

CHARTERS
The Unitarian Universalist Church
Rockford, Illinois
Compiled, Revised, Reaffirmed: 10/26/2011

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Nominating Panel Charter

Purpose: The purpose of the Nominating Panel is leadership recruitment. The Panel is concerned with the quality of the experience people have as leaders by:

- Identifying, recruiting, and inviting church members into positions of leadership in the church.
- Inviting newer members into appropriate positions of leadership.

Responsibilities:

Is directly responsible to the congregation in carrying out its responsibilities.

Is familiar with trustees, officers, and committee chair job descriptions of positions to be nominated.

Publish, by April 1 of each year, a slate of nominees for the elected leadership positions as required by the By-Laws of the Society.

Must be able and willing to maintain an appropriate level of confidentiality, to assume a broader level of responsibility, to educate themselves on these issues and to meet year round.

Present recommendations to fill vacancies as requested by the president.

Consider nominations to the slate from the congregation.

Provide the congregation with pertinent information about candidates.

Maintain a list of members of the society who have served in all leadership positions and a list of those members who have been considered for elected leadership positions.

Maintain communication with the senior minister and the president of the Board of Trustees pertaining to suitability of nominees to the positions to be filled.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Submit a written report of the committee's activities and submit it for inclusion in the annual report to the congregation.
- Propose a budget for the committee and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate with the budget approved for the committee.

Membership: The Nominating Panel shall consist of five (5) members, elected by the Society, each to serve a two-year term. No panel member shall serve for more than one consecutive term. Unless otherwise dictated by vacancies, even numbered years will require the election of three panel members, odd numbered years the election of two panel members. The outgoing chairperson shall convene a meeting in July to aid the new council in selecting a chair for the following year from among those members who are to serve on the next year's council. A new chairperson shall be selected from the members at the first meeting convened.

Finance Committee Charter

Purpose: The Finance committee is to monitor the financial status of the church and to help maintain its sound condition by the committee's activities and recommendations to the Board of Trustees.

Responsibilities:

- Receive funding requests and propose an operating budget each year to the Board of Trustees
- Advise and assist the Board in the funding of major projects or campaigns.
- Monitor pledge income and recommend budgetary adjustments to the Board, if needed.
- The committee will review and approve/disapprove all special fund raising requests/events within the church.
- Oversee any major fund raising event as requested by the Board, including selection of a chairperson for the event.
- Make recommendations to the Board on the disposition of financial gifts to the church of \$10,000 or more.
- Advise the board on non-budgeted financial expenditures if the sum of such expenditures exceed \$2,500 in a fiscal year, and advise the Board on any changes in budgeted expenditures in excess of \$1,000.
- Recommend to the Board allocation of endowment income annually.
- Plan and implement fundraising activities as required to fulfill the operating budget for fund raisers.
- Conceive and develop ideas for new and different fundraisers.
- Plan, implement, and assist the annual Trash or Treasure Sale. T or T Chairperson(s) to be nominated by Nominating Panel and to plan and implement the sale, including recruiting of necessary volunteers from the membership at large.
- Plan and implement fall/winter fundraisers. Recruit chairpersons for each individual activity as needed.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the office in a timely manner.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Participation by the chair or representative in Administrative Council meetings.
- Submit an annual budget to the Finance Committee when requested.

Membership: The committee shall consist of a chairperson (recruited by the President and the Congregational Administrator and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subcommittees:

- **Investment Committee**
- **Memorials and Special Gifts**
- **Trash or Treasure**
- **Auction**
- **Stewardship Committee**

Investment Committee Charter

Purpose: The purpose of the Investment Committee is the safekeeping, investment and reinvestment of all endowment funds of the church.

Responsibilities:

- Safeguard, invest, and reinvest all endowment funds—securities, funds, or other properties which are intended to be income producing—in the name of the society.
- Make changes in the investments as seem to it to be wise, and shall have the power to sell, assign, transfer, and convey any or all properties and investments of such funds without specific authorization of the society.
- Engage and pay for investment counsel and custodians.
- May entrust funds for investment and reinvestment to trust departments of banking institutions and to brokerage houses and other agencies offering investment services. It may require approval by the committee of any changes in securities or may delegate that responsibility to the custodian or other institution or agency.
- Make disbursements according to the instructions of the congregation
- Report to the treasurer of the congregation and the Board of Trustees from time to time upon request.
- Actions of the Investment Committee shall be reviewed at least annually by the Board of Trustees.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Prepare a written report of the committee’s activities and submit it for inclusion in the annual report to the congregation.
- Participate in Administrative Council activities and meetings through designated representatives, usually the chairperson.
- Propose a budget for the committee and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget for the committee.

Membership: The panel shall consist of six members of the congregation selected by the Board of Trustees and two voting ex-officio members, the treasurer and the chair of the Finance Committee. Two of the members shall be chosen each year by the Board to serve for terms of three years.

Memorial and Special Gifts Committee Charter

Purpose: The purpose of the committee is to act as a sensitive liaison with families and/or donors in the selection of memorials that reflect the life and interests of the memorialized person(s) and are appropriate to the needs, priorities, commitments, and the décor of the church; and to promote the donation of special gifts and bequests to the church.

Responsibilities:

- Monitor the Memorial and Special Gifts Fund.
- Assist persons in the selection of memorial and special gifts.
- Act as liaison between donors or their representatives and the church in determining the use of undesignated gifts as appropriate.
- Work with the Building and Grounds and/or Furnishings Committees, as necessary, in the selection of permanent memorials.
- Advise the Board of Trustees of expenditures proposed and submit for Board approval all expenditures over \$500.
- Act on the requests or suggestions for the use of above funds and to submit a committee recommendation to the Finance Committee.
- Maintain a permanent record of all memorial and special gifts in the memorials record book.
- Maintain the Memorial Patio.
- Annually receive requests for names to be engraved on bricks in the Memorial Patio.
- Maintain a book of the memorial services order of service for church members.
- Write thank you letters to appropriate person(s) to acknowledge the actual use of funds following the expenditure.
- Provide church members with educational material in reference to establishing bequests, memorials, and other gifts to the church.

Administrative Tasks:

- Keep the church office informed of the committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Prepare a written report of the committee's activities and submit it for inclusion in the annual report.

Membership: The committee consists of a chairperson, appointed and approved by the Finance Committee Chair, and such members as necessary to carry out its purpose and responsibilities. Members are appointed by the chairperson. The terms of office shall be July 1 to June 30, or until a successor is appointed.

Stewardship Committee Charter

Purpose: The purpose of the Stewardship Committee is to coordinate the annual Stewardship Campaign which solicits pledges from the church's membership to support more than 75% of the church's operating budget.

Responsibilities:

- Organize and conduct the annual Stewardship Campaign.
- Oversee the canvassing of new members after each Pathways to Membership series, provide canvasser training materials to new Board members.
- Maintain ongoing communication with the Board of Trustees, the Finance Committee, and the church staff.
- Participation by the chair in relevant fundraising training provided by the CMwD.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Prepare a written report of the committee's activities and submit it for inclusion in the annual report to the congregation
- Propose a budget for the committee and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget for the committee.

Membership: The Stewardship Committee shall consist of a chairperson and a co-chairperson, appointed and approved by the Finance Committee Chair and the Senior Minister, and other such members as necessary to carry out its purposes and responsibilities. The co-chair shall be appointed each year and will become the chair for the following year.

Buildings and Grounds Committee Charter

Purpose: Buildings and Grounds Committee plans, organizes and arranges on-going maintenance of the building (including the following equipment and systems: mechanical, electrical, structural, plumbing, HVAC, alarm/communications), fixtures, furnishings, general construction activities, and surrounding grounds. In addition, the committee prepares recommendations for Board and/or congregational action, as appropriate, for major maintenance or improvements.

Responsibilities:

- Develop written procedures and schedules for proper operation and maintenance of building equipment and systems to facilitate transfer of responsibilities for them.
- Develop realistic budgetary data so that work or purchases can proceed on a planned basis, and furnish annual budget recommendations and other special estimates to the Finance Committee or Board of Trustees as needed.
- Negotiate and/or enter into contracts for outside services (e.g. snow removal, landscaping) as authorized by budget, special resolutions, or Board requests.
- Arrange, promote and supervise special projects (e.g. work days)
- Provide a list of persons to be available on call by the alarm service and review this list semi-annually and update as required, and insure that keys and instructions are issued to those individuals by the office.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the office in a timely manner.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Participation by the chair or representative in Administrative Council meetings.
- Submit an annual budget to the Finance Committee when requested

Membership: The committee shall consist of a chairperson (recruited by the President and the Congregational Administrator and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subcommittees:

- **Furnishings:** Maintain furnishings in good repair and make recommendations for needed additions or replacements; maintain and rotate sanctuary banners.
- **Art Exhibits:** Schedule, set up and remove art exhibits in the narthex.

Art Exhibit Team Charter

Purpose: The purpose of the Art Exhibit Team is to arrange for art exhibits in the narthex of the church.

Responsibilities:

- Contact area artists and negotiate for displays of their works in the narthex.
- Help with the hanging of displays, as necessary.
- Serve as liaison between the artist and the church.
- Obtain lists of works hung and their values, and provide copies of such lists to the church office immediately upon their display.

Administrative Tasks:

- Prepare an annual report each April for inclusion in the church's annual report to its members.

Membership: The subteam shall consist of a team leader, selected by the Building and Grounds Committee Chair, and such other members as necessary to carry out its purposes and responsibilities. The term of office shall be from July 1 to June 30.

Leadership Development Team Charter

Purpose: The purpose of the Leadership Development Team includes the full range of leadership development and nurture. The committee is concerned with the quality of the experience people have as leaders by:

- Providing and promoting leadership training and development.
- Maintaining close communication with the Membership team, the Religious Growth & Learning team, and the religious professionals.

Responsibilities:

- Identify training resources both within and outside the church, at the Central Midwest District, and through the Unitarian Universalist Association.
- Encourage present and future church leaders to attend the Central Midwest District Leadership School.
- Conduct regular and at least annual leadership training sessions for members in leadership positions (board members, council chairs, committee chairs and team leaders).

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report of the team's activities and submit it for inclusion in the annual report.
- Participate in Administrative Council through a designated representative, usually the chairperson.
- Propose a budget for team activities and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget.

Membership: The team shall consist of a team leader (recruited by the President and Senior Minister and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Communications Team Charter

Purpose: This team will communicate the mission and beliefs of the Unitarian Universalist Church of Rockford to the community and will also facilitate communication within the congregation. This purpose will be accomplished by:

- Developing and maintaining a consistent image and message to the church and community and
- Seeking ideas from other religious organizations both within and outside our denomination and,
- Monitoring the effectiveness of all of our church's communications.

Responsibilities:

- Publicize church events through media announcements.
- Oversee production and distribution of *Kairos*.
- Organize underwriting campaigns for National Public Radio on behalf of the church.
- Maintain a church website.
- Share, as appropriate, selected newsletters from other UU churches, UUA, and Central Midwest District.
- Maintain UU bulletin boards.
- Select design and oversee use of the church logo.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report of the team's activities and submit it for inclusion in the annual report.
- Participate in Congregational Life Council through a designated representative, usually the chairperson.
- Propose a budget for team activities and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget.

Membership: The team shall consist of a team leader (recruited by the Vice-President and Congregational Administrator and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subcommittees:

- **Public Relations:** Prepares media announcements.
- **Kairos:** Oversees production and distribution of the church newsletter.
- **Library:** Maintains resources in the church library.
- **Archives:** Catalogs and maintains historically important documents of the church.

Committee on Ministry Charter

Revised; Reaffirmed: 04/16/08

Revised: 05/27/09

Purpose: The Committee on Ministry will maintain, support, enhance and evaluate the quality of the professional ministry of the church and liaison with the congregation's shared ministry.

Responsibilities:

- Work with the congregation toward effective shared ministry in pursuit of the stated mission and vision of the church.
- Aid the Senior Minister, the congregation and the affiliated ministers in carrying on effective ministry by being available for consultation.
- Serve as a resource and sounding board for the Senior Minister and a channel of communication between the Senior Minister and the congregation.
- Meet with the Senior Ministers on a monthly basis. The meeting dates shall announced in the *Kairos* with a list of committee members. The announcement will encourage members of the congregation to submit comments to any committee member prior to the meeting date.
- Inform the congregation of the nature and scope of the work of the Senior Minister and of the shared ministry of the congregation.
- Develop and implement a process of evaluating the Senior Minister and communicate the findings of that process to the congregation.
- Perform annual written evaluations of the Senior Ministers.
- Work with the Senior Ministers on their continuing education program, sabbatical planning and other professional development.
- Meet with each affiliated minister on an annual basis and serve as a channel of communication between the affiliated ministers and the congregation.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the office in a timely manner.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Participation by the chair or representative in Congregational Life Council meetings.
- Recommend salary and housing compensation amount for the Senior Minister to the Finance Committee and the Board of Trustees.
- Submit an annual budget to the Finance Committee when requested.

Membership:

The committee shall have five members, recommended by the Senior Minister and appointed by the Board of Trustees. In odd numbered years, the Board shall appoint three members to serve two-year terms and in even years, two members to serve two-year terms. Terms shall run from July 1 to June 30. The committee and the minister shall recommend individuals to the Board. The committee shall elect a chair, for a one year term, from its own membership.

Subcommittees:

- **Intern Ministry Committee:** This panel is to recommend an intern minister; welcome her/him to our church community; and provide ongoing support and evaluation.

Intern Ministry Committee Charter

Purpose: The purpose of the committee is to provide on-going support and evaluation to an intern minister.

Responsibilities:

- Communicate with the congregation using *Kairos*
- Welcome and orient the intern minister to the church and the community
- Attend services and other functions for which the intern minister is responsible in order to provide support and feedback
- Meet at least monthly with the intern minister to share information and mutual concerns about the experience
- Prepare written midpoint and final evaluations for the theological school and the UUA's ministerial education office
- Maintain a committee file consisting of meeting minutes, correspondence, intern minister's resume, signed contract, midpoint and final evaluations, and any other relevant material

Administrative Tasks:

- Keep the church office informed committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Submit the intern minister's and the committee's reports for the church's annual report to the congregation.
- Propose a budget for the committee and submit it to the Finance Committee by a date to be determined by that committee.
- Operated within the budget approved for the committee.

Membership: The committee shall consist of at least six members. The Senior Minister and the Intern Minister shall jointly appoint members, who shall be approved by the Board of Trustees. The committee shall elect its own chair.

Worship Team Charter

Purpose: The purpose of the Worship Team is to organize congregation participation in the design and presentation of worship services, to encourage appreciation of the arts as a significant element in the religious community, and to provide input to the ministers regarding the congregation's spiritual and intellectual needs and interests.

Responsibilities:

- Assist the minister with Sunday services as requested.
- Prepare and present services on designated Sundays when the minister is not in the pulpit as agreed.
- Solicit in a formal manner from the congregation, suggestions for potential worship service themes or sermon topics, consider suggestions for services, work with the minister to respond to the needs and interests, and give feedback to the people who made the suggestions. Individuals or groups who wish to conduct a service shall submit, or work with the committee to develop, a detailed outline of the service and sermon.
- Receive training on the art and science of Worship.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the office in a timely manner.
- Prepare team report to be included in the Annual Report to the congregation by May 1.
- Participation by the team leader or representative in Congregational Life Council meetings.
- Submit an annual budget to the Finance Committee when requested.

Membership: The team shall consist of a team leader (recruited by the Vice-President and the Senior Minister and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subcommittees:

- **Music:** The team will assure the provision of appropriate music for Sunday and special services and to assist the music director in maintaining a strong musical presence in the life of the church.

Music Team Charter

Purpose: The purpose of the Music Team is to assure the provision of appropriate music for Sunday and special services.

Responsibilities:

- Provide communication between the congregation and the music director.
- Provide such support as requested by the music director.
- Propose a music budget for consideration by the congregation for the annual operating budget, including: music, soloists, instrument maintenance, and salaries for the music director and assistant music director.
- Provide consultation with the senior minister in consideration or appointment or dismissal of a music director.

Administrative Tasks:

- Prepare an annual report each April for inclusion in the church's annual report to its members.

Membership: The subteam shall consist of a team leader, appointed by the chair of the Worship Team and the Music Director, and such other members as necessary to carry out its purposes and responsibilities. The terms of office shall be from July 1 to June 30.

Activities Charter

Purpose: The purpose of the Activities Team is to plan church social activities.

Responsibilities:

- Sponsor intergenerational activities encouraging sharing and participation of all church members and friends.
- Consider for approval all church activities not associated with other committees or teams.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report of the team's activities and meetings and submit it for inclusion in the annual report to the congregation.
- Participate in Congregational Life Council through a designated representative, usually the chairperson.
- Propose a budget for the team and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the budget approved for the team.

Membership: The team shall consist of a team leader, appointed by the Vice-President and Program Director and approved by the Board of Trustees, and other such members as necessary to carry out its purposes and responsibilities. The term of office shall be from July 1 to June 30, or until a successor is appointed.

The Activities Team shall keep track of and support various adult programs, groups, and activities. These include programs such as a men's retreat, women's retreat, small group ministry, adult religious education classes, groups for young adults, senior, and parents, CUUPS, Adopt-a-Road, and more.

Denominational Affairs Committee Charter

Purpose: To promote and encourage awareness within the congregation of the larger Unitarian Universalist movement. Encourage involvement of the congregation in Central Midwest District, Unitarian Universalist Association and Unitarian Universalist Service Committee initiatives.

Responsibilities:

- Encourage members to attend and be delegates at General Assembly.
- Publicizes district and continental denominational events.
- Review UU World and Interconnections publications and publish articles in the *Kairos* about events occurring in the UUA and Central Midwest District and UU Service Committee.
- Encourage attendance at District Assembly and UUA General Assembly by publicizing dates and opportunities for growth from the larger denomination.
- Share initiatives from the UU Service Committee with appropriate committee for action,(e.g. Social action referred to the Social Responsibilities Committee.)

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the office in a timely manner.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Participation by the chair or representative in Congregational Life Council meetings.
- Submit an annual budget to the Finance Committee when requested.

Membership: The committee shall consist of a chairperson (recruited by the Vice-President and the Senior Minister and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subteam:

- **Partner Church**

Religious Growth & Learning Team Charter

Purpose:

- Support parents and guardians who are seeking to raise their children with an appreciation of liberal religious values.
- Plan and promote experiences which will help our children become part of a caring, concerned religious community and bring them into the larger church life; develop a positive self-image; form a UU identity by learning about our values, traditions, symbols, and celebrations; explore the great religious truths; demonstrate a sense of social responsibility; and sense the excitement and joy of learning as a life-long process.
- Coordinate youth activities within the church and with the district.
- To increase understanding and knowledge of UU values and traditions.
- To increase knowledge of the communities and world we live in.
- To provide education and support for the expression of UU values in our daily lives.
- To provide a forum for sharing of insights into and experiences of problems and issues that concern us.
- To strive to enrich and expand our intellectual horizons.

Responsibilities:

- Formulate goals and objectives for the religious education program in collaboration with the Program Director.
- Support and aid the Program Director in recruiting teachers and youth advisors.
- Determine policies concerning registration procedures, age groupings, and safety regulations, parent involvement, etc. in collaboration with the Program Director.
- Review and provide assistance to the Program Director in establishing curriculum.
- Assist in coordinating special youth programs, including the Boston trip, OWL class, and youth conferences
- Assist the Program Director in planning and staffing supervised activities when the church school is in recess.
- Assist the Program Director in recruiting and/or hiring staff to provide childcare for babies to 3 year olds during all Sunday morning worship services.
- Assist the Program Director in ensuring that proper facilities, materials, and equipment are provided.
- Assist the Program Director to maintain communication with the total church community, parents and guardians regarding activities and by approving the religious education prospectus.
- Plan with the Program Director meetings and workshops for parents and guardians.
- Assist and support church school volunteers by helping the Program Director to recruit volunteers as Sunday morning floaters.
- Assist the Program Director in providing for ongoing evaluation of all children's and youth RE programming, assessing effectiveness, meaningfulness, and pertinence, and making changes as needed and appropriate.
- Create appropriate teams to carry out the team's purposes to provide religious growth and learning to children, youth, and young adults.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office.
- Prepare a written report of the team's activities and submit it for inclusion in the Annual Report to the congregation.
- Participate in Congregational Life Council activities and meeting through a designated representative, usually the chairperson.
- Operate within the budget approved for the team.

Membership: The Team shall consist of a team leader (recruited by the Vice-President and the Program Director and approved by the Board of Trustees) and such other members as necessary to carry out the purposes and responsibilities of the committee. The term of office shall be from July 1 to June 30 or until a successor is approved.

Social Justice Team Charter

Purpose: In order to raise awareness and inform the congregation about local and national and international social issues, and to build on the strong legacy and reputation of this church, the purpose of the team is to encourage, facilitate, and monitor congregational involvement in social justice outreach programs.

Responsibilities:

- Establish annual strategies and goals for the all-church Social Justice Outreach Program as described in Long Range Plan SJ1.*
- Monitor the Project for goals met, operating within budget and maximum congregation and youth involvement.
- Approve and monitor ad-hoc groups which intend to act in the name of the church.
- Facilitate recognition at the annual meeting of an adult member and a youth member for their community involvement, known as the Connolly Award, as described in Connolly Award attachment.
- Choose Share-the-Plate recipient as described in Share-the-Plate attachment.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of meeting minutes to the church office.
- Prepare a written report of the team's activities for inclusion in the annual report.
- Participate in Congregational Life Council meetings through a designated representative, usually the chairperson.
- Propose a budget for funds designated as social outreach from the endowment funds and submit to the congregation for approval at the annual meeting.

Membership: The team shall consist of a team leader (recruited and appointed by the vice-president and Senior Minister and approved by the board), the Project leader(s) and other such members as necessary to carry out its purpose and responsibilities. The term of office is from July 1st to June 30th. or until a successor is appointed.

SJ 1 GOAL: Gather the congregation around a particular justice issue, and engage all aspects (service, education, advocacy, witness) of that issue.

ACTOR: The Social Justice [Team], Board, and Senior Minister

TIMELINE: Discernment in 2009-2010. Begin action in 2010-2011.

COST: Up to \$3000/year in 2010-2011 to fund activities.

END: Over a five-year period, we will make a concrete difference on a specific question of social justice, and begin to become known for our commitment to justice on that issue. In that time period, more than 60% of the membership and children of the church will be engaged in some way on the issue.

Share-the-Plate

The offering taken on the third Sunday of the month has been designated as Share-the-Plate. All money and checks made out to the church and designated for "Share-the-Plate" will go to an organization chosen monthly by the Social Justice Team. It is expected that these organizations will be from the local area except in rare circumstances. At that Sunday a spokesperson from the congregation or organization may give a brief – three minutes maximum(!) - description of the work of the organization during the

service(s). All potential recipients should be not-for-profit and be willing to present their financial statement, recent annual report and the percentage of donations which go directly towards their mission.

Subcommittees:

Green Sanctuary – conducts environmental activities in support of the Seventh Principle.

Action for Children and other Task Forces are formed as needed.

Green Sanctuary Team Charter

Purpose: The purpose of the Green Sanctuary Team is to periodically conduct environmental activities in support of the Seventh Principle and assist the church in maintaining its Green sanctuary designation.

Responsibilities:

- Conduct ongoing environmental activities in support of the Seventh Principle.
- Act as a collecting point for environmental ideas, suggestions, and activities both within the congregation and within the community.
- Participate in the Social Justice Team activities and meetings through a designated representative, usually the team leader.
- Propose a budget for the team and submit it annually to the Finance Committee by a date to be determined by that committee.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report of the team's activities and submit it for inclusion in the annual report to the congregation.

Membership: The team shall consist of a chairperson, appointed by the Social Justice Team Leader, and other members to carry out its purposes and responsibilities. Every effort will be made to include representation from all aspects of congregational life, including religious education, worship, communications, building and grounds, finance, social justice, and any others that are relevant to the goals of the team.

Membership Team Charter

Purpose: The purpose of the Membership Team is to commit to the growth and retention of members by:

- Developing programs that genuinely welcome visitors and encourage their return and membership in the church and
- Monitoring new member's successful integration into the church and their long term commitment for the benefit of the new member and the church.

Responsibilities:

- Provide methods to attract prospective members.
- Welcome and disseminate information to church visitors, i.e. by recruiting, training, and scheduling hosts, hostesses, greeters, and ushers for Sunday mornings.
- Include congregants into the life of the church.
- Facilitate at Path to Membership sessions: 1) recruit a team member to attend each Path to Membership series; 2) keep attendance during the series; 3) provide refreshments (reimbursed); 4) participate in discussions and get acquainted with prospective new members; 5) participate in the New Member Welcoming ceremony.
- Provide outreach to improve retention of members.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report of the team's activities and submit it for inclusion in the annual report to the congregation.
- Participate in the Congregational Life Council meetings and activities, through designated representative, usually the team leader.
- Propose a budget for team activities and submit it to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget.

Membership: The team shall consist of a team leader (recruited by the Vice President and Program Director and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subcommittees:

- **Conflict Resolution Panel** – provides a communication resource for the conflict management process for the church community.

Caring Team Charter

Purpose: The purpose of the Caring Team is to assist the congregation in its pastoral ministry to one another.

Responsibilities:

Provide one-to-one caring and helping activities to church members in special need, including:

- Major life changes, such as becoming a parent, loss of a job, divorce, or retirement
- Isolation because of age or mobility problems or other factors
- Health problems, illness, or hospitalization
- Death of a family member or friend
- Other life changes or events causing personal distress
- Render services based on the wishes of the church member in need, such as:
 - Being present with the person
 - Offering an opportunity to talk
 - Giving empathy and emotional support
 - Referring to other sources of help
 - Providing food, transportation, and other acts of kindness

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report of the team's activities and submit it for inclusion in the annual report to the congregation.
- Participate in Congregational Life Council activities and meetings through a designated representative, usually the team leader.
- Propose a budget for the team and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate with the budget approved for the team.

Membership: The team shall consist of a team leader, recruited by the Vice President and Senior Minister and approved by the Board of Trustees, and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subteam

- **Memorial Services and Receptions**

Memorial Services & Receptions Team

The church office will inform the Team Leader of the Memorial Service & Receptions Team of the time and place of the memorial service. This Team Leader will, in turn, proceed with arrangements for the service and reception.

When a church member has died, memorial services will be conducted by the minister at no charge. For others the minister's fee is \$200.00, plus a building use fee dependent upon which parts of the church are used. The musician's fee for playing music is \$100.00, paid to him/her directly.

The Senior Minister will inquire from the family in order to make arrangements for the approximate number of guests, food, flowers, guest book, servers, ushers, and greeters. A minister plans the actual memorial service with the family.

Beverages, donated finger food, and flowers for tables in Deale Hall will be provided for a church member. Anything beyond this will be the responsibility of the family. The church food service provider is available for approximately \$10.00 per hour plus food expenses.

The family is informed that flowers provided by the family for the sanctuary are placed on a shelf in the front of the church and should be "one-sided." If the family also wants to provide flowers for the food table they may do so; at times the flowers from the sanctuary have been brought in for the reception. Family members should place their own order with the florist of their choice, and arrange for delivery. Often the family flowers are used in the sanctuary on the following Sunday as a memorial "provided in memory of ..." should the family so desire. The exception is on occasions when someone has already ordered flowers for that particular Sunday.

A guest book should be furnished by the family. It is often available from the funeral home. The church does have a guest book with removable pages in the Alliance cupboard should one not be available at the time of the memorial service.

If the family would like to name greeters, guestbook person, ushers, servers, and people who would pour the punch and/or coffee, they may do so by informing the Team Leader of these details. Otherwise the Team Leader will recruit people to do this if the family indicates that it has no preference and/or does not want to assume this responsibility.

Conflict Management Panel Charter

Revised; Reaffirmed: 04/16/08

Revised: 01/28/09

Purpose: The purpose of the panel is to provide a communications resource and to implement the conflict management process for the church community, based upon the foundation of the UU principles and our church's Code of Ethics, and the Guidelines for Conflict Management Process.

Responsibilities:

- Educate the church community about our Code of Ethics and the conflict management process.
- Serve as a resource to individuals and church groups seeking to address and resolve conflicts on their own.
- Carry out responsibilities as defined in the Disruptive Behavior Policy.
- Implement the conflict management process as follows:
 - Receive requests to assist with conflicts that arise.
 - Evaluate the appropriateness of the panel addressing the conflict brought to it.
 - Implement the Guidelines for Conflict Management Process in addressing the conflict.
- Participate in church leadership activities and meetings through a designated representative, usually the chairperson.
- Meet, as needed, to conduct the panel's business.
- Provide a representative to attend Board of Trustee's meetings, as necessary, to:
 - Understand concerns as they relate to the overall church community
 - Report panel activities if necessary.

Administrative Tasks:

- Prepare a written report of the panel's activities and submit it for inclusion in the annual report. The report should include the number and general nature of issues brought to the panel (without compromising confidentiality), as well as educational activities conducted
- Keep the church office informed of committee membership
- Propose a budget for committee activities and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the budget approved for committee activities.

Membership: The panel shall be composed of three members, at least two of whom will be/become trained in conflict management. Nominees shall be solicited from the congregation and the Nominating Panel shall create a slate of candidates. Members will be elected to three-year terms, which shall be rotated to assure continuity. The panel shall elect its own chairperson.