

The Unitarian Universalist Church  
of Urbana-Champaign



**Church Operations Manual**

**Section B: Board of Trustees Manual**

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## SECTION B: BOARD OF TRUSTEES MANUAL

### B.1 Board of Trustees Planning Calendar, 2010-2011

Month	Date	Church-wide Events	Board Events	Church Planning Activities (that involve BOT)
<b>May, 2010</b>				
	First Sunday in May: May 2	Annual Meeting		
	Evening of Annual Meeting: May 2		Retiring BOT chair hosts "potluck supper social" for new BOT & partners/spouses	
	May 11		Business Mtg; new BOT elects officers & assigns new committee liaisons	
	May 23	Last day RE classes		
	May 25		Study Session topic: Orientation to board binder	
	May 30	Begin one service on Sundays between Memorial Day and Labor Day: 10:00		
<b>June, 2010</b>				
	First Sunday in June: June 6	Flower Communion & Youth Bridging		
	June 8		Business Mtg.	
	Saturday June 12		Board Retreat 9-3	
	June 13	Worship service and picnic in Ambucs Park, 10:00		
	June 22		Study Session: cancelled because of retreat	
	June 22-27	UUA General Assembly in Minneapolis, MN		
<b>July, 2010</b>				
		Church Fiscal Year Begins		
	July 13		Business Mtg.	

<b>Month</b>	<b>Date</b>	<b>Church-wide Events</b>	<b>Board Events</b>	<b>Church Planning Activities (that involve BOT)</b>
	July 27		Study Session topic:	
	August 10		Business Mtg.	
<b>August 2010</b>				
	August 24		Study Session topic:	BOT liaisons invite committee chairs to participate in upcoming Committee Fair.  Finance Committee notifies committee chairs of their budgets for coming year.
	August 29	Intergenerational Water & Stone Ceremony		
<b>September 2010</b>				
	Sometime in September		Set date for Committee Fair (has been last Sunday in September)	Stewardship Committee begins their work
	Sept. 12	Go to 2 services: 9:30, 11:15 RE classes begin during both services	Ensure that items from Safety Policy are taking place and that all staff/teachers have copy of policy (C.4.3)	
	Sept. 14		Business Mtg.	
	Sept. 28		Study Session topic:	
<b>October 2010</b>				
	Oct. 12		Business Mtg.	
	Oct. 26		Study Session topic:	
<b>November 2010</b>				

<b>Month</b>	<b>Date</b>	<b>Church-wide Events</b>	<b>Board Events</b>	<b>Church Planning Activities (that involve BOT)</b>
	Nov. 9		Business Mtg.	
	Nov. 23		Study Session topic:	
	Sometime in November			Recruit service auction chair; UUA Guideline ad hoc committee meets
<b>December 2010</b>				
	Dec. 14		Business Mtg	
	Dec. 28		Study Session topic:	
<b>January 2011</b>				
				Finance Committee asks committees to submit budget requests
	Before Jan. 30			BOT Moderator convenes the Nominating Committee; review (see Bylaws Article VI).
	Jan. 11		Business Mtg.	
	Jan. 25		Study Session topic:	
	Sometime in late Jan./early Feb.	Stewardship Kickoff		Check in with Summer Services chair (Beth Cobb as Asst. for Services)
<b>February 2011</b>				
	Sometime in February	Choir Appreciation (Children and Adult)		Committees submit budget requests. Review Policy & Procedures Manual
	Feb. 8		Business Mtg.	

<b>Month</b>	<b>Date</b>	<b>Church-wide Events</b>	<b>Board Events</b>	<b>Church Planning Activities (that involve BOT)</b>
	Feb. 22		Study Session topic:	
<b>March 2011</b>				
	March 8		Business Mtg.: Finance Committee presents draft budget for BOT consideration	
	March 22		Study Session topic: Finances	
	Sometime in March		Confirm BOT retreat date: Saturday before Flower Communion	
	Sometime in March/April	Service aUuction; Stewardship Drive concludes		Solicit Annual Reports
<b>April, 2011</b>				
	April 12		Business Mtg.	
	April 26		Study Session topic:	
	Sometime in April	“Taste of RE” RE open house CMwD District Assembly	Set Lay Leader Recognition Event coordinated by minister & BOT chair; Vice-chair sends note to committees to consider membership/leadership	
	Mid April	New Member Recognition		Annual Reports due
	Sometime in April			Personnel/Staff evaluations (check with the Personnel Committee) <u>And</u> Have discussion with BOT about process for election of new BOT officers in May
<b>May, 2011</b>				
	First Sunday in	Annual Meeting		

<b>Month</b>	<b>Date</b>	<b>Church-wide Events</b>	<b>Board Events</b>	<b>Church Planning Activities (that involve BOT)</b>
	May: May 1			
	Evening of Annual Meeting: May 1		Retiring BOT chair hosts “supper potluck social” for new, current, & outgoing BOT & their partners/spouses	
	May 10		Business Mtg; new BOT elects officers & assigns new committee liaisons	
	May 22	Teacher Recognition Ceremony		
	May 24		Study Session topic:	
	May 29	Begin one service on Sundays between Memorial Day and Labor Day: 10:00		
<b>June, 2011</b>				
	First Sat in June June 4		BOT retreat	
	First Sunday in June: June 5	Flower Communion & Youth Bridging		
	Sometime during the summer	Training for incoming committee chairs coordinated by vice chair		
	June 12	Worship service and picnic in Ambucs Park, 10:00		
	June 14		Business Mtg.	
	June 28		Study Session topic:	
	June	UUA General Assembly in		
<b>July, 2011</b>				
	July 12		Business Mtg.	
	July 26		Study Session topic:	
<b>August 2011</b>				
	August 9		Business Mtg.	

<b>Month</b>	<b>Date</b>	<b>Church-wide Events</b>	<b>Board Events</b>	<b>Church Planning Activities (that involve BOT)</b>
	August 23		Study Session topic:	
	Sunday before Labor Day: August 28	Intergenerational Water & Stone Ceremony		
	Sometime in August			<p>BOT liaisons invite committee chairs to participate in upcoming Committee Fair.</p> <p>Finance Committee notifies committee chairs of their budgets for coming year.</p>

To be updated annually; updated 6/21/2010

## **B.2 Church Officers' Job Descriptions**

The following church officers' descriptions combine information on election, term of office, and duties that are drawn from the church Bylaws and further descriptions of duties found under the Board of Trustees, section 2.5 (below).

**B.2.1 Moderator.** See Bylaws, Article III.

**B.2.2 Financial Secretary.** See Bylaws, Article V.

**B.2.3 Treasurer.** See Bylaws, Article VI, and Board of Trustees, 2.5.3 (below)

**B.2.4 Clerk.** See Bylaws, Article IV, and Board of Trustees, 2.5.4 (below)

**B.2.5 Board of Trustees.** See Bylaws, Article VII.

### **B.2.5.1 Chair**

**Appointment:** The chair will be elected at the first business meeting of the Board of Trustees held after the annual meeting of the congregation in May. This meeting must be before June 1, according to church Bylaws, Article VII, Sec 8.

**Term of Office:** The chair holds the office for one year, but may be elected for a second term if the board so chooses and the individual in question still has a year left in their trustee's term.

**Requirements for the Position:** Must be a member of the church and a member of the Board of Trustees.

**Desired Experience:** It is desirable, although not required, that the board chair has also been the vice chair for a one-year term.

**Official Duties:**

- Represent the BOT in presenting board motions before congregational meetings.
- Conduct monthly board business meetings; sets the agenda and presides over the Meeting.
- Prepare an annual report for the annual meeting of the church.
- Perform all duties pertinent to the office.

**Official non-duty:** The chair does not have to be a liaison to any committee.

**Optional Duties:** The board chair has opportunities to interact at the Central Midwest District level and UUA level (discount to attend General Assembly, be on the district's president's email list, attend a district-wide president's meeting, etc.). Attending district and UUA-level activities are on a voluntary basis. The board chair is given the right to submit an article for the *Uniter* on topics of his/her own choice. Past chairs have used this opportunity to inform the congregation of activities of the BOT. Can use the Executive Committee (chair, vice chair, minister) to help set the agenda of the board business meeting.

**Time commitment:** Seven to nine hours a month (not counting coffee hour discussions, and an extra 1-2 hours for emails) May be a little higher near annual meeting or called-meeting times.

### **B.2.5.2 Vice Chair**

**Appointment:** If the board chooses to have a vice chair, he/she will be elected at the first business meeting of the board held after the annual meeting of the congregation in May. This meeting must be before June 1, according to church Bylaws, Article VII, Sec 8.

**Term of Office:** The Vice Chair holds the office for one year, but may be elected for a 2nd term if the Board so chooses and the individual in question still has a year left in their trustee's term. Currently, the BOT expects that the role of Vice Chair is used for succession planning, and desires this individual will consider the Chair position the following year.

**Requirements for the Position:** Must be a member of the church and must be a member of the Board of Trustees.

**Desired Experience:** It is desirable, although not required, that the Vice Chair have at least one year prior experience as a member of the Board of Trustees.

**Official Duties:** Duties are designated by the Board of Trustees--no official status in the church Bylaws.

**Head of the Committee Council:** Conduct at least two council meetings each year, one of which is for training purposes.

- Member of the Executive Committee
- Head of the Strategic Plan monitoring sub-committee
- Liaison to another committee

The Vice Chair conducts the board business meeting or study session if the Chair cannot make the meeting.

#### **Committee Council Meeting Objectives:**

- To help foster communication between the board and the committees.
- To facilitate the committee chair's understanding of board functioning and how to best interact with the board – how to prepare agenda items, how to prepare budget request.
- To inform the committee chair of the board liaisons' responsibilities and to discuss the committee's responsibilities, as outlined in the committee descriptions, 3.0 (below).
- To provide training to committee chairs on what resources are available at the church.
- Help maintain the CCL listserv.

**B.2.5.3 Treasurer.** See also, Bylaws, Article VI.

**Appointment:** The Treasurer will be elected at the annual meeting of the congregation held in May.

**Term of Office:** The Treasurer shall be elected for a two-year term in odd-numbered years, and shall begin that term at the beginning of the board organization meeting of the year elected.

**Requirements for the Position:** Must be a voting member of the church.

**Desired Experience:**

**Official Duties:**

- Prepare new signature cards for changes in board.
- Pay all bills of the church.
- Enter all deposit & checks in Quickbooks.
- Reconcile church bank accounts.
- Coordinate with Office Administrator and payroll service.
- Make all payroll tax payments and reconcile quarterly statements.
- Prepare financial statements for finance committee.
- Meet monthly with finance committee.
- Attend board meetings and study sessions.
- Coordinate with Roland Realty about High Street house income.
- Keep pass through accounts up-to-date and report balances to various committees.
- Help in preparation of budget.

**B.2.5.4 Clerk.** See also, Bylaws, Article IV

**Appointment:** The Clerk will be elected at the annual meeting of the congregation held in May.

**Term of Office:** The Clerk shall be elected for a two-year term in odd-numbered years, and shall begin that term at the beginning of the board organization meeting of the year elected.

**Requirements for the Position:** Must be a voting member of the church.

**Desired Experience:** It is desirable, although not required, that the board clerk have some experience taking notes, and that the board clerk own a laptop computer, in that this makes note-taking easier.

**Official Duties:** Duly record the proceedings of each business meeting of the Board of Trustees.

Prepare and distribute via email a draft copy of these minutes within one week of the business meeting of the Board of Trustees. All motions passed at the meeting will be noted separately at the bottom of the minutes. Copies of all handouts will be attached to these minutes, as well as an addendum listing all motions passed during the meeting.

Correct the minutes as approved by the board and distribute via email to the Office Administrator, with instructions to 1, distribute the minutes to all members of the trustees-plus mailing list and post to the Committee Council ListServ; 2, post the minutes on the bulletin board, and 3, file the minutes. The Clerk shall prepare official notice of all congregational meetings.

The Clerk shall keep the records of the church and of regular meetings of the Board of Trustees, prepare the official notice of all congregational meetings of the church, give notice of the meetings of the Board of Trustees, and prepare any necessary church reports required by the Unitarian Universalist Association.

The Clerk shall be responsible for the custody of all records, current membership lists, and books of record of the church, unless care of such is otherwise provided.

In the absence of the Moderator at any congregational meeting, the Clerk shall preside during the election of a moderator pro tem.

The Clerk shall prepare ballots for written votes for all congregational meetings, shall be responsible for their timely and accurate count, and shall report the results to the congregation assembled.

**Official non-duty:** The Clerk shall be a voting member of the Board of Trustees, but shall not be liaison to any council or group of committees.

### **B.2.5.5 Committee Liaisons**

**Purpose of the Liaison Position:** The liaison facilitates communication and cooperation between assigned committees and the Board of Trustees.

**Appointment:** Liaisons positions will be decided at the first business meeting of the board held after the annual meeting of the congregation in May. This meeting must be before June 1, according to church Bylaws, Article VII, Sec 8.

**Term of Office:** The Liaison position is selected for a particular committee for one year, but may be elected for additional terms with the same committee if the BOT agrees to the appointment.

**Requirements for the Position:** Must be a member of the church and must be a member of the Board of Trustees.

#### **Official Duties:**

- Maintain close communication with the chair of their committee via email and attending meetings.
- Act as a resource for their committee and its chair.
- Keep the board informed of committee activities and concerns. Provide periodic summaries of the committee's activities, needs, successes, and concerns at study sessions. (Note: to make this manageable, we discussed using this as a "Liaison check-in"—a two-minute report on your committee at each study session)
- Help provide guidance to their committee with respect to church policies.
- Recognize in some way the contributions and work of the committee you work with.

**Training provided:** Orientation to board expectations when joining the board and outgoing liaison orients incoming liaison when practical.

**Responsible to whom:** Board of Trustees

**Resources for Liaison:** The Board of Trustees serves as a resource for helping the liaison solve committee problems. The liaison is not expected to "fill-in." The Mediation Committee can be a resource for help in conflict resolution.

## B.3 Committee Descriptions

Guidelines ensure open communication with board and congregation.

Committees should solicit board approval or oversight if

- they are concerned about staying within their budget
- there are irreconcilable conflicts with other committees
- they wish to add, remove or substantially change committee responsibility
- Committees should solicit congregational discussion on
- issues that are potentially controversial
- issues where there would be benefit from congregational input or education of the congregation

### B.3.1 Finance Committee

**Mission:** To maintain the financial health of the church as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The Finance Committee maintains the church's financial stability by monitoring reports from the Financial Secretary, Treasurer, board liaison, Stewardship Committee and other financial business brought before the committee, and provides the Board of Trustees at monthly meetings with the information needed to make decisions and set policy on financial matters.

**Subcommittees under the direction of the Finance Committee:** Stewardship, aUUction, and Wills/Bequests.

**Responsibilities:** The responsibilities of the Finance Committee are to:

- Recommend a budget: All church committees submit requests for allocation of budget dollars. Based on results of the annual canvass, the committee recommends a budget to the Board of Trustees adjusting it as necessary to produce the final budget. The budget is approved by the board and presented to the congregation each spring for adoption at the annual meeting of the church.
- Monitor financial health of the church: Committee reviews financial statements monthly looking for potential trouble spots and taking action as necessary. Such action includes periodic reminders about keeping pledges up to date, being alert to increases in utility bills, changes in personnel costs, etc.
- Coordinate fundraising activities: All fundraising activities in the church must be approved by the Finance Committee to ensure no overlap or conflict between fundraising efforts.
- Develop and revise financial policies and procedures: At the request of the Board of Trustees, or as the need arises, the Finance Committee proposes and implements policies and procedures relative to financial management.
- Define and monitor responsibilities of subcommittees under its direction.
- Participate in Committee Fair and New Member Orientation.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.

- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings from September through June are approximately 2 hours in length. Additional time may be required if committee members take on special projects such as drafting a policy or providing research on an identified topic.

**B.3.2 Mediation Committee.** See also, Bylaws, Article XII

**Mission:** To facilitate resolution of conflicts among members of the congregation so that the church maintains an atmosphere of safety and openness to a wide variety of individuals and ideas.

**Description:** The Mediation Committee is responsible for implementing the complaint resolution process described in the church's Policy Regarding Congregational Behavior and Safety adopted at the annual meeting on June 2, 2004. The committee consists of five members elected by the congregation as detailed in the church Bylaws.

**Responsibilities:** The responsibilities of the Mediation Committee are to:

- Participate in regular self education related to conflict resolution.
- Implement the complaint resolution process described in the Policy Regarding Congregational Behavior and Safety.
- Maintain confidentiality about any matters in which it is involved.
- Provide a summary of its activities for the Annual Report.
- Participate in Committee Fair and New Member Orientation.

**Individual Commitment / Involvement:** Committee members are elected to three-year terms. Activity is irregular and although typically very little can require very intense commitment for an extended period (but usually no more than three months).

**Guidelines to ensure open communication with Board of Trustees and congregation:** Most of the committee's work is confidential, with communication with the minister and board described in the Policy Regarding Congregational Behavior and Safety.

Approved 08/2007

### **B.3.3 Membership Committee**

**Mission:** To provide ways for visitors and members to experience a sense of community within the church and strengthen connections as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The Membership Committee works to make the church as welcoming as possible, integrate new members into church activities, assist with members' involvement in congregational life in meaningful ways and assist with greater visibility of the church in the community.

**Subcommittees/Programs under the direction of the Membership Committee:** Care Core, the Website Committee, and Small Group Ministry (SGM)

**Responsibilities:** The responsibilities of the Membership Committee are to:

- Promote positive greeting practices and work to make the Church as welcoming as possible (e.g. updating visitor's packets, writing personal notes of welcome to visitors, providing greeter training, holding Radical Hospitality workshops, staffing the welcomer's table on Sunday mornings, improving signage in church, clarifying parking options).
- Develop and support connections with new members (e.g. Orientation to UUism classes, new member potlucks, new member recognition events)
- Develop and support methods for members to deepen connections to one another (e.g. Second Sunday Potlucks, the Fourth Sunday Outings, Circle Suppers, the UU Coffeehouses, church photo directory updates)
- Develop and support opportunities for small group ministry through Chalice Circles and other small groups.
- Utilize a range of avenues to increase the church's visibility (e.g. church's website, promotional ads, presence at U of I Quad Day).
- Support our Foundations of Fellowship Volunteer process.
- Define and monitor responsibilities of subcommittees under its direction.
- Participate in the annual Committee Fair.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings approximately 2 hours in length plus possible 5-10 hours per month per committee member

### **B.3.3.1 Care Core**

The Care Core committee consists of a small group of coordinators who take in and process information about immediate needs of the congregation, and a large group of volunteers that works along with the coordinators to carry out the pastoral care work of the church. It is called “Care Core,” rather than “Care Corps” as a deliberate play on words, meant to emphasize the key role that caring for each other plays in our congregation. Care Core works to provide pastoral care for the congregation, beyond what would be possible for the minister to do alone. Care Core provides both practical and emotional support to church members and their families in times of crisis.

Care Core volunteers provide food or transportation, run errands, send cards and notes, make phone calls, visit home-bound church members, plan and put on memorial service receptions, and strive to help with other requests where possible. They can provide assistance when there is illness, injury, surgery, a new baby, or the need for a ride to an appointment. Care Core volunteers do not necessarily have any special training in nursing, counseling, or other helping professions. Care Core cannot take charge of any kind of ongoing care arrangement; however, the volunteers can help find available services within the community.

To join Care Core as a volunteer, follow the directions on the church website: [www.uucuc.org](http://www.uucuc.org). To request help from Care Core, send an email message to: [gethelp@uucuc.org](mailto:gethelp@uucuc.org), call the church office at 384-8862, or stop by the minister’s office.

Reviewed and approved 9/28/2010

### **B.3.4 Ministry Committee**

**Mission:** The Committee on Ministry exists to support the ministry and the minister of the church as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The Committee on Ministry meets with the minister to facilitate discussion and provide support on issues related to the items listed below.

**Responsibilities:** The responsibilities of the Committee on Ministry are to:

- Aid the minister in conducting an effective ministry by being available for confidential counsel.
- Keep the minister advised concerning conditions within the congregation that affect relationships between the minister and congregants in the interest of strengthening and improving relationships.
- Consult with the minister and submit an annual compensation recommendation to the Finance Committee that, in turn, makes recommendations to the Board of Trustees.
- Work with the minister on a continuing education program, sabbatical planning or other professional development, and to advocate such plans with the Board of Trustees and the congregation.
- Work with Worship Committee (primarily through minister) to ensure understanding and positive working relationship with Worship Committee.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Minister provides end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings are approximately two hours in length. Additional time outside of meetings is necessary to carry out the responsibilities listed above.

### **B.3.5 Personnel Committee**

**Mission:** To manage the paid staff of the church, including the Sexton, Director of Religious Education, Assistant for Services, Choir Director, and Music Director/Organist as the church works to build community, seek inspiration, promote justice, and find peace. (The Office Administrator is supervised by the minister, and the minister is accountable to the congregation.)

**Description:** The Personnel Committee is responsible for all human resources related issues including employment, compensation and benefits, employee relations, personnel policies (Employee Handbook) and job descriptions. Staff supervision is accomplished through supervisory committees for each employee, though the minister provides day-to-day direction to all lay staff.

**Responsibilities:** The responsibilities of the Personnel Committee are to oversee and monitor:

- **Employment:** Leading search committees which will select qualified candidates to be hired by the Board of Trustees
- **Compensation and Benefits:** Based upon job performance of lay staff and revenue available through annual canvass, recommend annual compensation and benefits consistent with other UU churches of similar size
- **Employee relations:** Work through supervisory committees to address all staff job performance problems including disciplinary issues
- **Personnel policies and job descriptions:** Develop and maintain Employee Handbook and job descriptions which accurately reflect staff positions
- **Staff supervision:** Direct supervisory committees which meet on a regular basis with lay staff, providing job performance feedback and setting objectives for the future.

And also to:

- Participate in Committee Fair and New Member Orientation.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings approximately 90 minutes in length. Assist with other activities related to personnel programs as discussed above.

### **B.3.6 Property Committee**

**Mission:** To oversee the continuous and ongoing preservation, maintenance and improvements to church property as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The committee acts as a clearinghouse for the needs and concerns of the members and staff in regard to property matters.

**Subcommittees under the direction of the Property Committee:** Grounds, Long-term lease liaisons; High Street House, Building / Capital Improvements, and Kitchen Keepers

**Responsibilities:** The responsibilities of the committee are to:

- Prioritize property needs within budgetary constraints
- Recommend permanent changes to physical appearance of building including painting
- Recommend significant alterations to grounds
- Organize volunteers to complete tasks as necessary
- Ensure that improvements be consistent with aesthetic guidelines
- Provide oversight and approval of
  - new uses for space
  - new storage requirements and/or needs
  - permanent hanging of objects or pictures in public areas
- Define and monitor responsibilities of subcommittees under its direction.
- Participate in Committee Fair and New Member Orientation.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings approximately one hour in length. Formal work parties once per quarter (typically one Saturday morning through early afternoon.) Informal work projects between on an as-needed basis.

### **B.3.7 Religious Education Committee**

**Mission:** To support and assist with the church's religious education programs as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The Religious Education (RE) Committee works with the Director of Religious Education in devising programs and activities for children and youth of the church community.

**Subcommittees under the direction of the RE committee:** Playground Committee.

**Responsibilities:** The Religious Education Committee assists the Director of Religious Education to:

- Formulate RE program goals and policies
- Design a RE program
- Develop a church calendar of RE events (see 3.7.1, below)
- Review and obtain curriculum resources
- Recruit and support teachers and youth advisors
- Plan and implement children's and intergenerational worship and music
- Evaluate RE programs
- Plan and implement special events and celebrations relative to RE
- Register new and continuing participants
- Facilitate opportunities for community building and social action among youth and adult church members
- Review and support professional development opportunities for the Director of Religious Education
- Define and monitor responsibilities of subcommittees under its direction
- Participate in Committee Fair and New Member Orientation.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings approximately 2 hours in length. Time volunteered to assist with teacher recruitment and other RE activities

### **B.3.8 Social Action Committee**

**Mission:** To improve the quality of life for individuals within our church, our community and our world as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The Social Action Committee's purpose is to:

- Be a focal point for social action activities that take place within the church, the community and the world.
- Provide a forum to discuss the initiatives, support them financially, and educate the church community and

- Be a resource to link individuals of the church community with available social action activities.

**Subcommittees under the direction of the Social Action Committee:** UUSC, Partner Church, and Green UUs.

**Responsibilities:** The Social Action Committee responsibilities are to:

- Solicit input from the congregation, and select local, national, and international organizations to feature each month for our shared offering program
- Coordinate details for monthly shared offering such as notification and education of congregation, working with administrative staff and sending check to organization
- Co-sponsor annual Rake-a-Thon
- Sell UUSC holiday cards
- Inform congregation of social action initiatives through variety of means including articles in the *Uniter*, the action alert online network, and information provided after Sunday services at the Social Action Committee table and the Social Action Committee bulletin board.
- Define and monitor responsibilities of subcommittees under its direction.
- Participate in Committee Fair and New Member Orientation.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with the congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** Monthly meetings run approximately 90 minutes.

### **B.3.8.1 Shared Offerings Selection Process**

**Selection of organizations:** In October of each year request congregation input:

1. Article for *Uniter*
2. Put suggestion forms in Order of Service (due on Thursday)
3. Write-up for E-Newsletter (due Thursday)
4. Have suggestion forms at Social Action table
5. Signs for church hall and Social Action table to remind folks to offer suggestions

At November SAC meeting all suggestions will be discussed and chosen for the coming calendar year.

1. All members of congregation are welcome to this meeting to provide input and vote.
2. All nominated organizations are discussed for how they are aligned with UU principles; all organizations are checked out through one of the charity rating services (for % overhead, efficiency in meeting goals, etc.).

3. Shared offering choices are divided among local organizations (6-7), and some national (2-3) and international (2-3). Organizations are chosen to represent different categories of help, such as housing, environment, food, children, medical care/health, and social justice concerns.

4. Discuss options for keeping/changing/adding to traditional annual events such as Rake-A-Thon, sister churches, UUA collection requests.

5. Selections will be chosen by majority vote of those present.

At December SAC meeting matching of charities to months is done.

**Implementation:** One person will be asked to coordinate activities for agency which is featured for the month. This includes:

1. Writing an article for Uniter
2. Finding a speaker for Community Matters
3. Writing a synopsis to be included in the Order of Services for the month
4. Arranging for notices to be made for the entrance doors, fellowship hall and the Social Action table (approximately 5 total)
5. Obtaining organization literature for the Social Action table
6. Notifying the board Treasurer and Office Administrator of the address to which to send the shared-offering check

### B.3.8.2 Shared Offering Checklist Form

Social Action Committee Shared Offering Checklist:		Coordinator:	
		Month:	
Interview Agency		Due By	Notes
	Contact Person at agency		
	Brochures from agency for SAC-in-a-Box		
	Speaker available for Community Matters?		If not, have a member of the church who is familiar with agency speak.
	Agency population served		
	Volunteer opportunities		
	Donations most-needed		
Planning		Due By	Notes
	Community Matters' scheduled with Axel (earliest available Sunday of month)		3-minute talk about services provided, ways of volunteering.
	Let Axel know what's going on (Community Matters speaker, other activities surrounding agency)		
	Article for last <i>Uniter</i> of month prior to project month.		
	Adult Discussion Group involvement?		
	Signs for church (front, back doors, SAC table, fellowship hall) (4-6 total)		Format: "The Shared Offering for (month) is (agency)."
	Synopsis for Order of Service		
	Name of Community Matters speaker for Order of Service		Due Wednesday prior to Community Matters
	<i>The Uniter</i> Deadlines for month		(for reference)
	RE Involvement?		
	Is SAC providing Sunday Crew?		
Follow Up		Due By	Notes
	Thank-you posted in <i>The Uniter</i>		
	Include Contribution Total		
	Post thank-you notes from agency.		On bulletin board or in <i>The Uniter</i> .
	Let Treasurer know specific name & address to which to send check & letter.		(Someone from SAC to remind Treasurer by middle of following month to write check.)
	Check sent to agency with letter from Office Admin.		Ask Office Admin. to make copy of letter & amount for SAC Chair mailbox.
	Critique of how things went		
	Suggested Changes for next time		
Additional Comments: _____			
_____			

### **B.3.8.3 Partner Church Committee**

**Mission:** To develop long-term mutually supportive relationship with our fellow Unitarians in Transylvania, Romania, and in the Khasi Hills of India.

**Description:** The Partner Church Committee's objectives are to:

- To strengthen the bonds of friendship between members of our congregation and the people of Szekelykal, Romania, and Nongtalang, India.
- To promote an exchange of people and ideas
- To provide funds and other forms of assistance to help the Unitarian Churches of Szekelykal and Nongtalang.
- To provide funds and other forms of assistance to both village communities to improve the quality of life of all inhabitants and foster economic development by
  - enhancing the educational opportunities in both village communities
  - improving the health and well being of the people in each community
- To deepen our understanding of the roots of our faith
- To foster mutual tolerance and respect among ethnic and religious groups in Transylvania and the Khasi Hills
- To strengthen human rights and religious freedom in Romania and India

**Responsibilities:** The Partner Church Committee

- Plans and presides at the first Sunday in December worship service
- Conducts a fund-raising dinner, alternating between a Romanian and Indian theme
- Oversees the transfer of funds to each of the churches

**Individual Commitment / Involvement:** Monthly meetings of approximately one hour on the second Sunday at 10 a.m.

### **B.3.9 Worship Committee**

**Mission:** To be mindful of the diversity of the congregation's cultural background, religious heritage, and search for meaningful spiritual practices, rituals, and worship experiences as we go about our tasks as the church works to build community, seek inspiration, promote justice, and find peace.

**Description:** The Worship Committee is responsible for the Sunday services that the minister does not conduct excluding the summer services, which are the responsibility of the Assistant for Services. To this end, the committee may engage outside speakers, work with members of the congregation for parts of a service, select hymns and readings, etc.

The Worship Committee members are encouraged to invite members of the congregation to take part in a service, help plan a service, or have responsibility for an entire service dedicated to a theme of their choice. The Worship Committee engages in ongoing discussion regarding ways to improve the Sunday service and maintains communication with ministerial staff to ensure understanding and a positive working relationship on ministry.

**Subcommittee under the direction of the Worship Committee:** Music Committee

**Responsibilities:** The responsibilities of the Worship Committee are to:

- Plan monthly services for which the minister is not responsible, excluding summer services.
- Generate and share new ideas for worship services.
- Consult with minister on ways to improve the Sunday services.
- Maintain worship planning materials as needed.
- Participate in Committee Fair and New Member Orientation.
- Ensure adherence to Strategic Plan goals through regular review and monitoring.
- Provide end-of-year summary for Annual Report with reference to Strategic Plan.
- Ensure open and on-going communication with congregation and, via the liaison, the Board of Trustees.

**Individual Commitment / Involvement:** The monthly meetings are approximately 90 minutes in length from August through June. Various tasks associated with particular services may require some additional time.