

## **Employment Agreement: Interim Director of Lifespan Education (IDRE) - Draft**

Universalist Unitarian Church of Peoria (The Church) hereby employs the \_\_\_\_\_ as its Interim Director of Lifespan Education (IDLE) for six months beginning February 1, 2021, and ending July 31, 2021 on the following terms:

1. The IDLE will perform the duties described in the attached document, “Duties of Interim Director of Lifespan Education.” Their primary focus is to create and maintain effective, safe, and welcoming Lifespan Education for students from age 3 to grade 12, as well as supervising nursery care for children birth to 3 for Sunday Services and other church events. Their secondary focus will be to assist the congregation as it works through the developmental tasks of an interim congregation and in searching for a permanent Director of Lifespan Education.
2. The Universalist Unitarian Church of Peoria (The Church) agrees to participate in the interim process as it prepares to search for a new religious educator. The developmental tasks of an interim congregation are:
  - a. claiming and honoring its past and engaging and acknowledging its griefs and conflicts,
  - b. recognizing its unique identity and its strengths, needs, and challenges,
  - c. understanding the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition,
  - d. making appropriate use of Mid America, UUA, and other outside resources, and
  - e. renewing its vision, strengthening its stewardship, preparing for new growth and new professional leadership, ready to embrace the future with anticipation and zest
3. As part of managing the RE program, the IDLE will administer the RE budget and ensure that all expenditures stay within the budget developed by the Board of Trustees and approved by the congregation. Budgeted expenditures, if paid from personal funds, will be reimbursed promptly upon the submission of a written expense report and receipts.
4. The IDLE works in cooperation with the minister and is accountable to the Board of Trustees and the Religious Education Committee.
5. The Church will pay the IDLE a salary of \$ 3919 per month (\$ 47,029/year) for a full-time (32 hours per week) position, or the appropriate proportion thereof.
6. The Church will provide the IDLE with professional development funds. *[Amount available will be discussed during negotiations.]*
7. The Church will contribute 9% of the IDLE’s salary into a 401(a)-retirement account through the Unitarian Universalist Association. The employee may make additional contributions through “Salary Reduction” (withholding). This account will be governed by the rules and policies of the UUA.
8. The Church will pay 100% of premiums for life and disability insurance offered by the Unitarian Universalist Association. These policies will be governed by the rules and policies of the UUA.
9. Health and dental insurance are available through the UUA. *[Funds available will be discussed during negotiations.]*
10. The specific work schedule will be arranged with the IDLE, the RE Committee, and the Minister in the best interest of The Church. Some elements of the work may be done remotely. The IDLE is expected to work Sunday mornings, attend staff meetings, attend RE Committee meetings, Worship Team meetings,

Board of Trustee Meetings, and additional meetings as needed. *[There is an option of free housing if the IDLE is not local to Peoria.]*

11. For the six-month term of employment, the IDLE will have fourteen (14) days of paid vacation including up to two (2) Sundays. The IDLE will also have fourteen (14) days of paid time to spend in professional development such as General Assembly, training, credentialing, and other professional and/or development events. These leaves will be scheduled in advance with the RE Committee and the Minister. The RE Committee which will arrange any Sunday substitute.
12. The IDLE will be allocated an annual budget to fund continuing education, conference fees and related travel, study materials, and other costs associated with professional development.
13. The IDLE agrees to abide by the policies and procedures of the Universalist Unitarian Church of Peoria.
14. The Church will provide suitable office space for meetings, work, and counseling, and appropriate office equipment (including telephone service, a computer, internet access, access to printing and copying, and similar materials) to serve and communicate with members and friends of The Church and on behalf of The Church.
15. The Church will seek to cooperate with the IDLE in the performance of their duties and will afford the IDLE freedom of the pulpit. All notes, research, sermons, and other products of the IDLE's work shall be the sole property of the IDLE, provided that The Church shall have a non-exclusive, royalty-free copyright license to use, and have used, the same in connection with the activities of The Church.
16. The IDLE's performance and the RE program as a whole will be evaluated annually by the minister and the Board of Trustees or its designee.
17. Either party may terminate this agreement by giving 30 days' notice in writing.
18. This contract may be extended by mutual agreement for an additional year.
19. The Church and the IDLE agree to abide by the code of professional conduct and the guidelines set forth in the Handbook for Professional Religious Educators as published at uua.org.
20. The IDLE and the Minister will create a formal working covenant, which they will share with the BoT and the RE Committee.

*Accepted by:*

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*Signature, IDLE*

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*Date*

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*Signature, the Minister*

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*Date*

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*Signature, President of the Board of Trustees*

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*Date*