity ideas, song books, chalice lighting rituals, etc.).
- Communicate any particular dietary or physical needs you may have to the overall coordinator ahead of time.
- Read all the leader manuals and reading assignments. Make notes to jog your memory.
- Do whatever preparation you can ahead of time to save your energy for the participants and not be so busy with preparations during the module itself; e.g. posting the module schedule, preparing charts and posters, making copies of any handouts you have brought, etc.
- Make sure you have an overall idea of how the time frame will work. Allow time so that participants can have bathroom and snack breaks, meal breaks and some down time when they get to know each other better.
- Come prepared with some ideas on how to help participants get to know each other and feel at ease.
- Understand and have agreed to the specific financial arrangements being made *before* the module begins.
- If your module is meeting on a Friday-Sunday schedule at a church, decide whether your schedule allows for attending the Sunday service and ask the coordinator to notify the minister and DRE of your plans. If you do not feel that you can attend the service, you will need to find out whether there is an appropriate space available during the service for the module to meet.
- Consult with module organizers about the letter to be sent to participants beforehand giving details about the module and encouraging them to read their readers before they come. (See Leaders' Guide or p. 19 of this planning guide for a sample letter you can adapt.)

## **PUBLICITY**

Early publicity ensures good attendance. Lack of advance publicity is the single most determining factor for module cancellation. **Publicity even a year in advance is not too soon!** It enables Religious Educators to budget time and money to attend the module and to make it a priority on a

priority on a busy schedule. Some districts schedule their modules at the same time every year, and this seems to work very well. The main flyer with registration information should be in the hands of prospective participants **at least two months** before the scheduled module. If there is a theological school in your district attended by candidates for the UU ministry, the module should be publicized there as well as to the congregations in the district.

It is important that the sponsoring group **set an early deadline for registrations** so that advance materials can be distributed to participants and so that leaders can make travel arrangements. In the event that insufficient registration occurs, *if the module is canceled by the sponsoring group later than four weeks before the module, costs for leaders' travel, etc. will need to be paid by the sponsoring group unless other arrangements are made in advance.*

The **Registration Deadline should be at least four weeks** before the date of the module in order to allow the Renaissance Program Office to ship Display Boxes and for the Coordinator or participants to order Readers in plenty of time for the module. If registrations are to be accepted after the four-week deadline, a late fee of at least \$15 should be required as an incentive to register early.

## Publicity Tips

Publicity should contain the following information:

- name of module with brief description of what it's about (see pp. 21.)
- names of leaders and a brief profile of each.
- a brief description of what a Renaissance module is and who it is for (MRE, DRE, theological students, R.E. Chairs, Youth Advisors, individual congregants, etc.)
- dates (including days of the week), times (especially opening and closing times) (**NOTE: It is essential to discuss and confirm opening and closing times with the module leaders before announcing them publicly.**)
- location and address of module site
- costs (U.S. and Canadian \$ if applicable) and what the cost includes (meals, snacks, materials, etc.) and what it doesn't include (accommodations, transportation, meals not provided, etc.)
- housing: home hospitality, hotels/motels, B and B, etc.
- contact person and telephone number(s) where they can be reached
- Minimum and maximum numbers of participants (no fewer than 10)

## RESPONSIBILITIES OF THE COORDINATOR

The Coordinator is the person who is responsible for communications with the Renaissance Program Office and for overseeing the work of others involved in the module. The tasks listed below may be delegated to others according to your district practices, but it is the responsibility of the Coordinator to see that all are covered:

- Recruit leaders (at least one of whom must be on the official leader list for that module) and negotiate their honoraria within the boundaries set by program policy.
- Submit *Renaissance Module Request Form*. If the online form is not convenient, you may mail a copy of the form on p. 27 of this manual to the Renaissance Program Office at the Unitarian Universalist Association or fax it to Alicia LeBlanc at 617/367-4798 (giving full and complete information). ***Remember that the module is not confirmed with the Renaissance Program Office until the Request Form is received.***
- Oversee publicity and food arrangements
- Communicate the following with the leaders:
  - Arrival date and departure
  - Lodging dates, home hospitality dates
  - Time duration of the module: let Leaders decide ending time and discuss together if the Saturday evening meal will be out or in house.
  - If Leaders will be on their own to get meals in restaurants during planning time before the module, find out whether they are willing and able to use their own funds or credit cards pending reimbursement, or whether you will need to provide them with cash to pay for meals.
  - Ask Leaders to keep receipts for expenses: meals, telephone calls, etc.
  - Provide Leaders with expense voucher or form for on-site expenses to cover meals, copies and other expenses.
  - Inform Leaders how to make travel arrangements and get reimbursement from the Unitarian Universalist Association by using the *UUA Travel and Expense Report* provided by the Renaissance Program Office. (The *UUA Travel and Expense Report* form will be e-mailed to Leaders well in advance of the module.) Be clear with Leaders about financial expectations BEFOREHAND, including amount and timing of honorarium payments and district limits on spending, if any.
  - Ask Leaders what materials they want mailed to participants and what materials they want copied and ready to be handed out at the workshop.
  - Ask Leaders what information they would like to have included in the advertisement for the module or the confirmation letter.
  - Ask Leaders what supplies, curricula, and room arrangement they would like.
  - Reconfirm with the Leaders several weeks before the module to take care of last minute concerns or needs.
- Communicate regularly with Registrar during the registration period.
- Advise and consult with the planning committee from the host congregation as needed. If the module is held at a conference center, you or someone appointed by you will need to be responsible for some of the items normally assigned to the host congregation, such as name tags, materials and supplies, etc.
- **AT LEAST FOUR WEEKS BEFORE THE MODULE DATE:**
  - Inform Renaissance Program Office (and Leaders) of the number of participants registered;

registered; confirm that the module has enough registration to run, or negotiate later date for a final decision if appropriate.

- Arrange payment of \$100 US Display Box deposit. If the box is returned **within ten days** after the module ends, the \$100 will be returned to the District.
- Be present at the opening of the module to welcome participants to the church, introduce the Leaders, give an orientation of the building, introduce group to volunteers who are helping host, etc.
- Arrange for transportation to and from airports or provide information so Leaders will know how to make the arrangements (time it takes to get to the airport, how much by taxi, routes to take, etc.)
- Arrange for Leaders' honorarium checks to be written and given them before they leave.
- If module is held at a conference center, appoint a specific person to interface with conference center staff and communicate expected protocols in advance, as well as to deal with problems and special needs that may arise during the module. This person should be present on site throughout the module, whether or not s/he is a participant.
- If Leaders will have some time following a module to do some sight-seeing or relaxing, help facilitate that for them (volunteers or suggestions and directions if they have their own transportation).
- See that Leaders receive the evaluation forms for each participant and the necessary expense and report forms (both those that should be returned to the local committee and transportation expenses should be returned to the Renaissance Program Office).
- Assign someone to see that the Leaders are acknowledged and thanked.
- Pack Display Box after the module and return to the shipping address of the Renaissance Program Office. Be sure that all display materials are returned.
- Arrange for payment of Travel Equalization fee **no later than two weeks after the module**. This payment must be received by the Renaissance Program Office within 30 days after the module. Be sure that one copy of each invoice is returned with the payments. (The invoices are included in this manual, pp. 28-29.)

## **RESPONSIBILITIES OF THE HOST CONGREGATION**

To prepare for the module, the host congregation should do the following:

- Put date on church calendar and reserve the necessary rooms.
- Let the Minister, local R.E. Committee, and Board know that they will be hosting this event.
- Arrange for meeting room (large enough for all participants, resource tables, refreshments, room to move around, etc.) that can be used for the entire time. (It is very difficult and disruptive to move a group this size with all the accompanying materials during a module.) Establish if the module will need to recess during church hours.
- Provide comfortable chairs because participants will be sitting for much of the module.
- Obtain volunteers willing to provide home hospitality (have names, addresses, telephone numbers, maps, and written directions to each location). Make sure hosts understand dates and times, and that participants will have little time to socialize except perhaps in the morning over breakfast.

- Prepare name tags. It is recommended that the first name be in capital letters and fill the top half of the name tag so that it can be easily read across a circle by the leaders and other participants.

e.g.



- Arrange for availability of “break-out” spaces for small group work.
- Provide chart holder and chart paper (if possible, two of each)
- Provide supplies: markers, crayons, scissors, colored construction paper, three- hole punch, writing and drawing paper, pens, masking tape, index cards, post-it notes, wall space for taping charts, or what is requested by Leaders
- Provide access to copy machine
- Provide DVD player, laptops, tape recorder, or tape player, if needed (check with leaders)
- Make arrangements for meals:
  - Continental breakfasts or morning snack (Saturday and Sunday mornings), depending if you expect participants to have meals at their host’s or hotel
  - Lunch on Saturday and Sunday (could be a box lunch you order in, or a buffet provided by a volunteer committee)
  - Dinner on Saturday night. If time has been provided for an evening meal break on Saturday night, some groups go out for a two-hour meal break (sometime covered by a set meal price or participants pay for their own meal). Sometimes the committee will have the meal catered or prepared by volunteers. Time is always a factor here. (Consult with Leader about the length of the dinner break before making definite plans.)
- Take into account who is responsible for making, serving, and cleaning up after snacks and meals. It is very difficult to participate in the Renaissance module and be responsible for these duties!
- Provide small table, Chalice, cloth, etc., for Chalice Lighting
- Provide copies of curriculum or R.E. resources from the local congregation that may not be included in the materials that are mailed from the Renaissance Program Office. District library resources and information should also be provided.
- It adds a nice touch if tables have table covers and flowers, and meeting rooms are attractively arranged.

## **RESPONSIBILITIES OF THE REGISTRAR**

- Receive registrations
- Send confirmation to participants (see below)
- (Optional) Send letter to participants’ congregations (see sample letter, p. 20)
- Keep track of information and let appropriate people know:
  - vegetarian or special dietary concerns
  - home hospitality needs
  - matching hosts/participants
- Handle checks
- Keep track of budget, unless Coordinator has responsibility for this

- Make a mailing list of all participants and leaders. Include names, addresses, zip and postal codes, telephone numbers, and emails. Give a copy to Leaders and to participants at the module. ***Be sure to send a copy to Renaissance Program Office.***

### **Registration Form**

The registration form should contain the following information:

- Deadline for registration (at least 4 weeks before the module, **preferably earlier**)
- Name, address, zip, postal code, area code, telephone numbers (day/evening)
- Congregation, position in congregation or title
- Housing option: home hospitality, names addresses of hotels and their reservation number (noting that participants are responsible for their own hotel reservations), smoking/non smoking, allergies to cats, etc.
- Vegetarian or special dietary considerations
- Method of transportation (flight times, flight number, car pool, bus)
- Cost (check made out to \_\_\_\_\_ )
- Name and address of Registrar

### **Confirmation Letter**

***The confirmation letter should contain the following:***

- Welcome, looking forward to seeing you
- Reminder of date, location(s) (include map and written directions to the church or meeting area). Also include telephone numbers where messages can be left or, in an emergency, where participants can be reached.
- Guide to dress: i.e. casual. Indicate if participants will be attending church service.
- Times (including days of the week), for each day:  
(Fri. \_\_\_ to \_\_\_, Sat. \_\_\_ to \_\_\_, Sun. \_\_\_ to \_\_\_.)  
(Consult with Leader for exact times.)
- List of how to prepare: Read (book, reader, articles, etc.)
- What to bring: Binder for materials you will receive, paper and pens. In addition, you may want to bring musical instruments (if Leaders request), materials to share in the area of the Renaissance module (home grown curriculum materials), teacher training ideas, your congregation's R.E. prospectus, a favorite grace, ice breaker, get-acquainted game, energizing activity idea, great resources, Newsletters, or announcements, etc.

See p.19 for a sample letter you can adapt. Be sure to check with the leaders about the context of the letter before sending it out!

### **Cancellation Policy**

The minimum registration required to hold a module is 10 participants. If the minimum number of participants have not registered by the deadline (four weeks before the module), the Coordinator should inform the Leaders and the Renaissance Program Office. At that time, the Coordinator should determine whether, and how far, to extend the deadline. If insufficient

registration is received, it will be necessary to cancel the module. **The final decision whether or not the module will proceed should be made before Readers are mailed to participants.** *If the module is cancelled later than four weeks before the module date, costs which have already been incurred for leaders' travel, shipping of readers or display box, etc. must be paid by the sponsoring group, NOT the Renaissance Program Office, unless other arrangements have been made far in advance.*

## HOME HOSPITALITY

*Those who offer home hospitality need to*

- Understand that they are helping reduce the costs for the participants.
- Know the dates and times for each day of the workshop.
- Understand that their guest may arrive quite late on both nights.
- Know whether they are to provide breakfast and that mornings are the best time to get to know each other.
- Provide written directions and a map to their home, plus an address and phone number where they can be reached. In some cases, hosts are willing and able to meet participants at the module site on the first evening and lead them to their homes.
- Understand that their guest will be quite exhausted and will want privacy in the evenings.
- Be thanked during the Sunday service.

## FOOD

There are a number of different ways to handle food for a module. When there is home hospitality, breakfasts are usually provided by host families. Continental breakfasts could be offered at the meeting space. For dinner, some groups have food prepared and served by a local church volunteer committee. Others are professionally catered. Still others have adjourned to a local restaurant. Always keep in mind the time factor so participants are not rushed. While dining out may seem like a good idea, unforeseen delays can wreck a schedule. It is important to make the plans clear in the publicity, so that participants are prepared for any additional meal costs. If there is to be an evening session, it is good to limit any serving of alcohol to a brief pre-dinner social hour and a scheduled end-of-day celebration, where appropriate. Attractive non-alcoholic alternatives should always be provided when alcohol is served.

## FULL ATTENDANCE POLICY

Publicity should state clearly that full attendance at the module is required for credit to be received. No partial attendees should be accepted. Each module is an unfolding process. Both group dynamics and learning depend upon everyone being present for all sessions. The Leader does have discretion to allow credit for some missed time, whether through asking for make-up "homework" to be done, or by other means; but the sponsoring group should make that generally unnecessary by getting the appropriate commitment from participants beforehand. The Renaissance Program Office maintains a record of participants' attendance at a module based on the returned module evaluation forms. **It is important that each participant fill out an evaluation and that all evaluations are returned to the Renaissance Program Office.**

## ATTENDING SUNDAY SERVICE

When a module is held over a weekend at one of the congregations, there is often an expectation that module participants will attend the service. Sometimes, the space the module is using is needed for church programming on Sunday mornings. The planning group should be sure to work out their expectations in consultation with the leaders and to keep the host church informed so that a smooth interface results. It can be a treat for both hosts and participants if the participants attend the service, but it does not count as part of the 15 hours unless participation in the service is specifically included as an activity in the module design.

## RECOGNITION

The Renaissance Program Office will provide Renaissance Cards, which are small certificates to be given out to each participant at the completion of every module. These cards require participants' names and the signatures of both leaders. Additionally, the Renaissance Program Office will acknowledge all individuals who complete five Renaissance modules with a letter and certificate of recognition. Those who have completed five will also be mentioned in *The Religious Leader* and at the Annual Meeting of LREDA at General Assembly each June.

## SOME TYPICAL MODULE SCHEDULES

The examples below are basic “no-frills” schedules. Coordinators should discuss the schedule with the module Leaders before setting definite times, since it is often desirable to modify the schedule to lengthen some sessions and shorten others or to provide more free time during the module. One of the most common criticisms from module participants has to do with time: the module felt rushed, there was not enough down time, evening sessions were too long and too late when everybody was tired. Wherever possible, it is therefore better to make the total time of the module longer rather than shorter if you have any choice at all, given the realities of travel to and from modules in your district. This is especially relevant if the module is held at a camp or conference center that offers facilities for hiking, swimming, etc. Participants and Leaders alike may really appreciate having enough time for a break long enough to take advantage of these and to refresh themselves.

### **Weekend Module: Friday through Sunday, at a church**

Friday:	Gathering and registration	6:00 PM
	Session I	7:00—10:00 PM
Saturday	Continental Breakfast	8:00 AM
	Session II	9:00 AM—12:00 PM
	Lunch and Break	12:00—2:00 PM
	Session III	2:00—5:PM
	Social hour, Dinner	5:00—7:00 PM
	Session IV	7:00—10:00 PM
Sunday	Continental Breakfast	8:00 AM
	Session V, part I	9:00—10:30 AM
	Attend Church Service,	
	Coffee Hour, Lunch	10:30 AM—1:30 PM

**Weekend Module: Not including church service**

(This might be a module held at a conference center, or one held on Thursday—Saturday)

Friday and Saturday (or Thursday and Friday): Same as above

Sunday (or Saturday, if module starts on Thursday)

Continental Breakfast	8:00 AM
Session V	9:00 AM—12:00 PM

**Weeklong Module: Monday through Friday, at a camp or conference**

Module meets Monday through Friday, 9 AM—12 PM or 1:30—4:30 PM

**Midweek Module: Two Days**

NOTE: This schedule does not work well for all modules; it is not recommended for the Worship Module, for example. Please consult with leaders before scheduling a module according to this plan.

Day One:	Gathering and registration;	
	Continental Breakfast	8:00—9:00 AM
	Session I	9:00 AM—12:00 PM
	Lunch break	12:00—2:00 PM
	Session II	2:00—5:00 PM
	Social hour and Dinner	5:00—7:00 PM
	Session III	7:00—10:00 PM
Day Two:	Continental Breakfast	8:00 AM
	Session IV	9:00 AM—12:00 PM
	Lunch break	12:00 PM—2:00 PM
	Session V	2:00—5:00 PM

## Sample Welcome Letter from Leaders to Participants

To all the participants in the upcoming Renaissance Program module \_\_\_\_\_, beginning on \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_.

*Greetings!*

We are looking forward to meeting you soon and to forming some sincere bonds of friendship and commitment, as we share our hopes and experiences in the field of \_\_\_\_\_.

Our Unitarian Universalist congregations today are in great need of religious leaders who are skilled in the area of \_\_\_\_\_ to help them reach their goals. This tells us that as a religious professional who achieves competence and skill in \_\_\_\_\_, you will play a crucial role in the future of our movement..

If you are a brand-new at \_\_\_\_\_, we hope to take you gently by the hand and guide your steps toward confidence and joy in contributing to your congregation in this important expression of our religious faith.

If you are already an experienced leader in the area of \_\_\_\_\_, you know that there are no limits to our needs for growth in this area. You probably have much to share, and you are probably looking forward to the handouts that our generous colleagues bring to share at these gatherings. Perhaps you would be willing to make 15 to 20 copies of two of your most effective \_\_\_\_\_ to share, or one or two copies of \_\_\_\_\_ to place on our sharing table.

Please take the time to order the designated Reader well in advance to prepare for the module. It will make a difference in the quality of your experience during the module. It is particularly important that you cover \_\_\_\_\_. In addition, before you begin the module, you may find it useful to consider how \_\_\_\_\_ is handled at your current congregation so that you may \_\_\_\_\_. Finally, be sure to bring your copy of the Reader with you and binder, writing implements, and paper for notes.

We plan to schedule our time to so that you will have time both to digest content and to make friendly connections with the people attending your module. Experience shows that these relationships will be important to you.

Looking forward to making memories together,

Names (Leaders of the module)

## **Sample Letter to Congregations who are Sending Participants to the Module**

Dear Board of Trustees, Personnel Committee, and Congregation of \_\_\_\_\_ (congregation),

We are pleased that you are sending several congregants and your religious educator to the \_\_\_\_\_ Renaissance Module on Month \_\_, Year \_\_\_\_, sponsored by the local district RE Committee. We expect the module to be both fun and rigorous. Here is some important information you should know about the module.

\_\_\_\_\_ is one module in the Renaissance Program, a standardized training program for Unitarian Universalist religious education leaders. Other Renaissance modules include Multicultural Religious Education, Administration of an RE Program, Worship for All Ages, Teacher Development, Philosophy of Religious Education, Unitarian Universalist Identity, Unitarian Universalist History, and Ministry with Youth. Each module in this highly respected training program includes 15 hours of training. Additionally, the Renaissance Program is a significant component of the UUA Religious Education Credentialing Program.

Your congregation is to be commended for supporting the pursuit of continuing education as a way of developing congregational leadership and improving the quality of programs. The funds from your congregation that covered the tuition for attendance at this module will directly benefit your congregation by strengthening the leadership of your religious education program. In addition, your district dues helped provide funds for the overall administration of this and other RE workshops, as well as the district RE Consultant. Substantial funding for the Renaissance Program is also provided by the Unitarian Universalist Association and the Panel on Theological Education.

You can expect your Module Participants to return with experiences and ideas to share. Your Religious Education Committee might explore ways to begin applying these ideas to your program. You might consider asking your participants to share their new knowledge, perhaps with a newsletter article, or a forum. Consider asking your minister to preach on a topic related to the \_\_\_\_\_ module with the help of participants.

The module is intense and tiring. You may also want to acknowledge the commitment and sacrifice of the participants who attended in some way. Thank you for your involvement in supporting religious education. If you have any questions about the upcoming training, please call \_\_\_\_\_ at \_\_\_\_\_.

In Faith,

Registrar

## **Module Summaries**

Following are brief descriptions of each of the modules, in most cases consisting of the Goals for the module. These may be useful to you in deciding which modules to offer and may be used in your publicity for the module. In the latter case, you are free to rework the material into a different work if you wish. Other material in this Guide, such as general information about the program and information about Renaissance Recognition, may also be included in your publicity.

### **Administration of Religious Education Programs**

Goals for leaders and participants

- To recognize the scope of administrative duties in each participant's own situation.
- To become more aware of the components of the administration of RE programs.
- To recognize that in a congregational setting these are often shared responsibilities.
- To recognize and acknowledge the various individuals and entities who share these duties and responsibilities and to build skills in developing relationships and alliances.
- To become aware of new skills and techniques for information storage and retrieval and for decision-making.

Among the subjects the module will explore are following:

- Definition of the vision, mission, and goals of the RE committee and of clear responsibilities for the DRE
- Lines of authority, responsibility and communication within the congregation
- Communication with the Board, committees, and other staff members as well as with the congregation.
- Preparation of appropriate, accurate, persuasive, and effective reports and budgets.
- How to create win-win situations.
- Use of time and how to get help with duties that are necessary to the success of the program but are beyond what you can do in the time for which you have contracted.
- Personality and leadership style.
- Feedback and support.
- Resources for information and encouragement

Reader: An electronic (online) collection of UU and other materials prepared for this module. The participant should be familiar with contents before coming to the module.

### **Curriculum Planning**

The goals for participants in the Curriculum Planning module are:

- To clarify and expand one's understanding of curriculum.
- To understand the total curriculum planning process and practice strategies to use the process effectively in one's own congregation.
- To learn about a variety of curriculum sources and resources, including what is new, what is working well, and where to find these resources.
- Working in teams, to develop useable curricular projects that can be brought home to congregations.
- To practice evaluating and enriching curricular plans.

- To network with other religious educators and to feel affirmed and nurtured by a supportive community of religious educators.

These goals can be summarized by two compelling needs most participants share: to receive *practical* information and skills to apply in their congregations, and to feel *renewed and inspired* by their experiences with a group of people who share many of the same professional challenges. Participants want to come away from this workshop with specific ideas and resources and with feelings of increased confidence and commitment. This module is designed to address both of these needs in depth.

Reader: Maria Harris, *Fashion Me a People* Provides important theoretical grounding for the work of the module.

### **Unitarian Universalist History**

This module provides an opportunity for participants

- To gain basic knowledge of the history of Unitarian and Universalist thought
- To gain basic knowledge of the history of the Universalist Church of America, the American Unitarian Association, and the Unitarian Universalist Association
- To experience an introduction to the history of religious education in Unitarian Universalism
- To learn about resources available for further study and how to access them
- To explore with others concepts of history, tradition, heritage, and custom
- To work with others on an integrative learning project

Activities include making take-home history timeline, viewing and discussing videotapes, singing serious and silly songs, planning, playing, and worshipping together.

Reader: David Bumbaugh, *Narrative History of Unitarian Universalism*. For maximum learning, participants should have read the entire book before coming to the module.

### **Unitarian Universalist Identity**

Explicit Goals

- To create an understanding of identity as a process
- To become aware of how the process unfolds
- To identify ways to foster the process, specifically among Religious Education participants and generally among their congregations

Implicit Goals

- To help participants identify their own growth as Unitarian Universalists
- To create an interactive environment for discussion and for the sharing of ideas

Reader: *The UU Pocket Guide* (2004 edition with forward by William Sinkford) Participants should read the entire book before coming to the module.

### **Multicultural Religious Education**

Multicultural education is...about all people; it is also for all people, regardless of their ethnicity, language, religion, gender, race, or class.

---Sonia Nieto

The goal of the Multicultural Religious Education Module is to help prepare participants for meaningful participation in a diverse world. It helps or shape ways of thinking, conceptualizing, and recognizing other perspectives.

Discussion and experiential activities help participants to expand their understanding of diversity and deepen their commitment to transforming our Association into an antiracist, anti-oppressive religious community.

We cannot ignore the possibilities of this increasingly multicultural world or the possibilities of multicultural, pluralistic religious community. Unitarian Universalism is a faith for anyone – from whatever racial, ethnic, cultural background – who wants what we have to offer: a community in which to explore religious questions, develop responses to those questions that can change with experiences, and act on those responses with the intention of being the best we each, and all, can be.

Our seventh principle talks about the interdependent web. Because we are interdependent, we are accountable to the whole. We cannot afford to ignore some persons or cultures or traditions for the simple reason that they are not immediately a part of our tiny corner of the world. We cannot afford to feel too ignorant or too afraid or because those of us who are European American wish to avoid confronting uncomfortable feelings of guilt for the injustices of our forebears or the outrage of those who bore the injustices.

The module addresses the following:

- The goals of multicultural religious education
- The four approaches to implementing the multicultural educational process
- Awareness of issues involved in cultural appropriation
- Promoting social structural equality and cultural pluralism
- Seeing oppressions as linked, not independent or idiosyncratic
- Exploration of issues of privilege and power
- Factors in creating a climate that invites, honors, and celebrates diversity

The module provides opportunities for sharing stories, community, ideas, concerns, and questions.

Reader: Louise Derman-Sparks, *What If All the Kids are White?* .If possible, participants should read the entire book before coming to the module.

## **Philosophy of Religious Education**

Articulating a philosophy of Unitarian Universalist religious education helps participants envision, design and implement programs for children, youth, and adults in meaningful and successful ways. This module seeks to provide both content and process involvement.

Using the book *Essex Conversations* as a reader and resource, the module explores a set of six foundational questions of religious education. Among the desired learning outcomes for the module are the following:

- Increased ability to articulate one's own religious/faith pilgrimage and current religious education philosophy

- Familiarity with some current theories of human development that have implications for religious education
- Increased clarity about the purposes of religious education
- Familiarity with some of the aspects of Unitarian Universalist congregations as educating (teaching/learning) communities
- Awareness of the importance of educational method being appropriate to educational goals
- Increased awareness of people who are our partners and who were the historical players in the liberal religious education enterprise
- Some comfort and competence in taking home and using some new knowledge, worship processes, and awareness in this area.

Reader: *The Essex Conversations*. The reader is used extensively throughout the module; participants should have read as much as possible before coming.

## **Teacher Development**

### **Goals**

- To have an opportunity to reflect on religious education philosophy and to relate that philosophy to the training and support of volunteer teachers
- To explore strategies for teacher recruitment
- To explore issues related to safety and ethics
- To explore strategies for administrative support of volunteer teachers
- To gain understanding of teachers' needs in order to understand and deliver curriculum
- To increase understanding of child development and its relationship to teaching and learning
- To explore and develop strategies for appreciation and recognition of volunteers
- To work with others to create a teacher-training session
- To have an opportunity to worship and network with other religious educators

Reader: Parker Palmer, *The Courage to Teach*. Provides important theoretical grounding for the work of the module.

## **Worship for All Ages**

### **Goals**

To expand and deepen the understanding of worship experiences

- by sharing memories of personal experiences of worship
- by differentiating between personal and communal worship
- by becoming acquainted with theories of communal worship
- by considering differences in responses to worship experiences among children, youth, adults, and intergenerational groups
- To develop competence and confidence in leading worship
- by considering the nature and needs of children, youth, and adults at worship, drawing upon insights from recent studies of human and faith development
- by considering the conditions that encourage worship in a communal setting
  - the role of silence, meditation, and prayer
  - the aesthetic dimension, including music and dance
  - finding the balance between spontaneity and ritual

- by suggesting guidelines for planning worship within a church or fellowship
- by providing examples of stories, songs, readings, and other resources
- by offering opportunities to design worship experiences
- by experiencing worship and celebration throughout this workshop

To make participants feel inspired to make worship a significant part of the religious education experience

Reader: An extensive collection of materials gathered, and in many case written, for this module. We highly recommend that the participant read the entire collection before coming to the module.

## **Ministry with Youth**

### **Goals**

The philosophy of this module is that youth will be ministered to by Unitarian Universalist congregations when they are respected as community members. As youth are empowered to be full members of Unitarian Universalist communities, both they and the community will be strengthened. Youth empowerment does not mean that adults are disempowered or should abdicate responsibility. It is not either/or. Youth empowerment means that the more empowered youth are as youth, the more appropriately empowered adults will be as adults.

It is important to note in your publicity that this module is NOT advisor training. Advisors are welcome to attend, and their perspectives greatly strengthen the module for everyone; but it is only fair and considerate to do your best to make sure that they don't come with false expectations. There are also religious educators who have the dual responsibility of advising their youth group. Some of the resources are the same for the Ministry With Youth Module and the program that focuses on youth advisors, Youth Advisor Training. While this module is relevant to people working with youth in various capacities, this module is

- directly focused on the education of the people supporting the advisors.
- congregation-oriented rather than focused on district- or cluster-level youth ministry. This grew from the belief that it is the congregations that are central to the religious experience of Unitarian Universalists.
- concerned with youth programming as part of the total life of the congregation.

The module will include discussions of the following areas::

- Characteristics and qualities of youth
- Building community
- Balanced programming
- Youth/congregational connections
- Selection, training and support of advisors
- Resources
- Youth programming structure within congregations, districts and at the UUA

Reader: an extensive collection of materials addressing many aspects of ministry with youth. We highly recommend that leaders read the entire collection and that participants become familiar with its contents and read as much of it as possible before attending the module.

### Budget Worksheet for a Typical Module

#### Materials and Supplies

Supplies: newsprint, markers, masking tape, name tags, index cards, etc. \$\_\_\_\_\_

Photocopying (Renaissance Office will not send out copies of any materials)\_\_\_\_\_

Other \_\_\_\_\_

**Subtotal** \$\_\_\_\_\_

#### Program Costs

Travel Equalization Fee \$450.00 US

Display Box Fee \$100.00 US

**Subtotal** \$\_\_\_\_\_

#### Publicity and Registration

Ads in district mailings \_\_\_\_\_

Flyer design \_\_\_\_\_

Flyer photocopying \_\_\_\_\_

Postage \_\_\_\_\_

Other \_\_\_\_\_

**Subtotal** \$\_\_\_\_\_

#### Site Fees

Rental of Conference Center \_\_\_\_\_

Custodian fee \_\_\_\_\_

Lodging per night \_\_\_\_\_ per participant

X number of participants \_\_\_\_\_

Other \_\_\_\_\_

**Subtotal** \$\_\_\_\_\_

#### Food

Cost per meal \_\_\_\_\_ X number of meals

X number of participants \_\_\_\_\_

Snacks and beverages for break times \_\_\_\_\_

Other \_\_\_\_\_

**Subtotal** \$\_\_\_\_\_

#### Leadership

Honorarium for First Leader \_\_\_\_\_

Honorarium for Second Leader \_\_\_\_\_

Telephone (long distance to/by Leaders) \_\_\_\_\_

Local transportation for Leaders \_\_\_\_\_

Lodging for Leaders \_\_\_\_\_

Other \_\_\_\_\_

**Subtotal** \$\_\_\_\_\_

#### Contingencies (recommended)

\$50.00

#### TOTAL COST

\$\_\_\_\_\_

Less district funding/subsidy \_\_\_\_\_ =

Divided by number of participants expected \_\_\_\_\_ =

**Registration Fee** \$\_\_\_\_\_

## Renaissance Module Request Form

**Module Title:** \_\_\_\_\_ **Dates:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Location:** \_\_\_\_\_ **District:** \_\_\_\_\_

\_\_\_\_\_ **Sponsoring Group:** \_\_\_\_\_

**Coordinator:** *Central contact with the Renaissance Program Office; he or she gathers all pertinent information from the Registrar, Leader, & Co-leader.*

**Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Registrar: Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Leader: Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_

**Co-leader: Name:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_

*Coordinator, please indicate where and  
To whom display materials should be sent:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please return completed form to:  
Renaissance Program Office  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108*

Please forward this form to the above address **at least 6 months before the module.**

***Renaissance Program Office***  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108

**Travel Equalization Fee**  
Amount due: \$450.00 US

Module: \_\_\_\_\_ Date: \_\_\_\_\_  
Site \_\_\_\_\_ Coordinator: \_\_\_\_\_

The Renaissance Program Travel Equalization fee will be applied toward travel costs for the leader and co-leader of the module sponsored by your district. The leader and co-leader will be reimbursed for their actual expenses by the Renaissance Program.

Please make check payable to the Unitarian Universalist Association. On memo line, please note “Renaissance Program Travel Equalization fee” and the name and dates of module. To be sure your payment is properly credited, please return one copy of this invoice with your payment. Please remit **within thirty days** after the module.

-----  
INVOICE

***Renaissance Program Office***  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108

**Travel Equalization Fee**  
Amount due: \$450.00 US

Module: \_\_\_\_\_ Date: \_\_\_\_\_  
Site \_\_\_\_\_ Coordinator: \_\_\_\_\_

The Renaissance Program Travel Equalization fee will be applied toward travel costs for the leader and co-leader of the module sponsored by your district. The leader and co-leader will be reimbursed for their actual expenses by the Renaissance Program.

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INVOICE

**Renaissance Program Office**  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108

**Display Box Deposit**  
Amount due: \$100.00 US

Module: \_\_\_\_\_ Date: \_\_\_\_\_  
Site \_\_\_\_\_ Coordinator: \_\_\_\_\_

The Renaissance Office must receive this deposit before we can ship the display box for your module. If the box is returned to us **within ten days** after the end of the module and is in the same condition we sent it out in, the \$100 deposit will be returned to you. If the box is not received by this deadline, the deposit will be forfeited.

Please make check payable to the Unitarian Universalist Association. On memo line, please note "Renaissance Program box deposit" and name and dates of module. To be sure your payment is properly credited, please return one copy of this invoice with your payment. Please remit **at least four weeks** before the module.

-----  
INVOICE

**Renaissance Program Office**  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108

**Display Box Deposit**  
Amount due: \$100.00 US

Module: \_\_\_\_\_ Date: \_\_\_\_\_  
Site \_\_\_\_\_ Coordinator: \_\_\_\_\_

The Renaissance Office must receive this deposit before we can ship the display box for your module. If the box is returned to us **within ten days** after the end of the module and is in the same condition we sent it out in, the \$100 deposit will be returned to you. If the box is not received by this deadline, the deposit will be forfeited.

Please make check payable to the Unitarian Universalist Association. On memo line, please note "Renaissance Program box deposit" and name and dates of module. To be sure your payment is properly credited, please return one copy of this invoice with your payment. Please remit **at least four weeks** before the module.

30  
INVOICE

***Renaissance Program Office***  
Unitarian Universalist Association  
25 Beacon St.  
Boston, MA 02108

***Canadian Supplement***  
Amount due: \$100.00 US

Module: \_\_\_\_\_ Date: \_\_\_\_\_  
Site: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Please make check payable in US Dollars to the Unitarian Universalist Association. On memo line, please note name and dates of module. To be sure your payment is properly credited, please return one copy of this invoice with your payment. Please remit within thirty days after the module.

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INVOICE

***Renaissance Program Office***  
Unitarian Universalist Association  
25 Beacon St.  
Boston, MA 02108

***Canadian Supplement***  
Amount due: US \$100.00

Module: \_\_\_\_\_ Date: \_\_\_\_\_  
Site: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Please make check payable in US Dollars to the Unitarian Universalist Association. On memo line, please note name and dates of module. To be sure your payment is properly credited, please return one copy of this invoice with your payment. Please remit within thirty days after the module.