

## **UUSD BOARD COMMITTEE CHARGES**

*Approved by the Board, March 14, 2011; updated February 2012, September 2012, January 2013, February 2013, June 2013, July 2013, August 2013, and September 2013<sup>1</sup>.*

### **1. Activities Committee<sup>2</sup>**

The purpose of the Activities Committee is to plan and implement community-building activities with a focus on having fun and building connections within the congregation. Activities will include the planning and implementation of the Annual Church Picnic, and other events such as game nights, potlucks, cook-offs, beach bonfires, etc.

### **2. Capital Campaign Committee**

The Capital Campaign Committee (CCC) will assess the capital needs of the UUSD over the next ten years consistent with the vision and mission of the UUSD. The CCC will work with the Minister, Board, and relevant UUSD Committees (Finance, Long--Range Planning, Stewardship, Legacy, Facilities, etc.) to assure a common vision for worship space and capital needs.

The CCC will develop and implement a plan, over the next three years, to provide the capital need to bring to fruition plans defined by the Committees and approved by the Board of Trustees and Congregation. These plans may include purchase of real property\* and associated costs\*\* and modifying or building a worship space of our own.

\* Purchase of real property consists of the purchase of land and building and physical changes thereto needed to make the property useful to UUSD. Funds designated for this purpose shall be placed in a separate account.

\*\* Associated costs consist of consultants and any other needed services for the purchase.

### **3. Church Council<sup>3</sup>**

Purpose: To provide a forum for cross-committee communication, coordination and collaboration on issues impacting the congregation.

The Church Council, a committee of the Board, is made up of committee chairs or their designees. The Council is chaired by the Board Vice-President. The meetings of the Council are held quarterly or as needed. Congregational members and staff are welcome to attend.

Specific responsibilities of the Church Council include:

- Promote effective committees through sharing best practices, and

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- Provide feedback to the Board of Trustees on important matters, including recommending new policy, or changes to existing policy.

Specific responsibilities of individual Church Council members include:

- To promote effective communication through their sharing of information about new activities and programs being planned, including event dates, as well as updates on current activities, initiatives, and results;
- To coordinate initiatives involving more than one Committee; and
- To share any concerns about the Church and the Congregation.

### **4. Communications Committee<sup>4</sup>**

Purpose: To inform the congregation and the larger community about UUSD's vision, mission, and activities.

The Communications Committee is responsible for:

- Drafting policies governing the print and electronic publications of the church, including the newsletter, website, church affiliated social network sites, order of service, and mass e-mailings subject to approval by the Board of Trustees
- Developing procedures to support approved policies
- Encouraging adherence to establish communication standards (editorial, graphic, and the use of the UUSD logo)
- Participating in marketing and other planning in conjunction with the Board of Trustees and Church Council
- Providing education about communication procedures as requested by staff and lay leadership.

Specific duties include the edit, design, or oversight of the following to ensure that the quality and content of all communications are compatible with UUSD principles, policies, and covenant.

- UUSD brand
- UUSD newsletter
- Newsletter e-mail announcements
- UUSD website
- Standard format for weekly e-mail
- Bulletin boards within UUSD facilities
- Press releases and interviews
- UUSD social network sites such as Facebook

### **5. Denominational Affairs Committee**

The basic charge of the Denominational Affairs Committee (DAC) is to encourage and assist the congregation in its active involvement in the

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denominational affairs of the broader UU world (Cluster, District, Region, UUA, UUA Affiliated, and Global).

The key role of the Denominational Affairs Committee is to assure communication to the congregation, the Board of Trustees, and/or to the appropriate Committee(s) and group(s), of the significant news, events, resolutions, and proposals from the UUA, Districts, and other affiliated UU organizations, and to highlight and help coordinate any need for UUSD action and/or response. Some of this communication would be managed by the Board, an appropriate committee or UUSD group, and some might be done by Denominational Affairs. This decision would be made up front between the DAC and the appropriate committee/group/BOT on a case-by-case basis.

In addition, the Denominational Affairs Committee will help coordinate appropriate UUSD communication and response as needed for those *general* UU events such as General Assembly and the annual JPD District meeting, where no other specific UUSD Committee, Staff, the Board, or other UUSD group has prime responsibility. While pursuing this charge and role, the DAC will carefully avoid interfering with, or duplicating, the charge and role of any UUSD Committee.

### **6. Facilities Committee**

**Purpose:** To monitor the functioning and condition of the internal space and its appointments, and external space, used by UUSD, for the purpose of assessing and ensuring the maintenance of standards for safety, usefulness, efficiency and attractiveness established or approved by the Board of Trustees of UUSD.

**Specific Responsibilities:**

- Regularly assess the condition of the parking lot, grounds, planters, exterior of the building, chairs and other furniture, carpet, walls, appliances and utility systems for maintenance or replacement needs.
- Perform minor maintenance jobs as needed, for example; replacing furnace filters or light bulbs, watering or replacing plants.
- Contract with providers of services as needed and permitted by operating budgets or BOT authorization for repairs and/or services.
- Coordinate with other Committees, for example; Lifespan Faith Development, Worship, Social & Environmental Justice<sup>5</sup>, and Finance and with the minister in planning and executing changes to or maintenance of facilities, appointments and space.
- Contribute to regular planning through the use of feedback and participation in committee and congregation wide planning efforts.
- Provide reports to the Board when requested.

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## **7. Finance Committee**

The Finance Committee's goal is to support the vision and mission of UUSD, and working with the UUSD Finance Officer to help assure a solid financial foundation to help the congregation flourish.

**Role & Responsibilities:**

- Coordinate the Annual Operating Budget Development.
- Encourage short- and longer-term financial planning.
- Provide advice to BOT & Committees on financial matters.
- Support the Annual Stewardship Program.
- Support Fundraising as requested.
- Support member "Legacy commitment" managed through the Cloud Society.
- Help prepare grant proposals as requested.

**Specific Committee Financial Development Role:**

- Objectively determine the financial needs of the community, by working with the Board, committees, the Minister and Staff, and the Finance Officer, and consider alternative costs of programs.
- Finance Committee members openly share their own views, but once concluded, all will abide by the committee's consensus.
- Understand the right of the UUSD Board to modify, change, or amend any proposed budget or financial proposal we submit to them.
- Recognize the ultimate authority of the congregation to approve or reject the final budget submitted to them after the finalization of a pledge commitment congregation wide.

## **8. Fundraising Committee<sup>6</sup>**

It takes financial resources to run quality programs that support our congregation and furthers our mission and vision. Fundraising projects throughout the budget year generally account for about 10% of the congregation's income. Also key to building and maintaining a healthy vital community is sharing good times together that are not necessarily focused on fundraising.

**Role:** The Fundraising Committee is an overall steering committee whose purpose is to plan, organize, schedule, and coordinate fundraising activities throughout the year.

**Specific Responsibilities:**

- Plan and coordinate the annual fundraising auction.
- Continually identify fundraising opportunities.
- Develop an annual fundraising plan and schedule.

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- Attend Committee Council meetings to communicate fundraising and social event plans to other committee chairs and coordinate scheduling.

**9. Land and Building Committee<sup>7</sup>**

The initial charge of this committee is to do research and provide continuous input to the BOT, CCC, LRPC and Congregation for the purchase of property, either land for construction of a new church building or property including a building that can be made suitable for the needs of UUSD.

1. The Building Committee will learn about property availability, costs, financing and determine the attractiveness of the locations taking into account current membership location, political, economic and educational demographics and the potential for green space. This information will be invaluable to the CCC in raising capital.
2. Next, the Building Committee, subject to BOT and Congregational approval, will be in charge of all activities related to purchasing land, building or renovating a church of our own.
3. This committee should continue until UUSD has moved into a building of its own. This means that it must work closely with the BOT, CCC, LRPC and Congregation to make well informed, responsible decisions to raise money, select and make offers on property, design and build or renovate a building of our own.
4. The Building Committee should select, with BOT and Congregational approval where needed, experts in the form of consultants, architects, interior design experts, engineers, mortgage bankers, lawyers, appraisers, building contractors, land use experts, etc. as needed to evaluate and purchase property and design and build a new building or renovate an existing building. All costs for these will come out of Capital Funds/Building Funds, grants or loans.
5. The Building Committee should assist the UUSD in applying for a UUA First Home Grant and other grants as appropriate.
6. A Building Committee should be available to guide the Congregation through future renovations and additions to the original building of our own. This may mean periods of low or no activity and a rebirth as need arises. The Building Committee shall be a permanent committee of UUSD. It's Chairman or Co-chairs of the Building Committee may be nominated by the committee and/or BOT and will serve with the approval of the BOT.

**10. Lifespan Faith Development Committee**

Purpose: To set goals, objectives, and a philosophy needed to produce and maintain programs it establishes for Unitarian Universalist religious education for congregation members of all ages as well as for programs designed to attract persons from the greater community.

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### Specific Responsibilities:

- Become familiar with UUA and other RE materials.
- Assess interests and skills within the congregation for program development, leadership and promotion.
- Design a program for the church year to serve the interests and needs of various segments of the congregation that uses available resources.
- Publicize programming within and outside the congregation as appropriate.
- Involve the constituents of programming (parents, children, youth, adults) in recommending ideas and plans and in evaluating programs.
- Locate, orient, train and support leadership and other volunteer staff.
- Arrange for appropriate space, equipment, and supplies.
- Coordinate scheduling with other programs and Committees, including special events.
- Plan for professional RE leadership when feasible, and covenant with that leader to enable the program to express the mission and vision of UUSD and outreach into the community.
- Participate in regular UUSD-wide planning efforts, including maintaining and providing attendance and feedback data toward that effort.

### **11. Long-Range Planning Committee**

The Long-Range Planning Committee develops and facilitates a process to determine a congregation's future consistent with the vision and mission of UUSD resulting in a written Long-Range Plan. The Plan will be submitted to the Board of Trustees prior to its June meeting.

- The Long-Range Planning Committee will be a long-term Committee of the Board.
- The Long-Range Planning Committee is in charge of gathering information, formulating crucial questions, determining critical facts to be considered, posing possible solutions, considering the congregation's reactions, shaping final recommendations, and taking those recommendations to the Board.
- The Committee will work with the Minister, the Board, Committees, and the congregation in developing the Plan. The Long-Range Plan will be revised annually.

### **12. Membership Committee<sup>8</sup>**

Consistent with the vision and missions of USSD, the purpose of the Membership Committee is to attract new visitors to UUSD, provide a welcoming atmosphere for those attending Sunday worship, provide opportunities to support new members, and work to retain the ones we have

Some specific responsibilities include:

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- Providing activities and programs that increase the public profile of UUSD in the larger community and attract new visitors;
- Keeping track of visitors and attendance at services;
- Training greeters;
- Providing activities for newcomers and new members so that they become integrated in the church community; and
- Contacting members who have not participated in church life for awhile.

**13. Music Committee**

The purpose of the Music Committee is to assure the development of quality music programs and oversee music ministry for church services and other events.

Specific responsibilities would include, but not be limited to: making suggestions about music for worship services, proposing fundraising and other special music programs, and working with the Minister, Music Director, Worship and other committees as needed.

**14. Transylvania Partnership Church Committee**

The Transylvania Partnership Church Committee is responsible for developing and implementing a program with our Partnership Church in Tordatur, Romania.

Specific responsibilities include: having regular correspondence with the minister, sharing information about our church services and life of our congregation; developing programs for possible visits between the two churches; creating a dialogue to analyze the differences and similarities between UUs there and here; planning joint activities that can be held simultaneously in both congregations.

The Partnership Church Committee will work with the Lifespan Development Committee, the Worship Committee, and other committees as needed to integrate partnership activities across all facets of our congregation.

**15. Pastoral Care Committee**

Purpose: To assist the Minister in providing pastoral care to members of the congregation, either in the Minister's absence, due to Sabbatical leave, vacation or illness, or in the event that the needs of the congregation temporarily exceed the ability of the Minister to attend to them concurrently.

Specific Responsibilities:

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- In coordination with the Minister or in his/her absence, respond to express requests for or perceived need for personal contact to address spiritual, emotional or psychological distress or needs for instrumental assistance.
- Provide friendly visiting, referrals, or concrete services as appropriate.
- Maintain confidentiality regarding the identities and issues of those served.

**16. Personnel Committee**

The Personnel Committee shall:

1. Make annual recommendations to the Board of Trustees as to salary and benefit levels, including merit and/or cost-of-living increases, for the congregation's employees. In making its recommendations, the Committee shall consider, and where appropriate address, the relative salary and benefit levels of employees in various positions.
2. Periodically review the position descriptions and/or letters of employment for each staff member and the written policies and procedures pertaining to personnel matters. The Committee shall recommend revisions as necessary to the Board of Trustees.
3. Provide appropriate advice and support to the minister, Lifespan Faith Development Director and Music Director, regarding personnel matters, including the selection, evaluation, compensation, and termination of any individual.
4. Receive and review any comments, compliments, or complaints from congregation members about any member of the staff.
5. Undertake other personnel related matters as requested by the Board of Trustees.
6. This committee will meet with minister, Lifespan Faith Development Director and Music Director semi--annually and/or as needed.

**17. Social & Environmental Justice Committee<sup>9</sup>**

Purpose: To inform and educate congregation members and the public in areas of social concern; to find ways and means to rectify social injustices; to sponsor and support groups organized to deal with social problems; and to develop informed leaders to foster a just and peaceful world.

Specific responsibilities:

- Provide opportunities for congregation members to participate in social service projects.
- Conduct educational, worship, or social events to raise the congregation's awareness of social and environmental justice issues.
- Support congregation members in publicly witnessing about social issues and organizing to change systems of injustice and oppression.
- Publicize UUSD's and other organizations' efforts to promote social justice.
- Create alliances with other likeminded groups in the community and world.

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- Annually review goals of UUA, UUSD, and the committee, solicit feedback from the congregation, evaluate and revise efforts and contribute to regular UUSD planning efforts.

**18. Stewardship Committee<sup>10</sup>**

Purpose: To nurture a culture of generosity and service, and to encourage members and friends to contribute financially, and through service, to achieve the mission and vision of UUSD

Specific Responsibilities:

- Plan the annual pledge program for financial commitments to the annual operating budget;
- Plan, manage, and publicize stewardship gathering, events, announcements, and celebrations
- Coordinate with other UUSD groups or committees, especially Membership, to ensure that new members are informed of our Stewardship approach and encouraged to pledge when they join the congregation
- Meet privately with new and low-activity members at appropriate times to encourage service, involvement, and generous support. Clear such conversations with the Minister, Pastoral Care, LSFD, Leadership Development, Growth & Retention, and others as appropriate, and focus on personal needs, interests, and questions, and assure confidentiality.
- Conduct an informal annual evaluation of the Stewardship program to improve future results and to respond to any potential concerns or issues

**19. Worship Committee**

Purpose: To work with the Minister to provide high quality Sunday and special event worship services.

Specific Responsibilities:

- To oversee the provision and quality of the components of the worship experience, including; planning, with the Minister, and other committees, individuals or groups as necessary, the content and themes of services throughout the year.
- Providing the Communications Committee with information regarding upcoming worship services and events. Providing for Orders of Service for each service/event.
- Recruiting, training and managing ushers for each service/event.
- Participating in the Worship Associate program as appropriate; assisting in recruiting, training and scheduling as needed.
- Replenishing supplies for the altar.

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<sup>1</sup> On September 2, 2013, the BOT voted to eliminate the Awards Committee and incorporate various recognition efforts under the Threshold Growth Plan recognition strategy outlined in Goal #2 – Leadership.

<sup>2</sup> New committee approved June 4, 2013.

<sup>3</sup> New committee approved December 4, 2012.

<sup>4</sup> Charge revised September 4, 2012.

<sup>5</sup> Changed “Green Sanctuary” to “Social & Environmental Justice to reflect the committee name change.

<sup>6</sup> Charge revised December 4, 2012.

<sup>7</sup> New committee approved November 1, 2011.

<sup>8</sup> The merger of Membership Welcoming Committee and Membership Growth and Retention Committee was approved July 2, 2013. A new charge was approved August 6, 2013.

<sup>9</sup> Committee name was formerly Social Justice Committee. Name change approved May 7, 2013. Changes in charge made consistent with name change.

<sup>10</sup> Charge revised January 2, 2013.