

# RULES OF THE RELIGIOUS EDUCATION CREDENTIALING COMMITTEE

Adopted by the UUA Board of Trustees on January 23, 2014

## 1. THE RULES

These Rules are promulgated, and all rules previously promulgated will be hereby rescinded and revoked, by authority of ARTICLE VII, Section 7.13 and ARTICLE XII of

the Bylaws of the Unitarian Universalist Association as approved by the Unitarian

Universalist Board of Trustees. In these Rules, the word "society" refers

to a church or fellowship.

Catherine Rowland 2/10/2016 11:13 AM

Deleted: -

Catherine Rowland 2/10/2016 11:22 AM

Deleted: on June 26, 2003

Catherine Rowland 2/10/2016 11:22 AM

Formatted: Not Highlight

## 2. COMMITTEE'S JURISDICTION

The Religious Education Credentialing Committee shall have jurisdiction over Religious Education Credentialing with the Unitarian Universalist Association and over the approved list of religious educators with credentialing status published in the Directory of Unitarian Universalists and elsewhere with authority to make any changes as hereinafter provided. Religious education credentialing status is granted for Credentialed Religious Educator - Associate Level, Credentialed Religious Educator, and Credentialed Religious Educator – Master Level. These Rules shall apply to all religious educators who have achieved a religious education credentialing status, or who are Applicants to or Candidates in the Religious Education Credentialing Program.

## 3. EXECUTIVE SECRETARY

The Director of Ministries and Faith Development staff group shall be the Executive Secretary of the Religious Education Credentialing Committee, but shall not be a voting member of the Committee. S/he shall have charge of the correspondence and the custody of the Committee's records and files, which shall be kept confidential as provided in said

Bylaws. Upon request and by prior arrangement, information about a religious educator with religious education credentialing status from the files of the Committee shall be shared with that religious educator except for any psychological evaluations and information transmitted in confidence or otherwise deemed confidential by the RECC. The Executive Secretary shall keep a complete and accurate list of religious educators who have achieved religious education credentialing status, and such other books and documents as may be necessary or convenient to maintain complete and adequate records.

#### 4. EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the RECC Chair, RECC members appointed by the Chair, and, as non-voting members, the RECC Executive Secretary, and

the Professional Development ~~Specialist~~. The

Executive Committee shall consult before each full RECC meeting to review the RECC

agenda, and make recommendations to the RECC concerning business items. The Executive Committee may develop recommendations and reach decisions through face-to-face

gatherings, conference calls, and exchange of electronic mail.

#### 5. MEETINGS

The Committee shall meet at such times and places as it shall determine. Special

meetings may be called by the Chair or by the Executive Secretary. Five voting members

shall constitute a quorum. ~~If agreed upon in advance by a quorum, decisions may be made by a vote of fewer than five members, provided the vote is unanimous.~~ Meetings may occur in face-to-face gatherings and through conference calls.

Jan Gartner 5/9/2016 5:25 PM

**Comment [1]:** Reflects title change of staff member.

Catherine Rowland 2/10/2016 11:23 AM

**Deleted:** Associate for Religious Education and Music Leader

Catherine Rowland 2/10/2016 11:23 AM

**Deleted:** s

Catherine Rowland 2/10/2016 10:40 AM

**Deleted:** .

Jan Gartner 5/9/2016 5:25 PM

**Comment [2]:** To provide for unusual situations where decision is needed and fewer than 5 will be available. (Full committee is 7 members.)

Catherine Rowland 2/10/2016 11:24 AM

**Deleted:**

Catherine Rowland 2/8/2016 4:26 PM

**Deleted:** .

Catherine Rowland 2/10/2016 11:24 AM

**Deleted:** .

Catherine Rowland 2/10/2016 10:38 AM

**Deleted:** 6. LEVELS OF RELIGIOUS EDUCATION CREDENTIALING .  
Religious Educators who have achieved a achieved a religious education credentialing status shall be .  
Credentialed Religious Educator – Associate Associate Level status may be given to those in a .  
Credentialed Religious Educator status may be status may be given to those in a career of at least two .  
Credentialed Religious Educator – Master Level Master Level status may be given to those in a career .  
7. APPLICATION PROCEDURE .  
8. GENERAL QUALIFICATIONS .  
MENTORSHIPS .  
TERMINATION OF PARTICIPATION IN THE IN THE RELIGIOUS EDUCATION . ... [1]

Catherine Rowland 2/10/2016 10:38 AM

**Deleted:** Religious Educators who have achieved a religious education credentialing status shall be .  
Credentialed Religious Educator – Associate Associate Level status may be given to those in a .  
Credentialed Religious Educator status may be status may be given to those in a career of at least two .  
Credentialed Religious Educator – Master Level Master Level status may be given to those in a career .  
7. APPLICATION PROCEDURE .  
8. GENERAL QUALIFICATIONS .  
MENTORSHIPS . ... [2]

Catherine Rowland 2/10/2016 10:38 AM

**Deleted:** Credentialed Religious Educator – Associate Level status may be given to those in a . ... [3]

## 6. LIST OF RELIGIOUS EDUCATORS AND USE OF LIST

The Committee shall maintain lists of religious educators who have achieved a religious education credentialing status. The Committee shall determine all matters of form and content pertaining to the lists of religious educators who have achieved a religious education credentialing status and determine when and in what manner said lists or any portion of them shall be published.

## 7. CRITERIA FOR TERMINATION OF RELIGIOUS EDUCATION CREDENTIALING STATUS

The religious education credentialing status of a religious educator may be terminated when a religious educator's performance and/or behavior in a society or in any other professional position is found by the Committee to be conduct unbecoming a professional religious educator or for other specified cause.

## 8. PROCEDURES FOR TERMINATION OF RELIGIOUS EDUCATION

### CREDENTIALING STATUS

The Committee shall institute a confidential review to determine whether a religious educator's religious education credentialing status shall be terminated upon the receipt of information from any identified source which indicates the probability that one or more

Catherine Rowland 2/10/2016 10:38 AM

**Deleted:** Credentialed Religious Educator status may be given to those in a career of at least two  
Credentialed Religious Educator – Master Level Master Level status may be given to those in a career  
7. APPLICATION PROCEDURE  
8. GENERAL QUALIFICATIONS  
MENTORSHIPS  
TERMINATION OF PARTICIPATION IN THE IN THE RELIGIOUS EDUCATION ... [4]

Jan Gartner 5/9/2016 5:25 PM

**Comment [3]:** As we modify the program, the specifics and requirements of the levels can change. It doesn't make sense to have this level of specificity in the Rules.

Catherine Rowland 2/10/2016 10:38 AM

**Deleted:** Credentialed Religious Educator – Master Level status may be given to those in a career  
7. APPLICATION PROCEDURE  
8. GENERAL QUALIFICATIONS ... [5]

Jan Gartner 5/9/2016 5:25 PM

**Comment [4]:** Also too specific for Rules.

Catherine Rowland 2/10/2016 10:41 AM

**Deleted:** 7. APPLICATION PROCEDURE  
8. GENERAL QUALIFICATIONS ... [6]

Jan Gartner 5/9/2016 5:25 PM

**Comment [5]:** None of this makes sense ... [8]

Catherine Rowland 2/10/2016 10:39 AM

**Deleted:** 8. GENERAL QUALIFICATIONS  
MENTORSHIPS ... [7]

Catherine Rowland 2/10/2016 10:39 AM

**Deleted:** .

Jan Gartner 5/9/2016 5:25 PM

**Comment [6]:** Also too specific for Rules.

Catherine Rowland 2/10/2016 10:42 AM

**Deleted:** MENTORSHIPS ... [9]

Jan Gartner 5/9/2016 5:25 PM

**Comment [7]:** Participation in the RECP ... [11]

Catherine Rowland 2/10/2016 10:43 AM

**Deleted:** TERMINATION OF PARTICIPATION IN THE RELIGIOUS EDUCATION ... [10]

Catherine Rowland 2/10/2016 11:06 AM

**Deleted:** 9.

Catherine Rowland 2/10/2016 11:25 AM

**Deleted:** 4 ... [12]

Catherine Rowland 2/10/2016 10:49 AM

**Deleted:** .

Catherine Rowland 2/10/2016 11:07 AM

**Deleted:** 11.

Catherine Rowland 2/10/2016 10:50 AM

**Deleted:** proceedings

Catherine Rowland 2/10/2016 10:50 AM

**Deleted:** .

of the criteria for termination exists.

A. Rights of the Religious Educator. The religious education credentialing status of a religious educator may be terminated by the Religious Education Credentialing Committee for unbecoming conduct or other specified cause after notice and opportunity

for a meeting with the Committee at which the religious educator shall have the right to be accompanied by a Good Offices person of either the Unitarian Universalist Ministers Association (if the religious educator is a minister) or the Liberal Religious Educators Association (if the religious educator is not a minister), and shall have the right to interact with those present at the meeting.

B. Rights of the Committee. The Committee shall also have the right to seek to obtain information, whether from documents or persons, as it sees fit.

C. Right of the Identified Source. The person or organization who brought the information to the attention of the Committee shall be invited to the review meeting, accompanied by an advocate designated by the Office of Ethics and Safety.

D. Expenses. The review meeting shall take place using secured teleconference software or in person, with costs for travel borne by the religious educator charged. The cost of the teleconference software shall be borne by the Committee and the cost of computers and Internet access shall be borne by the individual.

E. Exchange of Documents. Prior to the meeting, the religious educator and the Committee shall arrange for the mutual exchange of documents and a list of anticipated meeting guests.

F. Criminal Proceedings. In the event that criminal charges are pending against the religious educator, the Executive Committee may suspend all or part of the Committee's

Catherine Rowland 2/10/2016 10:51 AM  
**Deleted:** hearing before

Catherine Rowland 2/10/2016 10:51 AM  
**Deleted:** represented by counsel, to introduce evidence, to have any relevant and matc ... [13]

Catherine Rowland 2/10/2016 10:52 AM  
**Deleted:** be ... [14]

Catherine Rowland 2/10/2016 10:52 AM  
**Deleted:** C

Catherine Rowland 2/10/2016 10:53 AM  
**Deleted:** All expenses involved in the travel, appearance, and representation of  
D. Notice of Charges and Hearing. Upon a  
Upon a finding of probable cause the  
E. Response. Within thirty (30) days of the  
of the notice, the religious educator mus' ... [15]

Catherine Rowland 2/10/2016 10:54 AM  
**Deleted:** D. Notice of Charges and Hearing.  
Upon a finding of probable cause the  
E. Response. Within thirty (30) days of the  
of the notice, the religious educator mus' ... [16]

Catherine Rowland 2/10/2016 10:54 AM  
**Deleted:** E. Response. Within thirty (30) days  
of the notice, the religious educator mus' ... [17]

Catherine Rowland 2/10/2016 11:01 AM  
**Deleted:** F.

Catherine Rowland 2/10/2016 10:55 AM  
**Deleted:**

Catherine Rowland 2/10/2016 10:55 AM  
**Deleted:** hearing

Catherine Rowland 2/10/2016 10:54 AM  
**Deleted:** witnesses. ... [18]

Catherine Rowland 2/10/2016 11:02 AM  
**Deleted:** G.

investigation until the conclusion of the criminal adjudication. A court transcript/record may be used in lieu of or in addition to an investigative committee report.

**G. Confidentiality.** At the beginning of the hearing, rules of confidentiality

will be established and emphasized, and they will be reiterated at the end. All individuals

- including Committee members, the person being heard and the support person - must respect all rules of confidentiality.

**H. Determination.** The Committee shall determine

whether or not the religious educator's religious education credentialing status shall be

terminated and shall enter in the record of the meeting the reasons for its decision. Should the religious educator's religious education

credentialing status not be terminated, the Committee may impose conditions and/or

restrictions as it deems appropriate. Such decision shall be made at the next meeting of

the Religious Education Credentialing Committee. Written notice of the decision

containing the reasons thereof shall be sent by the Committee's Executive Secretary to the

religious educator under review within seven days of the date of the decision. If a religious educator's credentialing status is terminated, the religious educator may appeal the decision to the Religious Education Credentialing Committee by contacting the Executive Secretary.

**I. Additional Proceedings.** The Committee, at any time prior to the

renderings of its decision, or prior to a final decision by the Board of Review in the event

of appeal by the religious educator, shall have the power to reopen the

Catherine Rowland 2/10/2016 10:57 AM

Deleted: H. Hearing Procedures. ... [19]

Catherine Rowland 2/10/2016 11:00 AM

Deleted: 2.

Catherine Rowland 2/10/2016 11:01 AM

Deleted: and/or

4. Procedures. The proceedings shall be conducted in such manner as the  
5. Recommendations of Board of Inquiry. If the Inquiry. If the proceedings are  
6. Access to Information. All material sent to the sent to the Committee by the Board

Catherine Rowland 2/10/2016 11:00 AM

Deleted:  
4. Procedures. The proceedings shall be conducted in such manner as the  
5. Recommendations of Board of Inquiry. If the Inquiry. If the proceedings are  
6. Access to Information. All material sent to the sent to the Committee by the Board

Catherine Rowland 2/10/2016 11:00 AM

Deleted: 4. Procedures. The proceedings shall be conducted in such manner as the  
5. Recommendations of Board of Inquiry. If the Inquiry. If the proceedings are ... [20]

Catherine Rowland 2/10/2016 11:00 AM

Deleted: 5. Recommendations of Board of Inquiry. If the proceedings are ... [21]

Catherine Rowland 2/10/2016 11:00 AM

Deleted: 6. Access to Information. All material sent to the Committee by the Board ... [22]

Catherine Rowland 2/10/2016 11:31 AM

Deleted:

Catherine Rowland 2/10/2016 10:59 AM

Deleted: 7.

Catherine Rowland 2/10/2016 11:03 AM

Deleted: , either at the conclusion of its own 6

Catherine Rowland 2/10/2016 10:58 AM

Deleted: 6

Catherine Rowland 2/10/2016 11:03 AM

Deleted: case

Catherine Rowland 2/10/2016 11:32 AM

Deleted: and an ... [23]

Catherine Rowland 2/10/2016 11:04 AM

Deleted: charged

Jan Gartner 5/9/2016 5:25 PM

Comment [8]: This replaces the Appeals Rule, below.

Catherine Rowland 2/10/2016 10:59 AM

Deleted: 8.

Catherine Rowland 2/10/2016 10:58 AM

Deleted: charged

matter to consider newly discovered information. In that event, the religious educator shall be notified in writing that the matter has been reopened.

#### 9. RE-ADMISSION

The Committee shall have authority to re-admit a religious educator to a religious education credentialing status. An application on such form as the Committee shall determine shall be filed, said application to include in any event a brief statement of the reasons for termination of religious education credentialing status, and the reasons for readmission

which the applicant believes should be considered. The decision on an application for re-admission shall not be subject to appeal.

#### 10. CONVICTION DISCLOSURE

Religious educators with religious education credentialing status shall inform the Religious Education Credentialing Committee of all criminal convictions that occur or have occurred except for minor traffic violations and those convictions which by law they need not disclose.

Applicants to the Religious Education Credentialing Program of the Unitarian Universalist Association shall inform the Religious Education Credentialing Committee of all criminal convictions except for minor traffic violations and those convictions which by law they need not disclose. A criminal background check is required by a UUA approved vendor before program completion in order to receive Credentialed Religious Educator status.

#### 11. COOPERATING WITH THE COMMITTEE

It is expected that all Applicants to and Candidates in the Religious Education

Catherine Rowland 2/10/2016 10:59 AM

**Deleted:** proceedings

Catherine Rowland 2/10/2016 10:59 AM

**Deleted:**

Catherine Rowland 2/10/2016 10:59 AM

**Deleted:** evidence.

Jan Gartner 5/9/2016 5:25 PM

**Comment [9]:** Re It is goodto have a process for reviewing the case of any credentialed religious educator whose suitability to hold credentialed status comes into question. We re-worked the process to be less legalistic.

Catherine Rowland 2/10/2016 10:59 AM

**Deleted:** proceedings to terminate religious education .  
12. APPEALS .  
13

Jan Gartner 5/9/2016 5:25 PM

**Comment [10]:** ?? Not sure about this.

Catherine Rowland 2/10/2016 11:09 AM

**Deleted:** 12. APPEALS .  
13

Catherine Rowland 2/10/2016 11:09 AM

**Deleted:** .

Catherine Rowland 2/10/2016 11:35 AM

**Deleted:** 13

Catherine Rowland 2/10/2016 11:36 AM

**Deleted:** 4

Jan Gartner 5/9/2016 5:25 PM

**Comment [11]:** This was added to our protocol a number of years ago and is an important part of the completion process.

Catherine Rowland 2/10/2016 11:11 AM

**Deleted:** Such disclosure is required for achieving religious .

... [24]

Catherine Rowland 2/10/2016 11:36 AM

**Deleted:** 5

Credentialing Program and all religious educators with religious education credentialing status will cooperate with the Committee at all times. This includes responses to requests for information, provision of requested documentation, and attendance at meetings with the Committee. Non-compliance may be deemed conduct unbecoming a professional religious educator.