

# **Red River Unitarian Universalist Church**

## **Policy and Procedure Manual**

**Approved by  
Board of Trustees  
06/30/2012**

# Table of Contents

Purpose of the Manual.....	3
Policy and Procedure Manual .....	4
Accessibility .....	4
Congregational Behavioral Covenant.....	4
Dispute Resolution .....	4
Disruptive/Offensive Behavior / Terminating Membership .....	5
Document Security System .....	7
Environmental .....	7
Membership .....	8
Safe congregation: Child and Youth .....	8
Safety and security .....	8
Statements of Conscience .....	9
Board of Trustees .....	9
Committees	
<i>Building &amp; Grounds</i> .....	14
<i>Chalice Circles &amp; Interest Groups</i> .....	17
<i>Committee on Ministry</i> .....	21
<i>Communications</i> .....	22
<i>Finance &amp; Endowment</i> .....	25
<i>Lifespan Religious Education</i> .....	30
<i>Child Care Programs</i> .....	30
<i>Children’s Religious Education Program</i> .....	32
<i>Youth Religious Education Program</i> .....	33
<i>Adult Programs</i> .....	33
<i>Long Range Planning</i> .....	35
<i>Membership</i> .....	36
<i>Caring &amp; Concerns</i> .....	39
<i>Hospitality</i> .....	41
<i>Nominating</i> .....	42
<i>Social Action</i> .....	43
<i>Ways &amp; Means</i> .....	46
<i>Worship</i> .....	48

## **PURPOSE OF THE MANUAL**

A healthy church functions like a healthy body or a talented orchestra—each part of the body or orchestra knows what its part is and works cooperatively with all of the other parts to achieve the desired goal, in this case, a healthy, vital, religious community that nurtures spiritual growth through worship, religious education, social justice and charity, and fellowship.

The goal of church policies and procedures is to ensure that each part of the church body understands its role, functions effectively, and works cooperatively with other parts to further the church's vision and missions. (Adapted from *Churchworks: A Well-Body Book for Congregations* by Anne Odin Heller. Published by Skinner House Books, Boston MA, 1999. )

In this manual, Red River Unitarian Universalist Church's policies and procedures are organized by topic. The Manual is available to church members at the church office and on the church web site.

Many thanks are given to Wildflower Church in Austin Texas. Much of this manual is directly from theirs.

### **How Does the Church Body Work Together?**

#### ***What Does the Congregation Do?***

Among other things, the congregation calls its minister; looks to its minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, for professional and inspired performance, and for oversight of the Congregation's programs in collaboration with the Board of Trustees and the Congregation's committees; promotes the spiritual growth of its members; contributes its time and financial resources to support the church's vision, missions, and ministries; elects a Board of Trustees to govern the church; and witnesses to UU values in the community.

#### ***What Does the Board of Trustees Do?***

The Board of Trustees is legally, financially, and morally responsible for all aspects of church life. The Board is responsible for setting congregational policies and procedures that further the church's vision and missions.

#### ***What Do the Committees/Teams Do?***

Committees/teams are the vehicles for implementing the congregation's vision and missions. Effective, dynamic committees/teams can answer these questions:

##### Vision and Missions

How will this Committee/Team further the congregation's vision and missions?

What are this committee's/team's specific vision and missions?

##### Goals

What are the tasks and responsibilities of this committee/team?

What are our goals for this year?

What are our long-term goals?

What specific strategies will we use to meet our yearly and long-term goals?

##### Responsibilities and Roles

What are the roles and responsibilities of each committee/team member?

When do we need to form task groups to accomplish special projects?

How do we recruit new members to this committee/team and its task groups?

How do we develop the leadership potential of committee/team members?

Develop budget to accomplish goals

**POLICY AND PROCEDURE MANUAL****Policy 1. All policies and procedures of RRUU will be approved by the Board of Trustees.**

- The Board solicits suggestions regarding policies and procedures from other groups and individuals.
- The Board reviews the suggestions and develops policies and procedures that further the church's vision and missions, support growth, and ensure a safe, secure, healthy church that functions effectively.

**Policy 2. The Board will ensure the policy and procedure manual contains current policies and procedures.**

- The Policy and Procedure Manual is reviewed and updated annually.

**Policy 3. The Board will ensure the Church's Policy and Procedures Manual is easily accessible and available for viewing by members and friends of RRUU and by others on request.**

- A copy of the Policy and Procedure Manual is available in the church office.
- The Policy and Procedure Manual is available on the church website.

**ACCESSIBILITY****Policy 1. The church will ensure that facilities are as accessible as possible.**

- The Board appoints a Task Force to determine renovations needed to comply with federal and Texas statutes regarding the Americans with Disabilities Act.
- The Buildings & Grounds Team annually monitors the structural integrity of structures designed for accessibility.

**Policy 2. RRUU affirms and promotes the full participation of persons in all our activities and endeavors, including employment without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class, or national origin.****CONGREGATIONAL BEHAVIORAL COVENANT****GOAL**

The goal of a congregational behavioral covenant is to identify the congregation's highest values and the promises its members make about how they will act with one another.

**Policy 1. The congregation will develop and review every odd numbered year a covenant that affirms its highest values and describes the manner in which members and friends of the church want to interact with each other.**

- The current Behavioral Covenant will be reviewed, modified and renewed by the congregation at the fall semi-annual congregational meeting in the odd numbered years/
- Current RRUU Behavioral Covenant was adopted by the Congregation on November 8, 2009.

**DISPUTE RESOLUTION** (To be developed)**Goal****Requirements****Resources Available****Policies and Procedures**

**DISRUPTIVE/OFFENSIVE BEHAVIOR AND TERMINATING MEMBERSHIP**

RRUU, a Unitarian Universalist Congregation, (hereinafter called RRUU) is a place of safety and integrity for each person's mind, body and spirit. We are a supportive and nurturing faith community, honoring and respecting the rich diversity of those gathered here. Recognizing that warmth, beauty, kindness, and passion will shape us as a congregation of goodwill, generosity, and presence, we covenant to affirm and promote:

- Honesty and authenticity in our relationships
- Words that are supportive and caring, not belittling or demeaning
- A welcoming and non-judgmental attitude
- Respect for each person's boundaries of mind, body, and spirit
- Refraining from displays of temper
- Honoring the gifts and blessings of thought and deed

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When a participant's physical and/or emotional well-being or freedom to safely express beliefs or opinions is threatened during church-sponsored activities, the source of the threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person(s).

The Board of Trustees also affirms the importance of maintaining a safe, secure, and healthy environment where spiritual growth can flourish. The Board recognizes that such an environment can be jeopardized by behaviors that result in situations such as the following:

- Perceived threats to the safety of any adult or child;
- Disruption of church activities;
- Diminishment of the church's appeal to potential and existing members.

Therefore, the following shall be the policy of RRUU with regard to disruptive behavior by an individual or individuals.

**Policy 1. The Board of Trustees shall develop policies and procedures for managing disruptive/offensive behavior and terminating membership.**

- The Board ensures that persons exhibiting disruptive/offensive behavior will be dealt with as individuals, not as stereotypes.
- Disruptive/offensive behavior is defined as behavior that fails to honor the church covenant regarding appropriate behavior.

**Policy 2. If an immediate response is required, it will be undertaken by the MINISTER (s) if available; or, in the absence of a Minister, a member of the Board, or, IN the absence of a member of the Board, the leader of the church activity during which the disruptive behavior is taking place.**

An immediate response may include:

- asking the offending person or persons to stop their behavior or leave the premises, depending on the circumstances;
- suspending the meeting or activity until such time as it can be safely and productively resumed;
- calling 911 for assistance.

**Policy 3. The Minister, Board of Trustees and Committee on Ministry will be notified within 24 hours of any course of action undertaken as a result of Policy 2 above.**

**Policy 4. Situations not requiring immediate response will be referred to the Committee on Ministry.**

- The Committee on Ministry respects confidentiality to the extent possible.
- The Committee on Ministry collects information necessary to evaluate the situation.
- The Committee on Ministry recommends a course of action to the Board of Trustees within seven days.

- The Committee on Ministry considers the following points when evaluating the situation:
  1. **DANGER** - Is the individual the source of a threat or perceived threat to persons or property?
  2. **DISRUPTION** - How much interference with church functions is occurring?
  3. **OFFENSIVENESS** - How likely is it that prospective or existing members will be driven away?
  4. **CAUSES** - Why is the disruption occurring? Is the conflict between the individual and others in the church? Is it due to stress, substance abuse, or a professionally diagnosed condition of mental illness?
  5. **HISTORY** - Does the individual have a history of disruptive/offensive behavior? What was the frequency and degree of disruption in the past?
  6. **PROBABILITY OF CHANGE** - How likely is it that an intervention by the church will diminish disruptive/offensive behavior in the future?
- The Committee on Ministry considers the following three levels of responses when recommending a course of action:

**LEVEL ONE** – The person(s) poses no immediate threat of danger but is disruptive/offensive.

The Committee on Ministry educates the Minister(s) and at least two members of the Board of Trustees (or, in the absence of a Minister, at least three members of the Board of Trustees) about the situation and recommends a course of action.

The Minister(s) and a member of the Committee on Ministry (or, in the absence of a Minister, a member of the Committee on Ministry and a member of the Board of Trustees) meet with the offending individual(s) to communicate the committee's concern and to describe specific changes in behavior that must be made by a certain date.

If no immediate improvement in behavior is observed by the agreed-upon date, the Minister and a member of the Committee on Ministry and a member of the Board of Trustees (or, in the absence of a Minister, two members of the Committee on Ministry and two members of the Board of Trustees) meet with the offending individual(s) to note that adequate improvement has not been made and to describe specific changes in behavior that must be made by a certain date.

If no improvement has been made by the agreed-upon date, proceed to Level Two.

**LEVEL TWO** – The individual(s) is perceived as a source of threat to persons or property, or is perceived as seriously disruptive/offensive, or fails to respond to interventions in Level One.

The Committee on Ministry educates the Minister(s) and at least two members of the Board of Trustees (or, in the absence of a Minister, at least three members of the Board of Trustees) about the situation and recommends exclusion from the church premises and/or specific church activities for a designated period of time, with the reasons and the date and conditions of return made clear.

The Minister(s) and a member of the Committee on Ministry and a member of the Board of Trustees (or, in the absence of a Minister, two members of the Committee on Ministry and a member of the Board of Trustees) meet with the offending individual(s) to communicate the concern, explain exclusion from the church premises and/or specific church activities for a designated period of time, and clearly present the conditions of return, specific changes in behavior that must be made, and the designated return date.

A letter detailing steps that must be taken to continue participating in the activities of the church is written by the Minister(s) and the Board president (or, in the absence of a Minister, by the Board of Trustees), and is presented to the offending party or parties at the conclusion of the meeting described above.

The letter includes a description of how the offending person(s) may appeal any action taken under Level Two to the Board of Trustees.

**LEVEL THREE** - The individual(s) poses a threat to a person(s) or property, or exhibits seriously disruptive/offensive behavior, or fails to respond to interventions in Level Two.

The Committee on Ministry consults with the Board of Trustees and the Minister(s). If it is decided that expulsion must take place, a letter is sent by the Minister(s) and the President of the Board (or, in the absence of a Minister, by the Board of Trustees) explaining the expulsion and the appeal process.

The offending individual(s) is permanently excluded from the church premises and all church activities.

#### **APPEAL PROCESS FOR ALL LEVELS**

1. The offending person(s) sends a written request to the President of the Board requesting an opportunity to appear before the Board at a meeting scheduled for that purpose. The request must include an explanation of how the disruptive/offensive behavior has been corrected and why the action should be reconsidered.
2. The President of the Board calls a special closed meeting of the Board and the Committee on Ministry to consider the appeal.
3. The offending person(s) attends the meeting and explains how the disruptive/offensive behavior has been corrected and why the action should be reconsidered. The offending person(s) may bring a representative to the meeting.
4. The Board and COM considers the request and makes a decision within 48 hours.
5. The Minister and the President (or, in the absence of a Minister, the President and the chair of the Committee on Ministry) communicates the decision orally and in writing to the offending person(s).

#### **DOCUMENT SECURITY SYSTEM**

**Policy 1. Personnel files (including background checks) will be kept in a safe deposit box at the bank. Only the President of the Board and the Treasurer will have keys and permission to access the safe deposit box**

**Policy 2. Access to personal and financial data maintained in electronic records is password-protected, and only those persons who, in the judgment of the Board of Trustees, have a need to know the information are provided passwords.**

**Policy 3. The Committee respects the confidentiality of the personal financial information contained in the church financial records. All personal confidential data will be securely stored in authorized locations and, in the case of electronic records, under password-protected access. Access to the church financial records will be granted only to individuals who, in the judgment of the Board of Trustees, need access to specific financial data, including contributions information, to accomplish their volunteer or for-pay church jobs. Access to the detailed financial records will be removed promptly once a person no longer has a need for access to the financial data in the judgment of the Board of Trustees.**

**Policy 4. Until such time as the church can employ an office administrator and/or bookkeeper, financial records for the current year will be kept in the location most convenient to the Treasurer. The Treasurer will give due diligence to maintaining the security and confidentiality of those records.**

#### **ENVIRONMENTAL**

##### *Allergies*

**Policy 1. RRUU will attempt to Provide an environment that is welcoming to individuals with allergies.**

- The Board and the Communications Team encourage church members and friends to avoid the use of perfume and/or highly perfumed personal products just prior to worship services.

- The Worship Team avoids the use of highly perfumed flowers, incense, and perfumed candles during worship services.
- The Buildings & Grounds Team arranges for use of low-VOC paint whenever possible and feasible.
- The Buildings & Grounds Team arranges for the installation of wood or concrete floors, low-emission carpet, and tile flooring whenever possible and feasible.
- No pets are allowed inside church facilities.

**Policy 2. All other environmental decisions should be based on the RRUU Green Guidelines and Guidelines Implementation Plan Adopted by the Congregation on November 8, 2009**

## **MEMBERSHIP**

**Policy 1. No member shall be dropped from membership unless the member resigns or is dropped by action of the Board.**

**Policy 2: Resigned members: are those members who have stated, either in writing or orally to a Board Member or the Membership Chair that they wish to be dropped from membership.**

- If a resignation is in writing to a Board Member or Membership chair no further action is required.
- If a member makes an oral statement of resignation to a Board member or to the Membership Chair, it is the responsibility of the Board member or the Membership Chair to put the statement in writing and send a copy to the member, the Membership Chair, the President, The Treasurer, and the Board Secretary within five days.
- It is the responsibility of the Membership Chair to confirm the resignation statement with the member .

**Policy 3. Lapsed member definition: Lapsed members are those who have not pledged, not given a financial contribution, and not shown interest in contributing to the work of the church for a period of twelve consecutive months.**

- Lapsed members shall not be dropped from membership until good faith efforts have been made to contact them by the Membership Team, either by letter, telephone call, e-mail, or otherwise, to ascertain their wishes concerning membership.
- If the lapsed member fails to respond within two months after efforts to contact the member began, the Membership Team shall submit a written report to the Board describing its efforts to contact the lapsed member and recommending whether or not the lapsed member should be dropped as a member.
- The Board shall consider the Membership Team's recommendation at its next regularly scheduled meeting. If the Board votes to drop the lapsed member from the church's membership roll, the Board President shall send a letter to the dropped member notifying him/her of the Board action and send a copy of the letter to the Membership Chair.

## **SAFE CONGREGATION: CHILD AND YOUTH**

See the SAFE CONGREGATION POLICY - Adopted by the Congregation in May 2008

## **SAFETY AND SECURITY**

### *Safety*

**Policy 1. A First Aid Kit will be available in the church facility at all times.**

**Policy 2. No pets will be allowed INSIDE CHURCH facilities except for service animals.**

## **STATEMENTS OF CONSCIENCE**

### ***Public Statements on Behalf of the Church***

**Policy 1. All proposed public statements on behalf of the church (including statements of conscience) are submitted to the Communications Committee for consideration.**

- Any member of RRUU may submit a proposed public statement to the chair of the Communications Committee for initial consideration during its next meeting.
- The Committee votes on a proposed public statement and, if approved by at least 75% of the members of the Communications Committee, the committee drafts a formal statement and sends it to the Board for consideration at its next meeting.

**Policy 2. All proposed public statements on behalf of the church (including statements of conscience) are approved by the congregation.**

- The Board considers for endorsement all draft public statements submitted by the Communications Committee. If endorsed, the Board includes the public statements on the agenda of the next regularly scheduled or specially called congregational meeting.
- Prior to the next regularly scheduled or specially called congregational meeting, the Communications Committee sponsors events to educate the congregation about the statement.
- The congregation votes to approve or reject all public statements at the next regularly scheduled or specially called congregational meeting. Ninety per cent (90%) of the members of the congregation present and voting, or voting by proxy, must approve a proposed public statement.

## **BOARD OF TRUSTEES**

### **GOAL**

The goal of the Board of Trustees is to manage the business, property, and affairs of the church to further the church's vision and missions. - See Bylaws, Article VII

### **OVERVIEW**

The Board shall consist of the President, Vice President, Treasurer, Secretary, and up to three Trustees-at-Large who shall be elected directly by the membership as described in Article VII - Section 2. The immediate Past President and the Minister shall serve as *ex-officio* (non-voting) members of the Board. The Board meetings are open but the Board may meet in closed session when discussing or acting on legal or personnel matters.

### **GENERAL REQUIREMENTS**

Trustees shall be elected for terms of two years and shall serve until their successors are elected and take office. The term of a trustee begins on July 1 immediately following the trustees' election.

### **RESOURCES AVAILABLE**

Bylaws, SWUUC District Office consultants, UUA national office, UUA consultants Policies and Procedures Board Books

### **MEMBERS**

**Policy 1. Membership on the board will comply with the bylaws. (Article VII)**

## **RESPONSIBILITIES**

**Policy 1. The responsibilities of Board officers and Trustees will comply with the bylaws. (Article VII)**

## **MEETINGS**

**Policy 1. Meetings of the Board of Trustees will comply with the bylaws. (Article VII)**

**Policy 2. Agenda items will be solicited by the Board.**

- The President of the board will solicit agenda items from the full Board.
- Any member of the church may propose an item for agenda by contacting the President of the Board.

**Policy 3. Sensitive information will be respected by the board.**

**Policy 4. Church members will be allowed to address the Board.**

- 15 minutes of each Board meeting will be reserved for comments from members, if needed. Each church member may speak for up to five minutes, except that all visitors must allocate the total 15 minutes among themselves. Board members may ask clarification questions only – no discussion.
- By prior request a member of the congregation may request being on the agenda. This prior arrangement allows the member to speak for up to 10 minutes on the agenda topic.

## **BOARD ORIENTATION AND TRAINING**

**Policy 1. All board members will attend a board orientation training session, to be conducted each year for that purpose.**

**Policy 2. As many board members as possible should attend NTAUUS board training sessions when offered.**

## **PLANNING AND EVALUATION**

**Policy 1. The Board, the Minister, and the Long Range Planning Committee will jointly develop annual goals.**

- An annual retreat is held for members of the Board and members of the Long Range Planning Committee to develop annual goals and objectives that promote the church's vision and missions.

**Policy 2. The Board, Minister and Committee on Ministry will annually conduct a joint evaluation of the ministry of the church.**

- In October, the Board, Minister and Committee on Ministry conduct a joint evaluation of their performance and progress to date and present a report to the congregation at the Fall Semi-Annual Meeting.
- In May, the Board and the minister jointly prepare an end-of-the year report on their performance and progress and present it to the congregation at the Spring Semi-Annual Meeting.

**Policy 3. The Board will review and approve all major new church programs.**

**Policy 4. The Board is responsible for implementing and monitoring the Church's 3-5 year strategic plan. See the section, "long range planning committee."**

## **FINANCIAL RESPONSIBILITIES**

**Policy 1. The Board will comply with the bylaws in all fiduciary, financial, and budgetary matters.**

**Policy 2: The Board of trustees may authorize cumulative unbudgeted expenses or budget overruns in a budget year of up to \$10,000 without congregational approval as long as no single occurrence is over \$1,000.**

**ROLES OF BOARD OFFICERS**

**Policy 1. All Board Officers will perform their roles as described in the Bylaws.**

**Policy 2. Roles and additional duties are described in the following for each position:**

<b>JOB TITLE</b> <b>President of the Congregation and Board of Trustees</b>	<b>HRS/MONTH</b> 10-20	
<p><b>DESCRIPTION:</b> As per the ByLaws: Article VIII Section 1. The President shall be the executive officer of the Church; exercise all the functions usually pertaining to the office of president of a non-profit corporation. Such functions may include the signing of deeds, mortgages, notes, bonds, contracts or other instruments authorized by the congregation to be executed, except as may otherwise be delegated by the Board to some other officer or agent of the Congregation; preside at meetings of the Congregation and the Board of Trustees; call special Board meetings when necessary at any time or upon the request of three other Board members; convene the Nominating Committee; be an ex-officio member of all committees except the Nominating Committee when it is sitting for the purpose of making nominations for elected positions. The President may appoint another Board Member as representative in ex-officio capacities.</p>		
<p><b>SPECIAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Organizational skills</li> <li>• Ability to promote teamwork</li> <li>• Willingness to do the job</li> </ul> <p><b>DUTIES:</b></p> <p><i>Each Sunday</i></p> <ul style="list-style-type: none"> <li>• Be available to congregation for questions and support</li> <li>• During the designated Board Rep to Worship months perform duties in Policy 3 below</li> </ul> <p><i>Each month</i></p> <ul style="list-style-type: none"> <li>• Create an agenda for the Board of Trustees meeting with input from other trustees and congregation.</li> <li>• Email agenda, minutes from last meeting, committee reports, anything else required for the board meeting several days prior to the meeting.</li> <li>• Preside over the monthly Board of Trustee’s meeting – beginning and ending on time.</li> <li>• Write a president’s letter for the newsletter</li> </ul> <p><i>Each year</i></p> <ul style="list-style-type: none"> <li>• Prepares written agenda with input from other trustees and congregation for each Semi-Annual and Special congregational meetings.</li> <li>• Facilitate Semi-Annual and Special congregational meetings – beginning and ending on time.</li> <li>• Prepare an annual Presidents report and present it at the May Congregational Meeting.</li> <li>• Make sure membership packets are emailed or mailed to congregation members at least 14 days prior to the Spring and Fall Congregational Meeting.</li> <li>• Attend at least one district conference in a year’s time</li> <li>• Organize and attend the annual board retreat.</li> <li>• Communicate regularly with Vice-president, Secretary, Treasurer and Board Trustees.</li> </ul>		

<b>REPORTS TO:</b> Board of Trustees	<b>ELECTED BY:</b> Congregation	<b>DURATION:</b> Two year term	<b>Annual Report Due:</b> May Congregational Meeting
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<b>JOB TITLE</b> <b>Vice-President Board of Trustees</b>	<b>HRS/MONTH</b> 10		
<b>DESCRIPTION:</b> As per the ByLaws: Article VIII Section 2. The Vice-President shall assume the duties of the President in the absence of the President, coordinate the activities of the Standing and Special Committees, and perform other duties assigned by these bylaws and the President or Board of Trustees.			
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>• Organizational skills</li> <li>• Ability to promote teamwork</li> <li>• Willingness to do the job</li> </ul>			
<b>DUTIES:</b> <p><i>Each Sunday</i></p> <ul style="list-style-type: none"> <li>• Be available to congregation for questions and support</li> <li>• During the designated Board Rep to Worship months perform duties in Policy 3 below</li> </ul> <p><i>Each month</i></p> <ul style="list-style-type: none"> <li>• Attend any additional committee meetings as requested by President</li> <li>• Chair any special committees as requested by President</li> </ul> <p><i>Each year</i></p> <ul style="list-style-type: none"> <li>• Attend at least one district conference in a year's time</li> <li>• Attend the annual board retreat.</li> <li>• Communicate regularly with President, Secretary, Treasurer and Board Trustees.</li> </ul>			
<b>REPORTS TO:</b> Board of Trustees	<b>ELECTED BY:</b> Congregation	<b>DURATION:</b> Two year term	<b>Annual Report Due:</b>

<b>JOB TITLE</b> <b>Secretary of the Board of Trustees</b>	<b>HRS/MONTH</b> 10-12	
<b>DESCRIPTION:</b> As per the ByLaws: Article VIII Section 3. The Secretary shall keep minutes of all Board of Trustee meetings and congregational meetings of the Church and maintain the Policies and Procedures as adopted by the Board. The Secretary shall issue all notices and conduct the correspondence of the Board of Trustees, as directed by the President and these bylaws. The Secretary shall be responsible for overseeing the maintenance of current addresses and phone numbers of members and friends of the Church, and maintaining and preserving Church records documents and papers (other than financial records). The Board may appoint the position of Assistant Secretary to assist the Secretary with these duties as needed.		
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>• Organizational skills</li> <li>• Writing skills</li> <li>• Willingness to do the job</li> </ul>		
<b>DUTIES:</b> <p><i>Each Sunday</i></p> <ul style="list-style-type: none"> <li>• Be available to congregation for questions and support</li> <li>• During the designated Board Rep to Worship months perform duties in Policy 3 below</li> </ul> <p><i>Additional</i></p> <ul style="list-style-type: none"> <li>• Draft copies of minutes of Board and congregational meetings are available to the congregation no later</li> </ul>		

<p>than seven days after the meeting. These documents will be placed on the RRUU website. After they are approved by the appropriate body, they will be posted as approved minutes.</p> <ul style="list-style-type: none"> <li>• Final copies of minutes of Board meetings are available within seven days of the date of approval.</li> <li>• The Secretary, or designee, stores the Minutes of Board and congregational meetings, with attachments, in a notebook reserved for that purpose and must be stored electronically to be added to the Board Book.</li> <li>• The Secretary, or designee, picks up mail and distributes it on a timely basis.</li> <li>• The Secretary, or designee, writes board bits from the previous board minutes for the newsletter</li> <li>• Attend the annual board retreat.</li> <li>• Communicate regularly with President, Vice-President, Treasurer, and Board Trustees.</li> </ul>			
<b>REPORTS TO:</b> Board of Trustees	<b>ELECTED BY:</b> Congregation	<b>DURATION:</b> Two Year Term	<b>Annual Report Due:</b>

<b>JOB TITLE</b> Treasurer Board of Trustees	<b>HRS/MONTH</b> 10-20		
<p><b>DESCRIPTION:</b> As per the ByLaws: Article VIII Section 4. The treasurer shall be responsible for the receipt and safekeeping of all money and other property of the Church entrusted to the Treasurer’s care; disbursing the same under the direction and to the satisfaction of the Board of Trustees; keeping a complete account of the finances of the Church upon books and computer programs which shall remain the property of the Church and which shall be open for inspection by the Trustees and voting members at any time; rendering a current statement at each regular meeting of the Board of Trustees and at each congregational meeting; maintaining a current list of voting members of the Church; and bringing necessary records to congregational meetings to resolve any questions concerning membership status. The execution of these duties may be delegated by the Board to some agent or staff of the Congregation. The Board may appoint the position of Assistant Treasurer to assist the Treasurer with these duties as needed. The Treasurer may be bonded at the expense of the Church and shall serve as <i>ex-officio</i> member of the Ways and Means Committee and the Finance and Endowment Committee.</p>			
<p><b>SPECIAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Organizational skills</li> <li>• Ability to handle money and direct or perform bookkeeping duties</li> <li>• Willingness to do the job</li> </ul>			
<p><b>DUTIES:</b> <i>Each Sunday</i></p> <ul style="list-style-type: none"> <li>• Be available to congregation for questions and support</li> <li>• During the designated Board Rep to Worship months perform duties in Policy 3 below</li> </ul> <p><i>Additional</i></p> <ul style="list-style-type: none"> <li>• The Treasurer follows the report format recommended by the Finance Team and approved by the Board.</li> <li>• The Treasurer provides monthly financial reports to the Board, semi-annual financial reports to the congregation at semi-annual meetings, and financial reports to the newsletter editor on a monthly basis by the newsletter submission deadline.</li> <li>• Attend the annual board retreat.</li> <li>• Communicate regularly with President, Vice-President, Secretary, and Board Trustees.</li> <li>• Prepares &amp; distributes quarterly giving statements to those congregants with a stated pledge</li> <li>• Prepares giving statement for tax purposes at physical year end for each donor, including monetary and in-kind donations.</li> <li>• Sends letters to members prior to Congregational Meetings informing them of non-voting status.</li> </ul>			
<b>REPORTS TO:</b> Board of Trustees	<b>ELECTED BY:</b> Congregation	<b>DURATION:</b> Two year term	<b>Annual Report Due:</b> May Congregational Meeting

<b>JOB TITLE</b> Trustees at Large		<b>HRS/MONTH</b> 10	
<b>DESCRIPTION:</b> As per the ByLaws: No Definition Representing the congregation as a whole to the board. As a member-at-large, any member of the congregation can bring to the Trustee any questions, issues, or concerns they have about RRUU. The Trustee will provide answers or bring their concern before the board and report back. Confidentiality is appropriate for the situation			
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>Organizational skills</li> <li>Ability to work as a team</li> <li>Willingness to do the job</li> </ul>			
<b>DUTIES:</b> <i>Each Sunday</i> <ul style="list-style-type: none"> <li>Be available to congregation for questions and support</li> <li>During the designated Board Rep to Worship months perform duties in Policy 3 below</li> </ul> <i>Additional</i> <ul style="list-style-type: none"> <li>Attend the Board of Trustees meeting.</li> <li>Work on project assignments from the Board.</li> <li>Work with other Board members in the operation of the church.</li> <li>Attend the annual board retreat.</li> <li>Communicate regularly with President, Vice-president, Secretary, Treasurer and other Board Trustees.</li> </ul>			
<b>REPORTS TO:</b> Board of Trustees	<b>ELECTED BY:</b> Congregation	<b>DURATION:</b> Two year term	<b>Annual Report Due:</b>

**Policy 3: Board Representative to Worship on Sunday will perform the following duties.**

- Make sure the setup and cleanup of the lobby and sanctuary as been accomplished
- Coordinate with Building & Grounds to make sure the heat/cooling is on, doors are unlocked prior to service
- Put a copy of the Order of Things into the current History Book
- Welcome the congregation
- Give Announcements
- Take a count of participants. Count all adults (include RE teachers, pianist, childcare providers, minister or speaker, and lay leader), children in RE, children in the nursery, and all children remaining with parents after the RE class has left. (Note: consider children as those from babies to 13 years of age.) Also count visitors. Write counts in Historian Book form.
- Coordinate with Building & Grounds to make sure the heat/cooling is off, doors are locked at the end of service.

**COMMITTEES**

**BUILDINGS & GROUNDS**

**GOAL**

The goal of the Buildings & Grounds Team is to ensure safe and secure Buildings & Grounds for church activities. A church’s building is primarily a tool that the congregation uses as it fulfills it’s mission and vision.

<b>JOB TITLE</b> Building & Grounds Team	<b>HRS/MONTH</b> 5-10
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<b>DESCRIPTION:</b> Responsible for maintenance and use of the church facilities located at 515 N. Burnett Ave.		
<b>SPECIAL SKILLS:</b> <b>Chair</b> <ul style="list-style-type: none"> <li>✦ Recruit Volunteers</li> <li>✦ Work with team</li> <li>✦ Organized</li> </ul> <b>Team</b> <ul style="list-style-type: none"> <li>✦ Ability to perform minor repairs</li> <li>✦ Physical: Moderate Lifting</li> </ul> <b>Coordinator</b> <ul style="list-style-type: none"> <li>✦ Organized</li> <li>✦ Good at scheduling</li> <li>✦ Work well with others</li> </ul>		
<b>DUTIES:</b> <b>Chair</b> <ul style="list-style-type: none"> <li>✦ Make sure grounds are mowed</li> <li>✦ Make sure cleaning is taking place between Sundays.</li> <li>✦ Maintain a list of issues needing to be resolved with the building</li> <li>✦ Schedule appropriate workdays for building maintenance</li> <li>✦ Send a brief report to the Board for its monthly meeting of building issues / status</li> <li>✦ Coordinate with monthly Board Rep to make sure the building is opened/ heated or cooled / closed for each Sunday Service</li> </ul> <b>Team</b> <ul style="list-style-type: none"> <li>✦ Carry out the policies &amp; procedures listed below to assist the B&amp;G Chair</li> <li>✦ Assist B&amp;G Chair with building maintenance list &amp; repairs as necessary</li> </ul> <b>Facilities Coordinator</b> <ul style="list-style-type: none"> <li>✦ Use / update form for building use (Application &amp; Contract for use of Facilities – adopted 11/2011)</li> <li>✦ Provide an up-to-date calendar as an insert to the weekly Order of Service or the E-News.</li> <li>✦ Work with the Webmaster to have a calendar posted on the website.</li> <li>✦ Enforce the Building Use Policy.</li> <li>✦ Schedule meetings and room use in the church building.</li> <li>✦ Receive requests for dates from authorized individuals who want to schedule activities and/or reserve a room.</li> <li>✦ Make sure someone is designated for opening/closing the building for all specially scheduled events.</li> </ul>		
<b>REPORTS TO:</b> Chair - Board of Trustees Team & Coordinator – B & G Chair	<b>APPOINTED BY:</b> Chair – by Board of Trustees Team – by B & G Chair Coordinator – by Board of Trustees	<b>DURATION:</b> Chair - 2 years Team – min 6 months Coordinator – 2 years

**RESOURCES AVAILABLE**

RRUU Building Use Policy approved 11/15/2011. SWUUC, NTAUUS, UUA

**POLICIES AND PROCEDURES**

**HEALTH AND SAFETY**

**Policy 1. The Board, working with the Buildings & Grounds Team, will ensure church buildings and grounds are safe, accessible, and free from health hazards.**

- ✦ The church will comply with local governmental health and safety standards;
- ✦ The church will provide clean kitchen and rest room facilities with hot and cold running water, soap, and paper towels;

- ✚ The church will encourage everyone to wash their hands before leaving the rest rooms and before handling food;
- ✚ The church will store hazardous materials away from the child care and religious education rooms;
- ✚ The church will develop, implement, and regularly evaluate health and safety policies and procedures.

## **OPENING AND CLOSING THE BUILDING**

### **Policy 1. The Buildings & Grounds Team will arrange to open the building for worship services and other church-sponsored events and to securely close it after each use.**

- ✚ On Sunday mornings, a member of the Buildings & Grounds Team or their designee will ensure the building is open at least one hour prior to the start of the service, or earlier on request.
- ✚ A member of the Buildings & Grounds Team or their designee will open the building on request for other church sponsored events.
- ✚ After each use, a member of the Buildings & Grounds Team or their designee will ensure the building is secure by closing and securing all windows and locking all doors, and checking heating or A/C levels, fans and lights.

## **SET UP AND CLEAN UP**

### **Policy 1. The Buildings & Grounds team will arrange for the building to be set up for worship services and other Church-sponsored events and to be cleaned up after each use.**

- ✚ When opening the building, a member of the Buildings & Grounds Team or their designee will arrive in a timely manner, turn on the heat/air conditioning as needed; turn on lights as needed; turn on fans as needed; set up chairs and tables as needed; set up worship space as needed, set up the lobby as needed, set up the sound system as needed, open shades, set out waste receptacles, and make sure paper towels and toilet paper are in rest rooms.
- ✚ When closing the building, a member of the Buildings & Grounds Team or their designee will ensure the facility is as neat and clean as required; lobby is cleared as needed; turn off the heat/air, fans and lights; and secure the facility as needed.

## **KEYS**

### **Policy 1. The Board, working in conjunction with the Buildings & Grounds team, will ensure Building security by issuing keys only to authorized individuals.**

- ✚ Prior to July 1 of each year, a designated member of the Board will collect keys from individuals no longer authorized to have keys and will distribute keys to people newly authorized to have keys. The Board member will issue keys to at least the following individuals:
  - ✚ Minister
  - ✚ Director of Religious Education
  - ✚ Church Administrator
  - ✚ Music Director
  - ✚ Members of the Board of Trustees
  - ✚ Buildings & Grounds Team Chairperson
  - ✚ Voting members of congregation in leadership positions.

### **Policy 2. Keys may be copied only as authorized.**

- ✚ When keys are needed, a designated member of the Board or the Office Administrator will make and distribute needed copies.

## **SCHEDULING CHURCH-SPONSORED ACTIVITIES AND ROOMS**

**Policy 1. When planning a church-sponsored activity, authorized individuals will contact the Facilities Coordinator so conflicts with other church activities will be avoided. The Facilities Coordinator is responsible for scheduling and maintaining a calendar of church activities.**

- ✦ The following people are authorized to reserve rooms: Minister, Director of Religious Education, Music Director, President, Vice-President, Secretary, Treasurer, committee/team chairs, and chalice circle/interest group facilitators.
- ✦ Submit the request by email, in person, or U.S. mail to the Scheduler at the earliest date possible.

**Policy 2. When a room is needed for an activity, authorized individuals will contact the Facilities Coordinator. The Facilities Coordinator will assign rooms in the order of priority determined by the Board. If a room is not available, the group is responsible for finding their meeting space.**

- ✦ Submit building/room request by email, in person, or US mail to the Scheduler at the earliest date possible.

**Policy 3. Individuals reserving rooms are responsible for preparing the room for each use and cleaning the room after each use.**

**Policy 4. Individuals reserving rooms are responsible for leaving at the agreed upon time.**

**EMERGENCIES**

**Policy 1. In Case of emergency, appropriate people will be notified.**

- ✦ In case of emergency, call 911,
- ✦ and call the President of the Board.
- ✦ then call the Buildings & Grounds Chair

**CHALICE CIRCLES & INTEREST GROUPS**

**GOAL**

The goal of the Chalice Circle/Interest Group Team (Facilitators and Coordinator) is to encourage the development of Chalice Circles and Interest Groups that support closer connections among participants within a spiritual framework.

**OVERVIEW**

The Chalice Circle Team assists the CC Coordinator with the development of proposed policies for the administration of Chalice Circles and submits them to the Board of Trustees for review and approval. The Team arranges training for group facilitators, maintains a list of current Chalice Circles and Interest Groups, and provides ongoing support, oversight and guidance to new groups as well as to existing groups. The Team strives to develop enough Chalice Circles with trained facilitators to serve the demand for Chalice Circles. It is essential that the CC Coordinator and the Board of Trustees understand and be enthusiastic about the Chalice Circle ministry for it to be effective.

<b>JOB TITLE</b> CHALICE CIRCLE COORDINATOR	<b>HRS/MONTH</b> 3-4	<b>BUDGET:</b> 0
<b>DESCRIPTION:</b> Maintains information on current Chalice Circles and Interest Groups and encourages development of new groups and facilitators to enhance deeper connections within the church community.		
<b>SPECIAL SKILLS:</b> ✦ Chalice Circle facilitators should possess good facilitation skills. ✦ Physical: none		

<b>DUTIES:</b>			
<ul style="list-style-type: none"> <li>✿ Leads the Facilitator’s Chalice Circle meeting</li> <li>✿ Aids in developing new facilitators and expanding groups as needed</li> <li>✿ Monitors monthly activities for each group to avoid competing events and submits to Newsletter Calendar</li> <li>✿ Maintains the Chalice Description for the Newsletter and Webmaster</li> <li>✿ Provides weekly information of group meetings for Announcements in Order of Service and for Weekly Email Notices</li> <li>✿ Monitors any calendars in foyer for accuracy</li> <li>✿ Provides assistance and guidelines for proposed new circles</li> <li>✿ Promotes and directs the Annual Participation Fair</li> <li>✿ Collects monthly reports from all facilitators and generates report on Chalice activities to Board President for the monthly Board meeting</li> <li>✿ Writes a report for the Fall Congregational Semi-Annual Meeting</li> </ul>			
<b>REPORTS TO:</b>	<b>APPOINTED BY:</b>	<b>DURATION:</b>	
Board of Trustees	President	Two year term	

<b>JOB TITLE</b>	<b>HRS/MONTH</b>	<b>BUDGET:</b>
CHALICE CIRCLE / INTEREST GROUP FACILITATOR:	3-4	0
<b>DESCRIPTION:</b>		
Leads a small group as a Chalice Circle or Interest Group according to UU specifications modeling good listening skills to help the group stay within its behavior covenants		
<b>SPECIAL SKILLS:</b>		
<ul style="list-style-type: none"> <li>✿ Facilitators should possess good facilitation skills.</li> <li>✿ Physical: none</li> </ul>		
<b>DUTIES:</b>		
<ul style="list-style-type: none"> <li>✿ Attends Facilitator Training Workshops</li> <li>✿ Arranges meetings &amp; locations, field trips &amp; content</li> <li>✿ Follows group covenant guidelines</li> <li>✿ Provides meeting reminders the week preceding for Bulletin &amp; Weekly Email</li> <li>✿ Provides monthly updates and calendar for Newsletter</li> <li>✿ Reports group activities to Chalice Circle Coordinator monthly for Board Report</li> <li>✿ Trains a co-facilitator to assist or take over if the group becomes too large</li> <li>✿ Maintains the Group Board in the foyer with current information</li> <li>✿ Attends the Annual Participation Fair</li> <li>✿ Writes a report for the Fall Congregational Semi-Annual Meeting</li> </ul>		
<b>REPORTS TO:</b>	<b>APPOINTED BY:</b>	<b>DURATION:</b>
CC Coordinator	CC Coordinator	Two year term

**RESOURCES AVAILABLE**

- SWUUC District Office, NTAUUS, UUA materials, Chalice Circle Newsletter, other UU churches with Chalice Circles

**POLICIES AND PROCEDURES**

*Chalice Circle & Interest Group Policy and Procedure Development*

**Policy 1. Proposed policies for the administration of chalice circles will be developed by the CC Coordinator, with help from the Chalice Circle Team, then submitted to the Board of Trustees for review and approval.**

**Policy 2. In the absence of a CC Coordinator, the Chalice Circle Team will develop proposed policies and submit them to the Board of Trustees for review and approval.**

### *Chalice Circle Characteristics*

**Policy 1: Chalice circles will incorporate characteristics included on a list developed by the chalice circle team and approved by the board.**

**Policy 2: RRUU Chalice Circles will include the following characteristics..**

- ✿ A. The group is facilitated by a trained facilitator and an assistant facilitator.
- ✿ B. All members develop and affirm a covenant, which includes a commitment to:
  - 1) grow the church and the group by welcoming new members;
  - 2) provide for connection and intimacy through personal sharing;
  - 3) nourish the members' needs for intimacy and spiritual growth;
  - 4) pursue a topic/theme/task approved by the Chalice Circle Team;
  - 5) serve Red River UU Church in a specified way each year;
  - 6) develop a specific method for budding or splitting the group once the upper membership limit has been attained;
- ✿ C. An empty chair is placed in the circle to signify open membership and welcome new members;
- ✿ D. The group consists of 4 to 10 people;
- ✿ E. The group meets between once a week or once a month as determined by guidelines
- ✿ F. The meeting follows a format of:
  - 1) a chalice lighting with a spiritually focused reading or singing
  - 2) a check-in time for personal sharing of joys and sorrows
  - 3) a period for the chosen topic or activity
  - 4) a check-out from everyone regarding likes and wishes

### *Interest Group Characteristics*

**Policy 1: Interest groups will incorporate characteristics included on a list developed by the Chalice Circle Team and approved by the board.**

**Policy 2. RRUU Church Interest Groups will include the following characteristics:**

- ✿ A. The group is facilitated by a trained facilitator and an assistant facilitator.
- ✿ B. All members develop and affirm a covenant, which includes a commitment to:
  - 1.) grow the church and the group by welcoming new members;
  - 2.) pursue a topic/theme/task approved by the Chalice Circle Team;
  - 3.) serve Red River UU Church in a specified way each year;
- ✿ An empty chair is placed in the circle to signify open membership and welcome new members;
- ✿ The group meets between once a week or once a month as determined by guidelines
- ✿ The meeting follows a format of announcements and program developed by members

### *Chalice Circle and Interest Group Covenants*

**Policy1: Each group will develop and affirm its own covenant.**

- ✿ Covenant models can be obtained from the Chalice Circle Team.
- ✿ Provide an opportunity to form closer connections with other people; they do not provide therapy.
- ✿ Covenants can be changed at any time and should be reviewed yearly.
- ✿ The covenant is filed with the Chalice Circle Team.
- ✿ Recognizes that accomplishing a task is less important than each person's spiritual development and the deepening of bonds and friendships.

- ✿ When new Chalice Circles bud off or split from existing Chalice Circles, they develop their own covenant.
- ✿ The covenant describes a process for members to follow if they decide to leave the group.
- ✿ A person can be removed from a Chalice Circle if he/she does not honor the covenant affirmed by the group. (The facilitator discusses the situation with the Facilitator's Chalice Circle and/or the CC Coordinator.)

### *Creating Chalice Circles and Interest Groups*

**Policy 1: RRUU and the Chalice Circle Team will encourage and promote the formation of new chalice circles and interest groups. A variety of groups with different focus, meeting times, and locations are encouraged to meet the diverse needs of the congregation.**

- ✿ The Board of Trustees, the CC Coordinator, and the Chalice Circle Team give serious consideration to the growth and maintenance of Chalice Circles.
- ✿ The Chalice Circle Team reaches out to people and publicizes Chalice Circles via the newsletter, the order of service, sign-up sheets, notices, flyers, brochures, etc.
- ✿ Information about Chalice Circles and interest groups are available at the Information Table.
- ✿ Each Chalice Circle / Interest Group has a page on the website
- ✿ Each Chalice Circle / Interest Group has a sign in the church lobby

**Policy 2: Individuals wishing to start a chalice circle or interest group will follow a process developed by the Chalice Circle Team.**

- ✿ When someone wants to start a Chalice Circle or an interest group, he/she presents a written proposal to the Chalice Circle Team that includes the purpose of the new group.
- ✿ The Chalice Circle Team reviews the proposal and consults with the person who made the proposal; amendments /modifications are made jointly, as needed.
- ✿ On approval of the proposal by the Team, the Team appoints a facilitator (often the person who proposed the idea). That person must be a member of RRUU;
- ✿ The new facilitator presents a list of interested members and friends and announces an organizational meeting which does not conflict with other RRUU activities;

### *Chalice Circle and Interest Group Focus*

**Policy 1: The focus of each chalice circle will be in accordance with the principles of Unitarian Universalism.**

- ✿ The Chalice Circle Team reviews proposed ideas for new Chalice Circles and works with the person making the proposal.
- ✿ A Chalice Circle can focus on just about any activity and form itself as an affinity group, an interest group, a study group, etc.

### *Chalice Circle and Interest Group Facilitators*

**Policy 1: The chalice circle team will appoint chalice circle and interest group facilitators.**

- ✿ Team members encourage volunteers and recruit from among emerging leaders.
- ✿ Team members appoint potential facilitators with the necessary skills to facilitate a covenant group.

**Policy 2: All chalice circle and interest group facilitators and assistant facilitators will be members of the church.**

**Policy 3: All Facilitators will receive training.**

- ✿ All potential facilitators are trained in a workshop led by a facilitator trainer appointed by the Chalice Circle Team.

- ✚ All facilitators belong to a Facilitator Chalice Circle, which meets at least once a year and provides continuing education and support.
- ✚ The Facilitator Chalice Circle is facilitated by the CC Coordinator or by a church member appointed to this position by the Chalice Circle Team.
- ✚ The Facilitator Chalice Circle abides by the characteristics of a Chalice Circle.

**Policy 4: Facilitators will select an assistant facilitator whom they will mentor.**

*Assistant Facilitators*

**Policy 1: Assistant Facilitators will receive training.**

- ✚ The facilitator mentors the assistant facilitator.
- ✚ The assistant facilitator facilitates the Chalice Circle in the absence of the facilitator.
- ✚ If the Chalice Circle is reorganized into two separate groups, the assistant facilitator normally is appointed by the Covenant Team to serve as facilitator of the new group.

*Chalice Circle Resources*

**Policy 1: RRUU will provide adequate resources to form and maintain chalice circles.**

- ✚ The Chalice Circle Team proposes a level of funding in the annual budget adequate to support the goals and functions of Chalice Circles.

**COMMITTEE ON MINISTRY**

**GOAL AND OVERVIEW**

The purpose of the Committee on Ministry is to strengthen and support the congregational health of RRUU Church by promoting effective ministries in all areas of RRUU’s mission. Working to uphold the philosophy of shared ministry, the Committee on Ministry seeks to affirm healthy relations between congregation members, between congregation and board as well as between the minister and the congregation.

<b>JOB TITLE</b> Committee On Ministry Team Member		<b>HRS/MONTH</b> 1-4	
<b>DESCRIPTION:</b> A committee that oversees all aspects of the church and its activities See: Bylaws Article XII - Section 4.			
<b>SPECIAL SKILLS:</b>			
<ul style="list-style-type: none"> <li>✚ Special skills are needed in diplomacy, good listening and communication skills, ability to respect confidentiality, strong sense of importance of ministry and its role in the church.</li> <li>✚ Personal integrity.</li> <li>✚ The ability to be caring while being honest and straightforward.</li> <li>✚ An ability to see the whole as well as the parts and to see beyond the current situation to the vision of the church’s future.</li> </ul>			
<b>DUTIES:</b>			
<ul style="list-style-type: none"> <li>✚ To examine all aspects of the ministry of the church.</li> <li>✚ To help insure that the programs, as well as the worship aspects, are working to satisfy the needs of the members and of RRUU's place in the community.</li> </ul>			
<b>REPORTS TO:</b> Congregation	<b>APPOINTED BY:</b> Elected	<b>DURATION:</b> Three year staggered term	

**RESOURCES AVAILABLE**

Unitarian Universalist Association and Southwest Unitarian Universalist Conference, NTAUUS

**POLICIES AND PROCEDURES**

**Policy 1. The composition of the committee on ministry will be governed by the bylaws.**

**Policy 2. The committee on ministry will annually assess the effectiveness of the church's ministries and how well they hold to the congregation's values, goals and vision.**

- ✿ Review all stated church goals/expectations related to ministry so that the committee can plan an effective annual assessment of the church ministries. This planned assessment will include co-ministry functions of the Board of Trustees, staff, committees, congregation and the services of the professional minister(s).
- ✿ Gather information from the congregation regarding its perception of the effectiveness of the church's ministries. Report the results of the above assessment to the Board of Trustees who will report as appropriate to others in the church.

**Policy 3. The committee on ministry will facilitate communication leading to appropriate responsive actions between various parts of the church regarding concerns and wishes of friends, members, staff, committees, board, and professional ministers.**

- ✿ The Committee will promote dialogue between groups representing various aspects of the congregation's ministry.
- ✿ The Committee will seek a commonality of goals and engender trust and mutual respect, always focusing on the positive potential rather than the negative.
- ✿ The Committee will communicate regularly with the Board to inform the Board of the committee's progress.

**Policy 4. The Committee shall consult with the professional minister(s).**

- ✿ During the course of the year each aspect of the professional minister's performance will be reviewed.
- ✿ The Committee will provide feedback to the professional minister(s) regarding congregational perceptions of their actions and plan effective responses that will be taken when appropriate.
- ✿ The Committee will continually interpret to the congregation the nature and scope of the work of the minister(s), including clarification of role expectations and realistic priorities for minister(s) and members.
- ✿ The Committee will consult with the minister(s) and submit an annual compensation recommendation to the Board Personnel Committee.
- ✿ The Committee will work with the minister(s) on her or his continuing education, sabbatical planning, and other professional development, and advocate such plans to the Board and congregation.

**Policy 5. Regular meetings of the Committee will be held no less than monthly. Special meetings may be called by either the chairperson or the senior minister. The chairperson shall be responsible for and prepare an agenda for all meetings.**

**Policy 6. The Committee will create an annual plan in order to complete all tasks necessary to fulfill its purpose.**

**Policy 7: The Committee shall handle Disruptive Persons (See Disruptive / Offensive Behavior)**

**COMMUNICATIONS****GOAL**

The goal of the Communications Team is to promote the church, its values, and its programs by disseminating information to members, friends, and the larger community.

**OVERVIEW**

This Team is responsible for external communications to the public through a variety of media, such as the internet, website, email, newspaper, radio, flyers, and brochures. The Communications Team also helps promote church events and activities internally via the newsletter, email list, and web site.

<b>JOB TITLE</b> Communications Team		<b>HRS/MONTH</b> 8 to 10	
<b>DESCRIPTION:</b> Team Members include: Communications Chair Web Master & Alternate Web Master Historian / Archivist Newsletter Editor E-News Editor			
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>✿ At least one member needs to possess skills in each of the following areas:</li> <li>✿ Design and maintain a web site</li> <li>✿ Designs, edit and publish a newsletter using desktop publishing program agreed upon by team members</li> <li>✿ Takes photographs and maintains the church archives</li> <li>✿ Designs brochures, flyers and similar publications for individual committees and interest groups using provided text</li> <li>✿ Publishes the weekly Wednesdays E-News</li> <li>✿ Approves and creates alias email addresses [xxx@rruu.org] for individuals as needed</li> </ul>			
<b>DUTIES:</b> Church Promotion Formal communications to members and friends Maintain a history of the church			
<b>REPORTS TO:</b> Board	<b>APPOINTED BY:</b> Board / Team Chair	<b>DURATION:</b> Two year term	

**RESOURCES AVAILABLE**

Web sites, UUA publications, and guidelines

**POLICIES AND PROCEDURES**

(Bylaws)

**Policy 1. The Communications Team will promote the church and church events.**

- ✿ Disseminates information about RRUU activities and events to members, friends, and the public via the newsletter, email, web site, and publicity campaigns.
- ✿ Develops a coordinated publicity action plan to increase community awareness of RRUU Church via newspaper, radio, TV, internet, informational flyers, yellow pages, etc.
- ✿ Copies and mails paper copies of newsletter to church members without email, using mailing labels from the Membership Data Manager.
- ✿ Produces RRUU shirts and any other promotional items and supervises sales to the congregation.

**Policy 2. The Communications Team will design and maintain a church website.**

- ✚ The Team will design the church website
- ✚ The Team approves and established both individual and group alias emails (i.e. [xxx@rruu.org](mailto:xxx@rruu.org)) according to individual needs
- ✚ A web administrator, appointed by the committee, maintains the RRUU Church website.

***The Website Administrator***

- ✚ Designs and maintains the website using a content management system. in conjunction with the host site..
- ✚ Updates the web site at least twice a month.
- ✚ Ensures that the content of the web site accords with the vision and missions of RRUU Church. The Communications Team decides which information is suitable for inclusion on the website with guidance from the Board of Trustees.
- ✚ Confers with the Communications Team regarding decisions concerning the website.
- ✚ Keeps in contact with the alternate web administrator appointed by the Communications Team. This person will have all the passwords and run the website in case of illness or absence of the Web administrator.

***The Domain***

- ✚ Arranges for the domain name to be renewed annually in a prompt manner. Arranges for the domain name registration fee to be paid annually in a prompt manner.

***The Electronic Mailing Lists***

- ✚ Sets up electronic mailing lists on the RRUU church web site as directed by the Board. Arranges for each moderated mailing list to be moderated by a responsible moderator or by the Webmaster.

**Policy 3. The Communications Team will publish a church newsletter.**

- ✚ The newsletter editor designs and publishes a monthly newsletter using a desktop publishing program agreed upon by Team members.
- ✚ The next month's newsletter shall be released no later than 5 days prior to the end of the current month.
- ✚ The newsletter editor works closely with Team regarding newsletter content.
- ✚ The newsletter editor works closely with a proofreader.

**Policy 4. The Communications Team will publish a church-wide weekly Wednesday e-news publication.**

- ✚ The Wednesday E-News is designed to augment the monthly newsletter, not to replace it.
- ✚ The Communications Team will appoint a member to produce and send out the Wednesday E-News with input from the congregation who can submit announcements to [announcements@rruu.org](mailto:announcements@rruu.org) (deadline noon on Wednesday)
- ✚ The Wednesday E-News will contain only those announcement covering an eight day period from Wednesday to and including the following Wednesday. The Team chair can approve other announcements.
- ✚ The Wednesday E-News will be distributed no later than 2:00 pm each Wednesday.

**Policy 5. The Communications Team will maintain the church archives.**

- ✚ The Archivist maintains the church archives, purchasing supplies as necessary and budgeted.
- ✚ The Archivist includes copies of the following types of materials in the church archives: a copy of each Order of Worship, a copy of each newsletter, photographs of church events, newspaper announcements, etc.
- ✚ The Archivist takes an attendance count each week for the official records
- ✚ The Archivist will prepare a one-page annual summary for the May congregational meeting, including a brief review of highlights of the year; list of members joined and resigned; members who died etc.

- ✿ The Archivist maintains the official record book of Rites of Passage – listing weddings, memorial services, child naming and dedication ceremonies performed.

**Policy 6. The Communications Team will maintain and monitor the church’s telephone lines and answering machine.**

- ✿ A member of the Team or designee monitors the church’s answering machine and responds to all messages within 48 hours.
- ✿ A member of the Team keeps a log of phone calls and their resolution.

**Policy 7. The Communications Team creates press releases pertinent to RRUU worship & activities.**

- ✿ A member of the Team or designee editor prepares and publishes the press releases with input from the worship Team, chalice circle coordinator, and board of trustees.

**Policy 8. The Communications Team is responsible for internet capability development in the building.**

**FINANCE / ENDOWMENT COMMITTEE**

**GOAL**

The goal of the Finance Committee is to develop, manage, and monitor financial systems that ensure the financial health of RRUU Church.

<b>JOB TITLE</b> Finance Committee Team		<b>HRS/MONTH</b> 5 – with additional time during budget process
<b>DESCRIPTION:</b> The Finance Committee advises the Board regarding financial management and reporting policies, advises the Board on investing the church’s non-endowment financial assets wisely, assists the Treasurer in accomplishing his/her duties.		
<b>SPECIAL SKILLS:</b>		
<ul style="list-style-type: none"> <li>✿ Ability to monitor financial affairs of the church</li> <li>✿ Ability to develop draft budgets that reflect the congregation’s identified priorities</li> <li>✿ Ability to prepare and read financial statements, analyze financial needs, use financial software</li> </ul>		
<b>DUTIES:</b>		
<ul style="list-style-type: none"> <li>✿ Oversight of Church Finances</li> <li>✿ Oversight of Church Endowment Fund</li> <li>✿ Develop annual budget for congregational approval</li> <li>✿ Assess and recommend to board potential gifts to the church</li> <li>✿ Determine appropriate investing strategies</li> <li>✿ Report to Congregation during the Fall Semi-Annual Congregational Meeting</li> <li>✿ Work with the Treasurer</li> </ul>		
<b>REPORTS TO:</b> Congregation & Board	<b>APPOINTED BY:</b> Board of Trustees	<b>DURATION:</b> 2 years

**RESOURCES AVAILABLE**

Computer and financial management software, bookkeeper, certified public accountant, UUA and District financial consultants.

**POLICIES AND PROCEDURES**

Bylaws

## Oversight of Church Finances

### **Policy 1: the finance committee will monitor all church finances and financial policies.**

- ✿ The Committee develops draft financial policies and procedures for review and approval by the Board and updates them annually as necessary, submitting any changes for review and approval to the Board.
- ✿ The Committee arranges for regular (no less than annually) internal audits/reviews of financial records, including all restricted and designated funds as well as unrestricted funds, and arranges for an independent audit/review if deemed necessary. The audit subcommittee of the Finance Committee is to be composed of both members and non-members of the Finance Committee. The Committee provides an audit/review report for the previous calendar year at the spring congregational meeting.
- ✿ The Committee monitors the Treasurer's and bookkeeper's compliance with the church's financial policies and procedures, including the established internal control procedures.
- ✿ The Committee reviews the church's investments and insurance policies no less than annually for appropriateness and protection of the church's assets. The Committee will also review insurance coverages in advance of any major event to assure that any needed insurance is in place.
- ✿ The Committee monitors the church's restricted and designated funds, including contributions and expenditures from such funds, to assure that the funds are being properly tracked and used for their intended purposes.
- ✿ The Committee respects the confidentiality of the personal financial information contained in the church financial records. All personal confidential data will be securely stored in authorized locations and, in the case of electronic records, under password-protected access. Access to the church financial records will be granted only to those individuals who, in the judgment of the Board of Trustees, need access to specific financial data, including contributions information, to accomplish their volunteer or for-pay church jobs.
- ✿ Access to the detailed financial records will be removed promptly once a person no longer has a need for access to the financial data in the judgment of the Board of Trustees.

## BUDGET DEVELOPMENT

### **Policy 1: The Finance Committee will develop a draft budget prior to the Annual Stewardship Campaign each year that reflects the priorities set by the congregation and Board of Trustees.**

- ✿ The Committee chairperson communicates regularly with the Board to ensure the Committee understands the Board's priorities.
- ✿ The Committee works with all standing and program committee chairpersons to solicit their financial needs and participates in the church's Committee Council to gather input and educate committee chairs regarding the financial affairs of the church.
- ✿ The Committee develops a draft budget that reflects the congregation's priorities and submits it to the Board for review and revision prior to the annual Stewardship Campaign. After the Stewardship Campaign is completed, the Board reviews the draft budget and revises it as necessary prior to its being considered at the Winter Semi-Annual Meeting.

## INVESTING

### **Policy 1. The Finance Committee will invest in Socially-responsible funds whenever possible.**

- ✿ The Finance Committee investigates socially-responsible funds through the UUA and other resources. The Finance committee recommends specific socially-responsible investments for assets other than the Endowment Funds (which fall under the exclusive management of the Endowment Committee) to the Board.

### **Policy 2: The church will manage its assets to gain a reasonable monetary return.**

- ✿ The Finance Committee, in consultation with the Treasurer, monitors any idle balance of funds and approves the Treasurer's investment of such funds in government insured Certificates of Deposit. No other approval is required for such cash equivalent investments.

## **NON-CASH GIFTS TO THE CAPITAL CAMPAIGN, THE OPERATING FUND, THE CAPITAL FUND OR THE MINISTRY FUND OF RRUU CHURCH**

### **GOAL:**

To establish an orderly and consistent procedure for the acceptance and processing of non-cash gifts to RRUU Church's Capital Campaign, the Operating Fund, The Ministry Fund, and/or the Capital Fund (outside the Capital Campaign). These recommendations will also be submitted to the Chair of the Endowment Fund, for information purposes only.

**Policy 1. Acceptance of a non-cash gift by a canvasser shall be provisional until the Board has determined to accept it on behalf of RRUU. Financial gifts may be pre-approved for acceptance by the Board as soon as all documentary requirements for conversion to cash have been met, as determined by the canvasser. Once finally accepted, a letter acknowledging the gift with thanks shall be sent to the donor.**

**Policy 2. With the exception of those non-cash gifts, which the Board decides to accept for the use of RRUU, all non-cash gifts shall be converted to cash in accordance with the following procedures.**

### ***FINANCIAL GIFTS***

STOCKS

BONDS

MUTUAL FUNDS

INSURANCE POLICIES

NOTES RECEIVABLE

In the case of stocks, bonds or mutual funds, the most common way to hold these assets, is to hold them in a brokerage account in the donor's name and the easiest way to transfer the gift to the church is by direct transfer from the donor's account to the account of RRUU Church. A sheet with clear instructions for this transfer is available to give to the donor. The donor needs to indicate the particular Church Fund that his/her gift is intended for. If the stocks or bonds exist in Certificate form, the canvasser shall provide the donor for his or her signature with a previously assembled package containing all documents necessary for the immediate conversion of the non-cash gift to cash. The canvasser shall deliver the full package of signed and executed documents, together with the stock certificate, the bond or the mutual fund certificate, to the Church Treasurer or Capital Campaign Treasurer, as the case may be. The Church Treasurer, or the Capital Campaign Treasurer, as the case may be, or their designee, shall arrange for delivery of the full package to the Church's regular broker, unless the donor has specified a broker, and identify an account to receive the proceeds. While most financial assets can be transferred to the Church, some types of Mutual Funds cannot. In such a case the canvasser shall ask the donor to convert the Mutual Fund to cash and to donate the proceeds.

In the case of Insurance Policies, the canvasser shall deliver the policy and any related information to the Church Treasurer or Capital Campaign Treasurer, as the case may be, and that person, or his/her designee, shall then communicate with the issuer of the policy to determine the cash value of the policy and the document(s) needed to present it for payment. The Church Treasurer or Capital Campaign Treasurer or designee, shall submit the executed and signed documents to the Issuer of the policy and identify an account of RRUU Church, which is to receive the proceeds. If a policy has a low cash but a high face value, the Church Treasurer or Capital Campaign Treasurer shall communicate this information to the Stewardship Committee or to the Capital Campaign Committee, as the case may be, who shall make a recommendation to the Board to either let him/her proceed with the cashing in or to designate a Board Member, who will contact the donor with a request to re-direct the gift to the Endowment Committee. In the case where a policy, in order to be maintained, still requires monthly premium payments, the recommendation may include the option to refuse the gift, with thanks.

- ✦ In the case of Notes Receivable, the canvasser shall communicate all information about the gift to the Finance Committee, which shall determine whether it is beneficial to the Church to convert the Note Receivable to cash by selling it for its cash value or to retain it in order to receive the income stream it generates, subject to credit and market risk, and make a recommendation to the Board. The Finance Committee shall be responsible for securing the proper endorsement of the current holder, the donor, in accordance with the Board's decision. Unless the Board decides to retain the Note Receivable as an earning asset on the books of the Church, the Capital Campaign Chair or the Chair of the Finance Committee, as the case may be, shall recruit a person, who will act as the Church's agent and sell the Note Receivable to an investor or in a market deemed most efficient in the sole judgment of the agent

### ***PERSONAL PROPERTY GIFTS***

#### VEHICLES OR BOATS

#### JEWELRY

#### ART AND ANTIQUES

#### FURNITURE

#### OFFICE EQUIPMENT

- ✦ In the case of a vehicle or boat, the canvasser shall request that the donor allow RRUU Church to find a buyer for the vehicle or boat while it is still titled in the name of the donor in order to take advantage of the donor's existing liability insurance during the sale transaction. The Capital Campaign Chair or the Stewardship Committee Chair, as the case may be, shall recruit a person who will act as the donor's agent for the benefit of the Church. Using Blue Book or similar publications as a reference, the vehicle or boat shall be sold in the most efficient manner available, as determined by the agent in his/her sole judgment.
- ✦ In the case of a gift of jewelry, the canvasser shall inquire if a recent appraisal can be provided by the donor. The Capital Campaign Chair or the Stewardship Committee Chair, as the case may be, shall recruit a person, who will act as the Church's agent in the sale of the jewelry. The jewelry shall then be sold through established jewelry dealers or in markets, as deemed most efficient in the sole judgment of the agent.
- ✦ In the case of art and/or antiques, the canvasser shall ask for the history of the donor's ownership of the piece. Provenance can greatly enhance the value of works of art and antiques and will ensure RRUU Church that no laws with regard to international cultural patrimony have been violated. The Capital Campaign Chair or the Stewardship Committee Chair, as the case may be, shall recruit a person, who will act as the Church's agent in the sale of the work of art and/or antique(s). The art and/or antique(s) shall then be offered for sale using established art and/or antiques dealers or markets as deemed most efficient in the sole judgment of the agent.
- ✦ In the case of furniture and/or office equipment, the canvasser shall determine through communication with the Aesthetics Team if the Church would benefit from the use of such furniture or equipment. The Aesthetics Team shall make a recommendation to the Board. Unless the Board decides to keep these gifts for our own use, the Capital Campaign Chair or the Stewardship Committee Chair, as the case may be, shall recruit a person, who will act as the Church's agent in the sale of the furniture or equipment. The furniture or equipment shall then be sold using established furniture or equipment dealers or markets as deemed most efficient in the sole judgment of the agent.

### ***REAL PROPERTY***

#### UNIMPROVED LAND

#### LAND AND IMPROVEMENT

#### RESIDENTIAL OR COMMERCIAL CONDOS

- ✦ Gifts of real property are likely to represent the highest value gifts and deserve the greatest care. In all cases the donor shall be asked to deliver to the Church a statement certifying that he or she has no knowledge of any hidden defects of the property.

The canvasser shall submit all available information on the real property to the Building Committee, who shall determine, using such resources as RRUU Church’s regular legal counsel, licensed real estate agents and/or other professional service providers, whether the Church would benefit from keeping the property for our own use, say, as a future building site, parsonage or church office, and shall make a recommendation to the Board for appropriate action. If the Board decides against keeping the donated real property for our own use, the Building Committee shall instruct a licensed real estate agent to list and market the property. A title company shall be selected by the Building Committee, unless the donor specifies a title company, to compile an Abstract of Title and, in a timely manner, effect the transfer of title either to the Church for our own use, or to a buyer, in accordance with the Board’s decision. The Board in making its decision shall consider all tax implications. At this time, religious organizations are exempt from paying property taxes on real property, which is used by the religious organization itself, and exempt from paying federal taxes on all real property the organization owns.

**EXPENDITURES**

**Policy 1: The Board of Trustees may declare a “financial emergency” and suspend all spending authorizations or reimbursements other than the payment of wages and payroll taxes until the next meeting of the Board. Wage-related items will always be first priority payment items and are to be paid in a timely manner.**

**Policy 2: Expenditures from deposited funds shall be made by checks or other instruments, with such signature authority as the Board of Trustees determines from time to time.**

**RECORDS RETENTION**

*(Note: “X years” means “X” past years plus the current, active year.)*

**Type of Record**

**Time to be Kept**

Bank statements and bank reconciliations (hard copy)	2 years
Computerized financial and membership records (backups are cumulative)	Permanently
Contracts. Mortgages, notes, leases, insurance policies (expired)	3 years
Contracts mortgages, notes and leases (still in effect)	3 years after expiration
Deeds, bills of sale	Permanently
Disbursements documentation (bills, related payments, etc.)	2 years
Employee benefits documentation (expired)	2 years
Employee benefits documentation (still in effect)	2 years after expiration
Employment and payroll records for active employees	5 years
Employment records for departed employees	5 years as with active employees, except in cases of controversial employment termination, in which case judgment is to be used, and consultation with Personnel Committee advisable before any records are destroyed.
Internal audit reports	5 years
Minutes of Board meetings, Bylaws, etc.	Permanently
Payroll, sales tax, and other tax reporting documents	5 years
Property records: deeds, purchase/sale documents, appraisals, blueprints, Etc.	Permanently
Receipts documentation (deposit recap form, check copies, etc.)	2 years
Training manuals, job descriptions, etc.	Permanently as long as applicable to situation, job, etc.

*Records to be retained in electronic form (scanned and saved onto hard drive plus a backup drive) where practicable. Then, once paper records are destroyed, electronic records will also be deleted per the above schedule.*

*The Finance Committee will ensure that software is available for permanent storage and retrieval.*

**LIFESPAN RELIGIOUS EDUCATION GOAL**

The goal of the Lifespan Religious Education Program is to nourish and support each participant’s journey to spiritual wholeness through education and fellowship. The program offers religious education for all ages, from childcare for infants and toddlers, to religious education and other programming for young children, youth, and adults. Each of the four components of the Lifespan Religious Education program is planned, coordinated, implemented, and evaluated by a team that focuses on that aspect of the program: Child Care Team, Children’s Religious Education Team, Youth Religious Education Team, and Adult Programming. (See Bylaws, )

<b>JOB TITLE</b> Director of Religious Education		<b>HRS/MONTH</b> 8-12
<b>DESCRIPTION:</b> Provide guidance for the development of Lifespan Religious Education		
<b>SPECIAL SKILLS &amp; REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>✦ Basic knowledge and previous experience working with children.</li> <li>✦ Agree to and pass background check</li> <li>✦ Organized</li> </ul> <b>DUTIES:</b> <ul style="list-style-type: none"> <li>✦ Oversee one class for children, and nursery care for each Sunday</li> <li>✦ Supervise and hire two nursery care workers</li> <li>✦ Choose or develop appropriate UU curricula for younger children’s classes</li> <li>✦ Recruit volunteers for extra help and/or teaching</li> <li>✦ Teach classes as desired / necessary</li> <li>✦ Lead worship activities for children including addressing joys and concerns and communicating UU values</li> <li>✦ Purchase and assemble materials for lessons and arts/crafts projects</li> <li>✦ Work with Worship Committee to coordinate special service activities</li> <li>✦ Choose Sunday service chalice lighter</li> <li>✦ Organize and guide children and families in social action activities (e.g. Guest at Your Table, Souper Bowl Sunday, Canned Food Drive, etc.)</li> <li>✦ Ensure that the classrooms and nursery are tidied up after Sunday Service</li> <li>✦ Provide report of child attendance to Board president and provide annual report to the congregation</li> <li>✦ Serve as a member of the Safe Congregation Panel and Religious Education Committee</li> </ul>		
<b>REPORTS TO:</b> Board of Trustees	<b>APPOINTED/HIRED BY:</b> Board of Trustees	<b>COMPENSATION:</b> Volunteer

**CHILD CARE PROGRAM**

**GOAL**

The goal of the childcare program is to provide safe, secure, and loving childcare with age-appropriate activities for children ages infant to five years.

**OVERVIEW**

The Child Care Program currently provides care for infants and toddlers

<b>JOB TITLE</b> Child Care		<b>HRS/MONTH</b> 10 – 12.5 as determined by Board, depending on Worship & Adult RE schedule
<b>DESCRIPTION:</b> Provides quality care for children whose parents or guardians are attending worship services or other church functions.		
<b>SPECIAL SKILLS &amp; REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>✿ Basic knowledge of childcare practices and previous experience in caring for children.</li> <li>✿ Able to follow written and oral instructions</li> <li>✿ Create and maintain a safe environment for children</li> <li>✿ Must have the ability to make children and parent or guardians feel safe, welcome, and comfortable in the childcare environment.</li> <li>✿ Over 16 years of age</li> <li>✿ Physical: able to carry 25-35 lbs</li> <li>✿ Agree to and pass background check</li> <li>✿ Provide references</li> <li>✿ Pass interview by RE Director or designated Board member.</li> <li>✿ Review RRUU’s DVD on Prevention of Child Abuse.</li> </ul>		
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>✿ Provide quality care for all children while parents attend church functions.</li> <li>✿ Provide physical and emotional care for children.</li> <li>✿ Create and maintain an environment where children feel loved and cared for.</li> <li>✿ Create and maintain an environment where children are safe. Never leave children without adult supervision.</li> <li>✿ Report to work 15 minutes prior to church event.</li> <li>✿ Introduce oneself to children and their parents before the event begins</li> <li>✿ Clean up area prior to leaving.</li> <li>✿ On Sunday mornings, in the event no children are present for childcare, assist the Religious Education teachers in setup and cleanup.</li> </ul>		
<b>REPORTS TO:</b> DRE or designated Board Member	<b>HIRED BY:</b> DRE or designated Board Member	<b>COMPENSATION:</b> Set by board & paid weekly

**RESOURCES AVAILABLE**

UUA and District office staff, UUA Department of Faith in Action, UUA’s REACH packets, UUA website, insurance company training programs to prevent child abuse, children’s furniture, books, puzzles, toys, etc.

**POLICIES AND PROCEDURES**

**Policy 1. The Child Care Program will be planned, coordinated, implemented, and evaluated by the Director of Religious Education (DRE) and/or Board.**

**Policy 2. There will be periodic review of policies and procedures for the child care program by the DRE and/or Board. Proposed changes will be reviewed by the Board.**

**Policy 3. The DRE and/or Board will ensure that the childcare teachers complete a background check paid for by RRUU as well as review the DVD on prevention of Child Abuse.**

**Policy 4. The DRE and/or Board will interview prospective childcare teachers and check references.**

**Policy 5. Whenever possible, there will be 2 adults with the children.**

**CHILDREN’S RELIGIOUS EDUCATION PROGRAM**

**GOAL**

The goal of RRUU Church’s Children’s Religious Education (CRE) program is to provide children with meaningful, non-doctrinal religious education that makes a positive difference in their lives and encourages them to:

- ✚ Focus on and acknowledge the spiritual part of life
- ✚ Develop a foundation of knowledge to evaluate possibilities in terms of spiritual paths
- ✚ Develop their own religious and spiritual beliefs and paths

**OVERVIEW**

The CRE program presently serves children ages 5 -13. The DRE develops, and publicizes the RRUU’s CRE program with support and guidance from the Board

<b>JOB TITLE</b> RE Teacher nts	<b>HRS/MONTH</b> 6 – 8	
<b>DESCRIPTION:</b> Providing liberal religious education for children		
<b>SPECIAL SKILLS &amp; REQUIREMENTS:</b>		
<ul style="list-style-type: none"> <li>✚ Basic knowledge of and previous experience in working with children.</li> <li>✚ Able to follow written and oral instructions</li> <li>✚ Create and maintain a safe environment for children</li> <li>✚ Over 18 years of age</li> <li>✚ Physical: NONE</li> <li>✚ Agree to and pass background check paid for by RRUU</li> <li>✚ Provide references</li> <li>✚ Pass interview by RE Director or designated Board member.</li> <li>✚ Review RRUU’s DVD on Prevention of Child Abuse.</li> </ul>		
<b>DUTIES:</b>		
<ul style="list-style-type: none"> <li>✚ Select a curriculum at the beginning of the year and provide weekly classes.</li> <li>✚ Provide a safe environment for the class.</li> <li>✚ Provide snacks for the children and supplies for the classroom.</li> <li>✚ Report to the Board when requested to do so.</li> <li>✚ Clean up area prior to leaving.</li> </ul>		
<b>REPORTS TO:</b> DRE or designated Board Member	<b>APPOINTED BY:</b> DRE or designated Board Member	

**RESOURCES AVAILABLE**

UUA and District consultants in children’s RE, other UU churches’ Directors of Religious Education (DREs) and RE leaders, space for classes; a budget, professionally developed curricula; and a collection of basic RE supplies. Policies and Procedures, Implementation of the Children’s Religious Education (CRE) Program

**Policy 1. The CRE Program will be planned, coordinated, implemented, and evaluated by the DRE, with guidance from the Board if requested.**

***Procedure:***

- ✿ The DRE determines the number of classes to offer by age level, based on the number of children of specific ages attending church, the number of available teachers, and the amount of classroom space.
- ✿ The DRE researches and chooses curricula and programs for the classes.
- ✿ The DRE recruits and trains teachers and procures needed supplies.

**Policy 2. The CRE Programs will express RRUU's vision and missions.****Policy 3. The CRE Program will be coordinated with other RRUU and UU programs and events.**

- ✿ The DRE coordinates with the Worship Committee, the Board, the Social Action Committee, and other RRUU groups to both enhance the church's ability to meet the religious and spiritual needs of its children and to integrate the children into the life of the church.
- ✿ The DRE serves as the liaison to DREs and CRE leaders in other UU churches, the Southwest UU District's Lifespan RE Consultant, the UUA, and the UU Service Committee (for the Guest at Your Table program).
- ✿ The DRE gathers and disseminates information about pertinent U U conferences and workshops and either attends or sends a designee.

**CHILD SAFETY****Policy 1. The CRE Program will adhere to the RRUU Policies and Procedures to Prevent Abuse of Children.****Policy 2. The CRE Program will ensure that any injured child receives prompt treatment.**

- ✿ There will be at least one readily accessible first-aid kit in the classroom or nursery and on field trips.
- ✿ If a child suffers an extremely minor injury during a CRE class, a teacher may administer minimal first aid (such as cleansing the wound and applying an adhesive bandage) and then give the parent a verbal report when the child is picked up.
- ✿ If a child suffers a more serious injury during a CRE class, a teacher will send immediately for the child's parent/guardian to come to the child.

**YOUTH RELIGIOUS EDUCATION PROGRAM****GOAL**

The goal of RRUU Church's Youth Religious Education Program is to support and enhance every youth's journey to spiritual wholeness through education and fellowship.

**OVERVIEW**

The YRE program presently serves youth 14-18 years of age. The team envisions, develops, and publicizes RRUU's YRE program with support and guidance from the Board, the Children's Religious Education Committee, other RRUU committees/teams, the congregation, the minister, and the DRE, when available.

**This will be more fully developed as there are youth in the church.**

**ADULT PROGRAMS****GOAL**

The goal of RRUU Church's Adult Programs is to support and enhance every adult's journey to spiritual wholeness through education and fellowship.

<b>JOB TITLE</b> Adult Forum Facilitator		<b>HRS/MONTH</b> 4-10
<b>DESCRIPTION:</b> Providing a challenging discussion curriculum for adults		
<b>SPECIAL SKILLS &amp; REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>✿ Ability to plan, implement, and evaluate adult programs.</li> <li>✿ Ability to communicate the purpose and goals of adult programs to others</li> <li>✿ Physical: NONE</li> </ul>		
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>✿ Determine curriculum.</li> <li>✿ Communicate curriculum to Communications Committee for inclusion in newsletter, e-news, website and other publicity one month ahead.</li> <li>✿ Report to the Board when requested to do so.</li> <li>✿ Clean up area prior to leaving.</li> </ul>		
<b>REPORTS TO:</b> DRE or designated Board Member	<b>APPOINTED BY:</b> DRE or designated Board Member	

**RESOURCES AVAILABLE**

UUA and SWUUC District Office Lifespan Education Coordinators, curricula published by the UUA and other organizations, UUA REACH Packets, UUA web site, area UU churches, conferences

**POLICIES & PROCEDURES**

*Implementation of the Adult Programs*

**Policy 1. Adult programs will be planned, coordinated, implemented, and evaluated by the Adult Forum Facilitator, with guidance from the DRE if desired.**

- ✿ The Facilitator(s) work together to enhance RRUU Church’s ability to meet the spiritual, religious, intellectual, and fellowship needs of its adult members.
- ✿ The Facilitator(s) provide leadership in the development of adult programming that meets the needs of religious liberals.
- ✿ The Facilitator(s) plan programs that are welcoming and appropriate for the larger community as well as for participants of RRUU Church.

*Programming*

**Policy 1. A variety of programming will be offered that meets the needs and interests of adults.**

- ✿ The Facilitator(s) seeks input from the congregation via the newsletter, the church e-group, surveys, focus groups, etc.
- ✿ The Facilitator(s) arrange for the following types of programs: Religious education and life enrichment classes on religious, spiritual, and other topics; covenant groups, and affinity groups.

**Policy 2. The team will Prioritize proposed Programs based on identified interests.**

- ✿ The Facilitator(s) plans classes based on congregational needs, interests, and input.
- ✿ The Facilitator(s) evaluates proposed programs.
- ✿ For programs that meet on Sunday mornings in the church facility, the Facilitator(s) give priority to Religious Education Classes, in particular those addressing Unitarian Universalism.

**Policy 3. Programs will express RRUU’s vision and missions.**

**Teachers/Facilitators**

**Policy 1. Teachers/Facilitators will be recruited from the congregation and the community.**

- ✿ When recruiting teachers/facilitators, the team considers teaching experience, knowledge of the subject, availability, cost, communication skills, and willingness to devote time for preparation.

**Policy 2. The Team will encourage the Development of new church Leaders.**

- ✿ Facilitators/teachers choose a co-facilitator/co-teacher and engage them in actively planning and facilitating programs.
- ✿ Orientation, training, and support are provided for teachers/facilitators.
- ✿ Inexperienced teachers/facilitators are paired with experienced teachers/facilitators.

**Fees**

**Policy 1. Participants may be charged a fee to cover materials, copying, art supplies, rent, etc.**

- Class participants are responsible for obtaining books and materials at their own expense.

**Publicity**

**Policy 1. Adult RE Programs will be publicized to the Congregation and the Larger Community.**

- ✿ The Adult RE Facilitator(s) will coordinate with the Communications, Buildings & Grounds, and Worship Teams to publicize adult programming.

**EVALUATION**

**Policy 1. All programming will be evaluated by the Adult RE Facilitator(s).**

- ✿ The Facilitator(s) evaluates the goals and progress of Adult Programming on an ongoing basis to ensure it is meeting the needs of the congregation, e.g., twice a year. in the spring and fall
- ✿ The Facilitator(s) develops an evaluation form to be completed by participants and reviewed by the Facilitator(s) at the end of each term.

**LONG RANGE PLANNING**

**This section is under development and will be completed by the first long range planning committee**

**GOAL**

The goal of the Long Range Planning Committee is to develop and annually update, if needed, a Three-Five Year Strategic Plan for RRUU Church that supports the church’s vision and missions. The Plan includes measurable goals, a timeline, and estimated costs, as applicable.

<b>JOB TITLE</b>		<b>HRS/MONTH</b>
<b>DESCRIPTION:</b>		
<b>SPECIAL SKILLS:</b>		
✿ Computer skills for email and word processing		
✿ ability to look at the big picture		
✿ Physical : None		
<b>DUTIES:</b>		
✿		
<b>REPORTS TO:</b>	<b>APPOINTED BY:</b>	<b>DURATION:</b>

## RESOURCES AVAILABLE

UUA website, other UU and non-UU church strategic plans, books, and RRUU Policies & Procedures

### *Composition of Committee*

**Policy 1. The long range planning committee consists of a chairperson and at least three to five voting members of the church, at least one of whom is a Board Member.**

- The Chair recruits voting members of the church to serve on the committee. The Chair recruits other volunteers as needed for specific programs/projects.

### *Committee Meetings*

**Policy 1. The long range planning committee meets no less frequently than once each calendar year.**

### *Goals and Coordination*

**Policy 1. The Long Range Planning Committee reviews the currently in-force Five Year Strategic Plan annually and develops a proposed updated five year strategic plan when necessary to reflect the vision and missions of RRUU.**

- ✚ The Committee reviews the Five Year Strategic Plan annually and proposes updates if needed.
- ✚ The Committee submits the proposed updated Five Year Strategic Plan to the Board for review and endorsement.
- ✚ The Committee requests congregational approval of the proposed updated Plan at the Spring Congregational Meeting.

**Policy 2. The Long Range Planning Committee involves the congregation in developing goals for the strategic plan.**

- ✚ Input is sought from the congregation, committees and the Board.

### *Reporting*

**Policy 1. Regular reports are provided to the Board and the congregation.**

- ✚ The Chair reports to the Board about the committees' implementation of their Action Plans.

### *Implementing and Monitoring the Strategic Plan*

**Policy 1. The Board of Trustees is responsible for implementing and monitoring the Five Year Strategic Plan.**

- ✚ The Board President communicates with the congregation about implementation of the Strategic Plan via articles in the newsletter, email messages, and reports to the congregation.
- ✚ The Board President reports to the congregation annually on implementation of the Strategic Plan.

## MEMBERSHIP

### GOAL

The goal of the Membership Team is to educate visitors, newcomers, and members about RRUU Church's vision, missions, and programs, to educate prospective members about the responsibilities and privileges of membership, and to integrate members and friends into the life of the church. (Bylaws)

<p><b>JOB TITLE</b> Membership Team</p>	<p><b>HRS/MONTH</b> 8-10</p>
<p><b>DESCRIPTION:</b> The Membership Team plans, implements, and evaluates programs for educating visitors and newcomers about the programs of RRUU Church and the benefits of participating in a religious community that values religious freedom and spiritual growth. The team welcomes visitors to RRUU Church’s religious community, arranges for follow-up contacts with visitors and newcomers, plans ceremonies recognizing new members, and helps integrate new members into the life of the congregation. This team works closely with the Communications and Worship Teams.</p>	
<p><b>SPECIAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>✿ Organizational skills;</li> <li>✿ articulate and enthusiastic about RRUU Church and Unitarian Universalism;</li> <li>✿ good interviewing and listening skills;</li> <li>✿ personable and outgoing.</li> <li>✿ Physical: None</li> </ul>	
<p><b>DUTIES:</b></p> <p><b>Membership Chair</b></p> <ul style="list-style-type: none"> <li>✿ Coordinate all membership team activities</li> <li>✿ Order pamphlets about Unitarian Universalism</li> <li>✿ Oversee training of greeters, visitor follow-up, new friends follow-up, and new member integration volunteers as needed in their duties</li> <li>✿ Coordinate new to UU classes</li> <li>✿ Appoints chair of Caring Team</li> <li>✿ Works with chair of Caring Team and Good Times Team</li> </ul> <p><b>Greeter Coordinator</b></p> <ul style="list-style-type: none"> <li>✿ Make sure there is one greeter signed up each Sunday (two greeters each Sunday when church grows large enough to allow).</li> <li>✿ Remind Greeters in the week prior to their Sunday</li> <li>✿ Make sure all supplies are on the Visitors Table (signup sheets, blank name tags, thick marker, visitor packets, new name tag signup sheets)</li> <li>✿ Make sure pamphlet racks are full</li> <li>✿ Make sure intent-to-join cards are available</li> </ul> <p><b>Visitor Follow-up</b></p> <ul style="list-style-type: none"> <li>✿ Provide follow-up contact with visitors via a personal note, a telephone call, or a special invitation to a congregational event. Thank visitors for attending and mention small groups available. Answer other questions about church.</li> <li>✿ Monitor the Guest Book weekly.</li> <li>✿ Arrange on a weekly basis for the List Master to receive the name, address, phone number, and email address of each visitor for inclusion on the newsletter mailing list and the e-group list, if desired.</li> </ul> <p><b>New Friends Follow-up</b></p> <ul style="list-style-type: none"> <li>✿ Coordinate with the name tag maker to ensure new friends have RRUU Church name tags when requested and after attending twice. Also order replacement name tags for members and friends as needed.</li> <li>✿ Invite newcomers to coffees and brunches to welcome them and help them get acquainted.</li> <li>✿ Invite newcomers to join a covenant group and participate in the church’s Fun and Fellowship activities.</li> <li>✿ Provide a RRUU Church Orientation Program preferably once a quarter and invite newcomers.</li> <li>✿ Discuss RRUU Church’s programs and the benefits of participating in a religious community that values religious freedom and spiritual growth.</li> <li>✿ Extend an invitation to join when the time is right.</li> </ul> <p><b>New Member Integration</b></p> <ul style="list-style-type: none"> <li>✿ Provide induction service for new members during a worship service following an individual’s completing an “Intent to Join” card, working with Minister, President, Worship and Buildings &amp; Grounds Teams.</li> </ul>	

<ul style="list-style-type: none"> <li>✚ Invite new members to participate in committees.</li> <li>✚ Place a subscription to World magazine for each new member.</li> <li>✚ Provide information on new members to the newsletter editor</li> </ul>		
<b>REPORTS TO:</b> Membership Chair to Board Team Members to Chair	<b>APPOINTED BY:</b> Membership Chair by Board Team Members by Membership Chair	<b>DURATION:</b>

**RESOURCES AVAILABLE**

UUA, NTAUUS, and SWUUC District Office resources, other UU churches, books, workshops and conferences

**POLICIES AND PROCEDURES**

**Policy 1. The Team will consist of individuals representing various constituencies of the church.**

- ✚ The Chair recruits team members who are well versed in the principles of Unitarian Universalism, the nature of the local congregation, and its programs and values.
- ✚ The Chair recruits team members who can articulate the benefits of joining the church.

**Policy 2. The team develops and implements procedures for welcoming visitors and newcomers and for integrating new members into the life of the congregation.**

- ✚ Plan, implement, and evaluate methods for welcoming visitors and newcomers and integrating new members into the life of the church.
- ✚ Arrange for maintenance of a database of members and friends of RRUU Church.
- ✚ Arrange for printing an annual Membership Directory.
- ✚ Arrange for members to complete a survey that elicits information about family, personal interests, desire for specific types of church programs, skills, volunteer interests, etc.
- ✚ Monitor the membership list to keep it current.
- ✚ Contact members who have not attended lately to let them know they've been missed.
- ✚ Organize and recruit members for Task Teams to implement specific projects.
- ✚ Recruit and train greeters/ushers for each worship service.
- ✚ Prepare welcome packets for visitors.
- ✚ Prepare new member packets to everyone who signs an Intent-to-Join Card.
- ✚ Arrange for monitoring of the Guest Book on a weekly basis.
- ✚ Plan, implement and evaluate classes such as a New-Member Orientation Class.

**Policy 3. The Committee Chair works with the Board Treasurer and Board Secretary to determine each congregant's membership status.**

- ✚ Late each calendar year, one of the Membership Team contacts each member of uncertain status (as evidenced by lack of attendance at RRUU services and lack of contributions of record, either financial or time) to determine whether he or she wishes to remain a member or prefers to change from member to friend status. The Membership Team person makes good faith efforts to contact members of uncertain status by telephone, letter, and e-mail to ascertain their wishes concerning membership.
- ✚ The Membership Team person reports to the Board the results of his/her conversation (in person, by e-mail, etc.) with each member of uncertain status, and the Board makes appropriate adjustments to the number of members reported to the UUA for dues assessment. If after good-faith efforts are made to contact a member of uncertain status, that member does not respond, such non-response may be taken as evidence that the member wishes to change to friend status.
- ✚ If, after four weeks of attempting to contact a member of uncertain status, that member has not responded, the Membership Committee provides a brief written report to the Board describing efforts to contact the member and recommending whether or not the person should be transferred from Membership to Friend.
- ✚ The Board considers the Membership Committee's recommendation at its next regularly scheduled or specially called meeting. If the Board votes to transfer the member from Membership to Friend status, and if the member has a known address, the Board President sends a letter to the person notifying him/her of the Board's action and sends a copy of the letter to the Membership Chair.

- ✿ If a member makes an oral statement of resignation to a Board member or to one of the Membership Team, that Board member or Membership person sends a written or e-mailed message about the resignation to the member, the Membership Chair, the Board President, the Board Treasurer, and the Board Secretary within five days. The Membership Committee confirms the resignation statement with the member.
- ✿ Membership information must be updated with the UUA by Feb 1<sup>st</sup>.

<b>JOB TITLE</b> Greeters		<b>HRS/MONTH</b>
<b>DESCRIPTION:</b> Greeters help visitors feel welcome. Few people return to a church after visiting once if they have not had an initial relationship with one or more individuals. Greeters must focus on greeting and avoid long conversations with friends or other greeters. The communication that occurs in the first four minutes of contact is crucial to whether a stranger feels welcome and respected within our congregation		
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>✿ Outgoing, friendly</li> <li>✿ Excited about UU</li> </ul>		
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>✿ Greet everyone warmly and provide them with an Order of Service.</li> <li>✿ If the person is a first-time visitor, one greeter should escort him/her to the Visitors' Table</li> <li>✿ Provide nametags for all visitors every Sunday.</li> <li>✿ Introduce visitors to church members as feasible and appropriate.</li> <li>✿ Show visitors the Information Table and encourage them to take pamphlets.</li> <li>✿ Assist Visitors in filling out the visitor form – print legibly – ask how they heard about the church</li> <li>✿ Provide each visitor with a Visitor Packet that includes: RRUU Church Brochure; UU Brochure and Belief's Card; current newsletter</li> <li>✿ One Greeter should sit in the “greeters” chair by the chapel door during the service to be available for any late attendees.</li> <li>✿ Stand near the front of the table to say goodbye to the visitors or to answer questions.</li> <li>✿ Remain at the back of the chapel during the service. When latecomers arrive, give them a hymnal, an order of service, and escort them to open seats.</li> </ul>		
<b>REPORTS TO:</b> Greeter Coordinator	<b>APPOINTED BY:</b> Greeter Coordinator	<b>DURATION:</b>

<b>JOB TITLE</b> Ushers		<b>HRS/MONTH</b>
<b>DESCRIPTION:</b> Take up the collection at the appropriate time in the worship service.		
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>✿ Take up the collection</li> <li>✿ Deliver the money to the counters</li> </ul>		
<b>REPORTS TO:</b> Membership Chair	<b>APPOINTED BY:</b> Membership Chair	<b>DURATION:</b>

**CARING & CONCERNS**

**GOAL**

The goal of the Caring & Concerns team is to provide caring support, both practical and pastoral, for all existing members and friends of RRUU Church.

<b>JOB TITLE</b> PASTORAL CARE COMMITTEE	<b>HRS/MONTH</b> 10	
<b>DESCRIPTION:</b> Maintains information on current joys and concerns of the congregation; encourages development of new volunteers; organizes receptions for weddings and memorial services		
<b>REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>✿ Chair must be a member of RRUU</li> <li>✿ All Must have an understanding and willingness to report threats of harm to self or others to minister and appropriate others (police, parents of a minor, medical personnel, etc.) as well as to report abuse to the proper agency</li> </ul>		
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>✿ Chair - Good organizational skills</li> <li>✿ Good listening skills</li> <li>✿ A positive regard for people</li> <li>✿ Has a specific knowledge of confidentiality</li> <li>✿ Ability to work with a team</li> <li>✿ Physical: none</li> </ul>		
<b>DUTIES:</b> <b>Chair</b> <ul style="list-style-type: none"> <li>✿ Leads the annual volunteers meeting and training</li> <li>✿ Aids in developing co-chair and volunteers</li> <li>✿ Disseminates to committee information regarding joys and concerns of members</li> <li>✿ Submits to Newsletter and E-News any announcements</li> <li>✿ Coordinates calling, writing and visitations as needed</li> <li>✿ Organizes transportation to and from doctor's visits</li> <li>✿ Organizes food for friends and members in times of crisis such as a death or illness or during times of joy such as the birth of a child or recent adoption.</li> <li>✿ Sees that cards are sent for birthdays, deaths, wedding anniversaries, personal achievements, high school or college graduation, or other special occasions</li> <li>✿ Listens to members who have issues that they need to share of a personal nature.</li> <li>✿ Buys stamps and stationary for the committee use; turns in receipts to treasurer</li> <li>✿ Writes a brief monthly report for the board of trustees meeting</li> <li>✿ Writes a report for the October semi-annual Congregational Annual Meeting</li> </ul> <b>Team Members</b> <ul style="list-style-type: none"> <li>✿ Helps with calling, writing and visitations as needed</li> <li>✿ Helps with transportation to and from doctor's visits</li> <li>✿ Helps with food for friends and members in times of crisis such as a death or illness or during times of joy such as the birth of a child or recent adoption.</li> <li>✿ Helps with sending cards for birthdays, deaths, wedding anniversaries, personal achievements, high school or college graduation, or other special occasions</li> <li>✿ Listens to members who have issues that they need to share of a personal nature.</li> </ul>		
<b>REPORTS TO:</b> Chair to Membership Chair Team to Pastoral Chair	<b>APPOINTED BY:</b> Chair by Membership Chair Team by Pastoral Chair	<b>DURATION:</b>

**RESOURCES AVAILABLE**

UUA website, church website, church newsletter, telephone, Listening Ministry training

**Policies and Procedures**

**Policy 1. The caring committee will provide supportive services to members/friends of RRUU Church as needed.**

- ✿ Team members notify and update minister and/or Caring Team Chair as needed on specific needs in any situation regarding health and well-being of membership.
- ✿ At least one Caring Team member contacts all returning visitors, new members and existing members who have not attended for a one-month period (suggested).
- ✿ Members of Caring Team send out cards to members in need of spiritual support and/or congratulations due to varying circumstances.
- ✿ Members of Caring Team provide meals for families experiencing death, illness, etc.
- ✿ Caring Team coordinates and/or provides transportation to health care services for members in need.
- ✿ Caring Team coordinates receptions for memorial services.
- ✿ Caring Team attends quarterly Caring & Concerns Team meetings

**Policy 2. The caring committee will provide pastoral, relational presence for RRUU members/friends as needed.**

- a) Send birthday cards.
- b) Be available for listening ministry to RRUUs in need of a compassionate, open-minded ear.
- c) Refer to minister or other professional, should individual let it be known they are experiencing struggles beyond the committee member’s ability to help.
- d) Attend quarterly caring & concerns team meetings.
- e) Attend training for listening ministry.

**HOSPITALITY (Good Times Team)**

**GOAL**

The goal of the Hospitality Team is to provide a welcoming atmosphere before Adult Forum and after the worship service and to encourage a feeling of camaraderie among members and visitors. The Hospitality Team achieves its goal by recruiting and supporting members and friends to provide:

- ✿ Beverages and simple snacks before Adult Forum and following the worship service.
- ✿ Beverages and food for occasional church-related special events as agreed upon between Hospitality Team and Board

This Team works closely with Membership, Chalice Circles, and Worship.

<b>JOB TITLE</b> Hospitality Team Coordinator / Team		<b>HRS/MONTH</b> 5-10
<b>DESCRIPTION:</b> Provide organization for the facilities & delivery of food & beverages for RRUU events as agreed upon between Hospitality Team, Membership Chair and Board. Assist the caring team if necessary and requested.		
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>✿ Organization</li> <li>✿ Like working with teams &amp; food</li> <li>✿ Physical: May involve lifting coffee urns, carrying trays, bending, reaching overhead, etc.</li> </ul>		
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>✿ Coordinate provision of food and beverages regularly for Adult Forum and worship service, and periodically for other RRUU events</li> <li>✿ Coordinate cleanup of kitchen after worship service</li> </ul>		
<b>REPORTS TO:</b> Membership Chair	<b>APPOINTED BY:</b> Hospitality Team	<b>DURATION:</b> 1 year

**RESOURCES AVAILABLE**

UUA and SWUUC District Office resources and other UU churches .

**POLICIES AND PROCEDURES**

**Policy 1. The Team will coordinate and organize beverages and food regularly for fellowship time before Adult Forum and after Sunday services, and occasionally for special church events.**

- ✚ All church members will be encouraged to periodically contribute beverages and light snacks and/or set up and clear refreshment area for fellowship times before Adult Forum and after church, and occasionally for special events.
- ✚ A designated team member purchases coffee and needed supplies and submits expense receipts to the Treasurer for reimbursement.

**Policy 2. The Team, working with the Sunday team captains, will consistently renew team participation by finding new individuals to take over hospitality duties.**

**Policy 3. The Team will develop a proposed annual budget and track and report expenses.**

- ✚ The Team will develop and propose an annual budget to cover the cost of all items related to its mission. Items needed include coffee (Fair Trade preferably), other beverages, paper goods, plastic ware, special occasion cakes, and any other miscellaneous items needed for the team to fulfill its objectives.
- ✚ The Team will track expenses and report them to the Treasurer.

**NOMINATING**

**GOAL**

The goal of the Nominating Committee is to ensure the long-term health and vitality of RRUU Church by offering a slate of knowledgeable, skilled, effective members for positions on the Board of Trustees, Committee on Ministry and Nominating Committee.

<b>JOB TITLE</b> Nominating Committee		<b>HRS/MONTH</b> 2-3 with increase December to May
<b>DESCRIPTION:</b> The members of the Nominating Committee must identify potential leaders for the Board of Trustees, Committee on Ministry and Nominating Committee.		
<b>SPECIAL SKILLS:</b> <ul style="list-style-type: none"> <li>✚ Must be a member of RRUU Church for at least one year</li> <li>✚ Have successfully fulfilled leadership roles in RRUU Church</li> <li>✚ Be acquainted with a wide range of members of RRUU Church.</li> <li>✚ Be able to talk to people easily</li> </ul>		
<b>DUTIES:</b> <ul style="list-style-type: none"> <li>✚ Attend committee meetings</li> <li>✚ Talk with a wide variety of church members throughout the year to determine their interests and skills</li> <li>✚ Interview potential candidates for the Board of Trustees, Committee on Ministry and Nominating Committee.</li> <li>✚ Actively support the vision and missions of RRUU Church.</li> </ul>		
<b>REPORTS TO:</b> Congregation	<b>ELECTED BY:</b> Congregation at May meeting	<b>DURATION:</b> 1 year

**RESOURCES AVAILABLE**

UUA, SWUUC District Office, other UU churches Policies and Procedures

**COMPOSITION OF NOMINATING COMMITTEE.**

**Policy 1. The composition of the Nominating Committee will be governed by the bylaws.**

*Duties of the Nominating Committee*

**Policy 2. The Nominating Committee will fulfill the duties described in the bylaws.**

- The Nominating Committee meets throughout the year to discuss possible candidates for the Board, COM and NC. The Nominating Committee interviews members of the Board of Trustees, Committee on Ministry, all committee and task force chairpersons, and other leaders of the congregation to solicit recommendations for candidates for the Board, COM & NC.
- The committee considers criteria recommended by the Board when selecting candidates (representation of various constituencies within the congregation; a potential candidate’s ability to attend meetings, to work as part of a team, to communicate clearly and effectively, and to represent the church in the larger community; a potential candidate’s support of the congregation’s vision and missions, a potential candidate’s special skills for certain positions on the Board, etc.).
- Members of the Nominating Committee are precluded from being nominated to or serving on the Board during their term on the Nominating Committee.
- The Nominating Committee submits to the Secretary, not less than thirty nor more than sixty days prior to the Spring Semi-Annual Meeting, a slate of nominees for the Board of Trustees, COM, and NC to be elected at the Spring Semi-Annual Meeting.
- The Nominating Committee publicizes petition procedures for nomination to the Board.
- The Committee prepares and makes available petition forms for nomination to the Board.

**Policy 3. The Nominating Committee selects a slate of candidates of qualified nominees.**

- A job description for members of the Board of Trustees, Committee on Ministry or Nominations Committee is given to every potential nominee. A face-to-face interview is completed with each potential nominee.
- During the interview, the job description and requirements are discussed so nominees thoroughly understand the responsibilities of trusteeship, including availability to attend Board meetings and the need to participate in fundraising, canvassing, and serving as a model for the congregation in terms of pledging and participation in church life.

**SOCIAL ACTION**

**GOAL**

The goal of the Social Action Committee is to develop and implement social action programs that reflect RRUU Church’s vision and missions and Unitarian Universalist values and educate the congregation about current avenues for individual or corporate social action.

<p><b>JOB TITLE</b> SOCIAL ACTION COMMITTEE CHAIR</p>	<p><b>HRS/MONTH</b> 3-4</p>	
<p><b>DESCRIPTION:</b> Calls and facilitates meetings of the committee. Secures and shares information obtained through the larger church and/or local/world community related to social justice. Encourages social engagement by the members of the committee and congregation.</p>		

<p><b>SPECIAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>✦ Should possess good facilitation and organizational skills and have a passion for justice.</li> <li>✦ Physical: none</li> </ul> <p><b>DUTIES:</b></p> <ul style="list-style-type: none"> <li>✦ Leads the Social Action Committee meetings</li> <li>✦ Invites and recruits new members to the Committee</li> <li>✦ Monitors or assigns a member to monitor larger church social action/justice organizations for information to be shared with the committee and/or congregation.</li> <li>✦ Guides Committee in organizing congregational participation in a recommended minimum of 2 social action events annually</li> <li>✦ Provides Social Action information for the Newsletter and Webmaster</li> <li>✦ Provides Social Action information for weekly announcements and E-News</li> <li>✦ Provides monthly report on Social Action activities to Board President for Board meeting</li> <li>✦ Writes a report for the Congregational Fall Bi-Annual Meeting</li> </ul>			
<p><b>REPORTS TO:</b> Board of Trustees</p>	<p><b>APPOINTED BY:</b> Committee Members or Board</p>	<p><b>DURATION:</b> Two year term</p>	

<p><b>JOB TITLE</b> SOCIAL ACTION COMMITTEE MEMBER</p>		<p><b>HRS/MONTH</b> 1-2</p>	
<p><b>DESCRIPTION:</b> Attends called committee meetings. Brings social action ideas, possibilities and information to share with committee members. Exhibits a willingness to help with communication and organization of Social Action Events.</p> <p><b>SPECIAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>✦ Have a passion for justice and social action.</li> <li>✦ Positive attitude and good communication skills</li> <li>✦ Physical: none</li> </ul> <p><b>DUTIES:</b></p> <ul style="list-style-type: none"> <li>✦ Attends Social Action Committee meetings</li> <li>✦ Invites and recruits new members to the Committee</li> <li>✦ Assists and participates in Social Action events sponsored by the committee (min. of 2 annually)</li> <li>✦ Monitors or assigns a member to monitor larger church social action/justice organizations for information to be shared with the committee and/or congregation.</li> <li>✦ Accepts rotational turn providing Social Action article/information for the Newsletter and Webmaster</li> <li>✦ Provides input for report for the Congregational Fall Bi-Annual Meeting</li> </ul>			
<p><b>REPORTS TO:</b> Committee Chairperson</p>	<p><b>APPOINTED BY:</b> Committee Members</p>	<p><b>DURATION:</b> Minimum 6 month term</p>	

**POLICIES AND PROCEDURES**

**COMMITTEE STRUCTURE**

**Policy 1. Committee membership**

- ✦ Membership on the Social Action Committee is open to any member of the congregation upon request. Anyone, including persons not members of RRUU Church, can attend committee meetings, take part in

discussions, present matters to the committee for consideration, and participate in committee activities.

Only members of the committee may vote on issues that come before the committee.

- ✦ The Committee recommends to the Board a member(s) to serve as chair or as co-chairs. The recommendation shall be decided at the Committee meeting preceding the annual election of the Board of Trustees. (If no recommendation is received, the Board will appoint co-chairs.)
- ✦ The committee develops and uses an evaluation tool to evaluate its effectiveness in accomplishing concrete, achievable goals.

### *Education and Publicity*

#### **Policy 1. The Committee educates congregants and the public about major social Action Issues**

- ✦ Throughout the year, the Social Action Committee educates the congregation about major issues, writes monthly articles for the church newsletter, and communicates Social Action plans and events via the Board of Trustees and the church's calendar.

### *Limited Lobbying*

#### **Policy 1. With Board Approval, the committee may conduct limited lobbying to support/oppose specific legislation**

- ✦ The Committee Chair obtains and ensures the Committee follows IRS Regulations regarding limited lobbying to support/oppose specific legislation.
- ✦ The Committee develops a proposal to conduct limited lobbying to support/oppose a specific piece of legislation related to the selected social action and asks for Board approval.
- ✦ With Board approval and on a limited basis, the Social Action Committee conducts public events and meets with public officials, including legislators, to support/oppose specific legislation related to the selected social action issues.
- ✦ The Committee Co-chair(s) records all expenses and time related to limited lobbying in support/opposition of a specific legislation and reports them to the Board.

#### **Policy 2. Without exception, no Committee member or congregant may use the church's name or the name of a church committee or group when advocating for or against a political candidate or party.**

### *Public Statements on Behalf of the Church*

#### **Policy 1. All proposed public statements on behalf of the church (including statements of conscience) are submitted to the social action committee for consideration.**

- ✦ Any member of RRUU Church may submit a proposed public statement to the chair of the Social Action Committee for initial consideration during its next meeting.
- ✦ The Committee votes on a proposed public statement and, if approved by at least 75% of the members of the Social Action Committee, the committee drafts a formal statement and sends it to the Board for consideration at its next meeting.

#### **Policy 2. All proposed public statements on behalf of the church (including statements of conscience) are approved by the congregation.**

- ✦ The Board considers for endorsement all draft public statements submitted by the Social Action Committee. If endorsed, the Board includes the public statements on the agenda of the next regularly scheduled or specially called congregational meeting.
- ✦ Prior to the next regularly scheduled or specially called congregational meeting, the Social Action Committee sponsors events to educate the congregation about the statement.
- ✦ The congregation votes to approve or reject all public statements at the next regularly scheduled or specially called congregational meeting. Ninety per cent (90%) of the members of the congregation present and voting, or voting by proxy, must approve a proposed public statement.

**Policy 3. The RRUU name and banner may be used at marches, festivals, and other such events in support of major issues approved by the congregation, including past statements on which the congregation has taken a formal position.**

*Supplementary Offerings*

**Policy 1. The Committee determines the frequency and timing of supplementary offerings.**

- ✿ The Committee determines the frequency and timing of “Share the Plate” offering (generally the second Sunday of the month).
- ✿ The Committee determines the frequency and timing of special offerings, under circumstances of extraordinary need, at times other than those reserved for “Share the Plate”.
- ✿ The Committee communicates the timing of “Share the Plate” and special offerings to the Worship Committee in a timely manner.

**Policy 2. The Committee follows eligibility criteria when selecting recipients of funds**

- ✿ The Committee develops and uses criteria for eligibility of organizations to receive the proceeds from “Share the Plate” or any special offerings and communicates distribution directions to the treasurer.
- ✿ The Committee develops and uses minimum requirements for eligibility to receive offerings (See minimum requirements below).
- ✿ The Committee requests recommendations from the congregation for “Share the Plate” recipients and holds an open meeting annually to determine which organization will receive each months offering for the coming 12 months.
- ✿ The Board may, at its discretion, disapprove any future awards to any named organization.
- ✿ The Committee may, at its sole discretion, retract, redirect, diminish or expand an award of funds for good cause shown.
- ✿ Any changes to an award previously reported to the congregation shall be conveyed to the congregation at the earliest reasonable opportunity.

***Minimum Requirements for Award of Congregational Funds***

- ✿ 501 (c)(3) status
- ✿ Formal budget process
- ✿ Commitment that awarded funds be used appropriately.

**WAYS & MEANS**

**GOAL**

To foster congregational awareness of the importance of personal service to and financial support of a religious community that values religious freedom and spiritual growth, and to encourage members to realize the dreams of the congregation through generous financial giving.

<b>JOB TITLE</b>	<b>HRS/MONTH</b>
Ways & Means Committee	4-5 with additional during pledge drive
<b>DESCRIPTION:</b> In charge of the education of members to the financial obligations of a church, to run the annual fund drive, to organize and encourage other fundraising events.	

**SPECIAL SKILLS:**

- ✚ Ability to articulate financial giving in terms of voluntary support of the church, it's values and programs.
- ✚ Ability to speak frankly about money.
- ✚ Able to organize and work as a team
- ✚ Physical: none

**DUTIES:**

- ✚ Organize & run the annual fund drive
- ✚ Talk to new members about their financial responsibility to the church
- ✚ Assist in organizing and encouraging other fund raisers.
- ✚ Keep the Board apprised of current projects
- ✚ Writes a report for the Fall Congregational Semi-Annual Meeting

**REPORTS TO:**

Board of Trustees

**APPOINTED BY:**

President

**DURATION:**

Two year term

**RESOURCES AVAILABLE**

UUA and SWUUC District Office videotapes, books, and consultants; other UU churches. **POLICIES AND**

**PROCEDURES**

**Policy 1. In addition to the duties listed in the “Chairs” section of the Policies and Procedures Manual, the chair of the Ways & Means Committee:**

- ✚ Ensures the committee reviews proposals submitted for fund-raising projects
- ✚ Ensures each proposal includes the following:
  - The name of the person or committee proposing the fundraiser
  - The name of person who will chair the project
  - The purpose of the fundraiser
  - The budget and other resources needed to plan and implement the project
  - The timeline for the project
  - The amount of money likely to be raised
  - Ensures the committee determines how the money will be allocated to support the church's strategic plan, vision, and missions.
- ✚ Ensures there are no conflicts between dates of fundraisers
- ✚ Communicates all approved fundraisers and recipients to the Board
- ✚ Communicates regularly with the chairs of fundraising projects
- ✚ Works with the committee to recommend to the Board changes in policies and procedures as necessary.
- ✚ Recruits a chairperson to coordinate the annual Ways & Means Campaign Committee

**Policy 2. The Ways & Means Committee reviews and approves all fundraising projects for the church.**

**Procedure:**

- ✚ All ideas for fund-raising projects are submitted to the Ways & Means Committee for review and approval, along with the name of the person who will chair the project and the names of people who will plan and implement the project.
- ✚ The committee reviews and approves fund-raising projects with consideration for
  1. the purpose of the fundraiser,
  2. the budget and other resources needed to plan and implement the project,
  3. the project's timeline,
  4. the amount of money likely to be raised, and
  5. dates of other scheduled fundraisers to avoid conflicts.
- ✚ The committee reports to the Board all approved fundraising projects and recipients.
- ✚ The committee recommends to the Board changes in fundraising policies and procedures as necessary.

**Policy 3. The Ways & Means Campaign Committee Conducts RRUU Church’s Annual Stewardship Campaign**

*Procedure*

- ✦ The chairperson of the Ways & Means Committee recruits a chairperson for the annual Stewardship Campaign Committee.
- ✦ The chairperson of the annual Stewardship Campaign Committee recruits committee members to plan, coordinate, implement, monitor, and evaluate the annual Stewardship Campaign.
- ✦ The chairperson consults with the Treasurer and the Finance Committee to review the effectiveness of prior Stewardship Campaign.
- ✦ The Stewardship Campaign Committee coordinates the campaign calendar with other church committees/teams.
- ✦ The Stewardship Campaign Committee develops effective campaign materials.
- ✦ The Stewardship Campaign Committee recruits, trains, and supervises campaign volunteers as necessary. The Stewardship Campaign Committee works in conjunction with the Treasurer and the Finance and Communications committees to publicize the campaign and keep the congregation informed about its progress and results.
- ✦ Sends written thank-you /acknowledgement notes for receipt of a pledge or financial gift.

**Policy 4. The Stewardship Committee assesses the congregation’s giving potential.**

*Procedure*

- ✦ Uses recommended strategies to assess the congregation’s giving potential. Works in conjunction with the Treasurer and Finance Committee.

**Policy 5. The Stewardship Committee sponsors and implements planned and special giving programs.**

*Procedure*

- ✦ Educate the congregation about gifts and testamentary funds (those conveyed through a will after a person’s death).
- ✦ The committee develops and implements a plan to manage, monitor, and evaluate gifts and testamentary funds.

**Policy 6. Stewardship Committee respects confidentiality as much as possible.**

*Procedure*

- ✦ Pledge amounts by member name are shared only with people with a need to know.
- ✦ Only aggregate pledge amounts are published or announced.

**WORSHIP**

**GOAL**

We cannot have a church without coming together as a community for worship services. The goal of our worship program is to provide services that help those in the congregation perceive the spiritual aspects of everyday reality, develop a sense of meaning and connection in their lives, live more congruent lives, and better the world through social action. The responsibility for assuring that we have weekly worship lies with the Worship Team.

<b>JOB TITLE</b> Worship Team Leader Worship Team	<b>HRS/MONTH</b>
<b>DESCRIPTION:</b> The Worship Team divides work into various areas which include • Team Leader	

- Scribe
- Speaker/Musician Scheduler
- Service Coordinator

**SPECIAL SKILLS:**

- ✿ Knowledge of or interest in components of effective worship services;
- ✿ Ability to plan, coordinate, and evaluate worship services;
- ✿ Ability to communicate clearly and effectively, especially in writing;
- ✿ Ability to use photocopiers, computers and word processing, e-mail and web browser applications (familiarity with spreadsheets and databases desirable);
- ✿ Ability to participate effectively in group discussions and decision-making processes.
- ✿ Physical: None

**DUTIES:****Worship Team Leader***Administrative*

- ✿ Identifies the necessary skills and attributes of committee members.
- ✿ Reviews new member candidates with the Committee and recruits people with the necessary skills and attributes to maintain an effective committee size.
- ✿ Trains members to perform, as needed, the duties described in the Policies and Procedures document; prepares and revises training documents for members' roles and duties; and is responsible for mentoring new members during their first assignments.
- ✿ Reviews, develops and revises policies and procedures in conjunction with the team to promote the effective and efficient operation of the Committee and the fulfillment of its mission.
- ✿ Maintains a list of the name and contact information of each committee member.
- ✿ Prepares the Committee's proposed budget for the upcoming fiscal year; monitors expenses to keep them within allowable limits; is responsible for submitting all necessary Expense Reimbursement Forms to the Treasurer.
- ✿ Submits Calendar/Room Request Forms as needed.
- ✿ Oversees the performance of the Committee's tasks.

*Meetings*

- ✿ Schedules monthly meetings and calls other meetings as necessary. Prepares and distributes in advance a written agenda for each meeting. Facilitates meetings and keeps them within the allotted time.
- ✿ Is responsible for recording of minutes when the Secretary is absent.
- ✿ Leads brainstorming process for new programs / presenters

*Liaison*

- ✿ Informs the newsletter editor by the deadline about the date, location, and time of monthly meetings.
- ✿ Communicates with the Board, committee chairs and others as necessary regarding matters affecting the Committee and/or worship services in general.
- ✿ Prepares a monthly report of the Committee's activities and plans and sends it to the Board, or is responsible for sending a copy of the minutes of monthly meetings to the Board.

**The Scribe**

- ✿ Keeps notes of meetings
- ✿ Maintains a chronicle of everything the Team does so future teams can have a written history.
- ✿ Responsible for updating the online Worship Log.

**The Speaker/Musician Scheduler**

- ✿ Contacts speakers from a list compiled by the Worship Team and invites them to speak at RRUU Church, engaging them at least 6 to 8 weeks in advance if possible.
- ✿ Contacts potential guest speakers about leading a service at Red River.
- ✿ Recruits musicians or, if none are available, assures that the hymns selected are among those on existing CDs
- ✿ Recruits a tech person to run the equipment. The Scheduler reviews the musical needs with the musician and explains the musician needs to fill out the Music Template so the selections can get into

the order of things.

- ✿ Gives the speakers and musicians contact information to the Service Coordinator for that Sunday
- ✿ Gives the same information to the Scribe so the on-line Worship Log is always updated

**The Service Coordinator**

✿ **Speaker liaison:**

- Contacts the speaker (by phone or email), confirming their speaking engagement (preferably within two weeks of initial contact) and explains that they are liaison and available to answer questions, offer support, guidance etc.
- The coordinator assures that the following information is clear with the speaker:
  - The overview of the flow of worship and discussion the level of involvement the Speaker wishes from the Worship Associate.
  - The specific responsibilities of the speaker include:
    - Advanced information needed for the newsletter, web and ‘Order of Things’
    - Sermon title; one paragraph "teaser" about the sermon; one paragraph biographical
    - Requirements for special sound, video, etc.
  - Deadline dates:
    - Newsletter: All advanced information needs to be given to the Coordinator by the 20<sup>th</sup> of the month *preceding* the Sunday [i.e. Jan 20<sup>th</sup> for any Sunday in February]
    - Order of Things: 10:00 p.m. the Tuesday prior to the Sunday
- The Coordinator's check list of duties includes:
  - Contacting speaker
  - Email speaker PDF sample Order of Things
  - Receiving Newsletter information by the 20<sup>th</sup> of the month prior
  - emails this information to the newsletter editors ([newsletter@rruu.org](mailto:newsletter@rruu.org)) and webmaster at [webmaster@rruu.org](mailto:webmaster@rruu.org)
  - Contacting church treasurer ([treasurer@rruu.org](mailto:treasurer@rruu.org)) 14 days prior to Sunday to request honorarium check
  - Contacting the Worship Associate for Sunday advising any specific requests by the Speaker (i.e. perhaps having the Associate do the Opening Words; or Reading; or Time for All Ages)
  - The SC sends a thank-you note to the speaker within seven (7) days after the service.

✿ **Sunday Set-up / Breakdown:** The coordinator oversees the weekly worship making sure the following tasks are completed.

- Setting out the worship elements
  - Chalices (main & children)
  - Votive candles
  - Matches
- Makes sure the sound tech has turned on the sound system and has done sound checks
- Makes sure the Greeters have the Orders of Things
- After worship, the Coordinator resets the sanctuary:
  - Assures all candles are blown out
  - Makes sure sound system has been turned off

<b>REPORTS TO:</b> Chair to Board Team to Chair	<b>APPOINTED BY:</b> Volunteer team who appoints it's own chair	<b>DURATION:</b>
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Additional Personnel are required for the Sunday experience to be a success.

<b>JOB TITLE</b> Worship Associates	<b>HRS/MONTH</b> 3
<b>DESCRIPTION:</b> The person who leads the worship service, working in partnership with the speaker on Sunday morning.	

<b>SPECIAL SKILLS:</b>		
<ul style="list-style-type: none"> <li> Able to speak/read well in front of groups</li> <li> Good sense of humor – able to laugh about mistakes</li> <li> Be flexible</li> <li> Willing to learn more about presentations and using sound equipment</li> </ul>		
<b>DUTIES:</b>		
<ul style="list-style-type: none"> <li> Assist the speaker in any manner requested</li> <li> Coordinate Sunday Service to follow the Order of Things</li> <li> Able to handle all parts of the service except the main topic</li> </ul>		
<b>REPORTS TO:</b> Worship Team	<b>APPOINTED BY:</b> Worship Team	<b>DURATION:</b>

<b>JOB TITLE</b> Sound Tech	<b>HRS/MONTH</b> 6	
<b>DESCRIPTION:</b> The person who handles the sound board, microphones, video equipment, etc. for the Sunday service		
<b>SPECIAL SKILLS:</b>		
<ul style="list-style-type: none"> <li> Able to learn the sound board</li> <li> Be able to set up the video and computer interface</li> <li> Be flexible</li> </ul>		
<b>DUTIES:</b>		
<ul style="list-style-type: none"> <li> Assist the speaker in any manner requested</li> <li> Coordinate Sunday Service to follow the Order of Things</li> <li> Able to handle all parts of the service except the main topic</li> </ul>		
<b>REPORTS TO:</b> Worship Team	<b>APPOINTED BY:</b> Worship Team	<b>DURATION:</b>

<b>JOB TITLE</b> Order of Things	<b>HRS/MONTH</b> 6	
<b>DESCRIPTION:</b> The person creates the actual Order of Things for the Sunday program		
<b>SPECIAL SKILLS:</b>		
<ul style="list-style-type: none"> <li> Able to use publishing software on the computer</li> <li> Responsible for meeting deadlines</li> </ul>		
<b>DUTIES:</b>		
<ul style="list-style-type: none"> <li> Create the order of things from information provided by the Service Coordinator</li> <li> Print the order of things</li> <li> Make sure they are at the church 45 minutes prior to the beginning of service</li> </ul>		
<b>REPORTS TO:</b> Worship Team	<b>APPOINTED BY:</b> Worship Team	<b>DURATION:</b>

**RESOURCES AVAILABLE**

UUA worship resources, worship-related web sites, local educational institutions, social service and advocacy groups, area ministers, rabbis and other religious or spiritual figures, the RRUU Church newsletter, web site, e-group, etc., sanctuary, pulpit, sound system, chairs, hymnals, contents of Worship Box. All sources of speakers, both within and without the congregation

**POLICIES AND PROCEDURES**

*Roles of Committee Members*

**Policy 1. Worship Committee members perform the duties listed above (some may be shared).**

***Implementation of Worship Program*****Policy 1. Worship services will be planned, coordinated, implemented, and evaluated by the Worship Committee, in conjunction with the minister when one is hired.**

- ✚ During committee meetings, members identify and discuss potential speakers and themes and develop a written list of approved speakers for the Speaker Scheduler to contact and engage for services as far in advance as possible.
- ✚ During committee meetings, members schedule the Service Coordinators as far in advance as possible. The Service Coordinators assume their duties (see above) when scheduled.
- ✚ On Sunday morning, the Service Coordinator is available to assist the Lay Leader during the service if necessary.
- ✚ The Committee will conduct a formal evaluation of services at least annually, and will work with the Committee on Ministry to develop more frequent methods of soliciting congregational reactions to services and speakers.

***Order of Things*****Policy 1. The Worship Committee develops recommended Order of Things templates that support meaningful worship through the inclusion of specific elements.**

- ✚ The Committee develops and approves templates for regular and special Orders of Service that include specific elements appropriate to the nature and purpose of each kind of service.
- ✚ The Service Coordinator finalizes the elements of the service and their sequence with the Speaker, and provides the information to the Order of Things creator in a timely fashion

***Sunday Morning Worship Services*****Policy 1. The Worship Committee works to ensure that every worship service is fulfilling to the congregation as a whole.**

- ✚ The Committee develops a list of speakers to contact when scheduling future services.
- ✚ The Committee evaluates potential lay speakers by considering their speaking ability and by reading and evaluating their proposed sermons.
- ✚ The Committee includes skits, drama, and humor in services whenever appropriate and compatible with a sense of sacred space.
- ✚ The Committee develops methods for evaluating services and heeds the results when making revisions to services.
- ✚ The Committee ensures that all rituals planned for Sunday services support growth and are appropriate for the size of expected audience.
- ✚ The Committee provides a backup sermon and other service elements as necessary should the scheduled speaker not arrive.

**Policy 2. In the absence of a congregational minister, the speaker scheduler will schedule a UU minister or other trained religious leader at least once a month.**

- ✚ The Speaker Scheduler arranges for speakers from a list compiled by the Committee, with a UU minister or other trained religious leader scheduled at least one Sunday per month
- ✚ Services for the other Sundays in each month may include special ones for holidays and other observances or for the performance of rites or ceremonies, readings of sermon texts or other performances by members individually or in groups, and lay speakers from outside the church.

**Policy 3. Worship services will begin and end on time.**

- ✚ Services are planned to last 55-60 minutes to honor the time commitments of congregants, RE teachers, and childcare staff.
- ✚ Training for Service Coordinators and Worship Associates will emphasize the importance of observing time constraints during services, and Service Coordinators will inform/remind Worship Associates and Speakers as necessary about it.

- ✚ The Lay Leader starts the service at the scheduled time, unless an emergency delays the start of the service. In such a case, the Service Coordinator, Worship Associate and the Speaker decide when to start the service.
- ✚ The Service Coordinator and Worship Associate may make minor adjustments to some elements of the service (such as omitting some verses of hymns) to prevent or reduce instances of substantially exceeding the allotted service time.

**Policy 4. Accessibility will be emphasized in all church services.**

- ✚ Worship services are to be held indoors, in the sanctuary. If a special worship service (e.g. Easter Sunrise Service) or ritual is planned for out of doors, the service should be accessible for people with physical disabilities, accommodate people of all ages, and include a contingency for indoor worship in the event of inclement weather or other undesirable conditions.
- ✚ Service Coordinators instruct all participants in worship services to use a microphone at all times, both for the benefit of those present and for the records of the service.

**Policy 5. The committee encourages participation by congregants, including children, in worship services.**

- ✚ The Service Coordinator or Worship Associate recruits congregants to serve as chalice lighters, readers and other roles as the occasion permits.
- ✚ If the Story for All Ages is chosen by someone other than the Director of RE, it will be targeted to the age range of the majority of children in the RE program. The story can be read from a book or dramatically interpreted by a competent storyteller.
- ✚ The Worship Committee coordinates with the Children's RE Committee to produce at least three intergenerational services per calendar year (Easter flower communion, Winter Holiday Service, and at least one other service).

**Policy 6. The Worship Committee prepares the worship table and pulpit for worship programs and special events.**

- ✚ At least 30 minutes before the service begins, the Service Coordinator covers the worship table with the tablecloths and arranges the chalice, tea candles, taper, candle lighter/snuffer, and flowers.
- ✚ At least 30 minutes before the service begins, the Service Coordinator or Lay Leader sets up chairs for the Speaker and the Lay Leader, supplies the pulpit with a glass of water for the Speaker, two hymnals, and two Orders of Service.

*Honoraria and Travel Reimbursement for Speakers and Musicians*

**Policy 1. The committee will propose a schedule of honoraria and travel reimbursement for review and approval by the Board.**

**Policy 2. Payment for speakers and musicians will occur on a timely basis.**

- ✚ The Committee arranges for payment of honoraria and travel and other expenses based on Board-approved schedules.
- ✚ The Speaker Scheduler informs the Treasurer of the amount of the honoraria/travel expenses for each Speaker and guest musician for the coming month by submitting Expense Reimbursement Forms.
- ✚ The Treasurer or designee delivers the honorarium checks to the Speaker and any other recipients on the day of service or by mail the following week if necessary.

*Announcements*

**Policy 1. Announcements will be included in the weekly e-mail service announcement and included in the Order of Things as space permits.**

- ✚ Announcements directly related to the life of the church and of general interest or applicability to the congregation will be included in the weekly e-mail service announcement the Service Coordinator prepares for distribution by the Communications Team.
- ✚ Such announcements include: all congregational meetings, Stewardship Committee activities, most Membership Committee activities, registration for and beginnings of Adult RE programs, Fun &

Fellowship Committee activities, Social Action Forums and projects (e.g., Earth Day), denominational events, and changes in the location of upcoming services.

- ✿ Notice of committee meetings or other regularly scheduled events on the day of the service involving groups within the congregation will also be included if they are listed in the weekly church calendar.
- ✿ Anyone requesting an announcement prepares a written text and sends it to the Communications Team for the Sunday(s) desired by the deadline for E-News material (noon on the Tuesday preceding the service).

**Policy 2. Church life announcements (CLAs) will be made during services to inform the congregation about church programs and special events, as time permits.**

- ✿ The Service Coordinator works with those requesting announcements and with the Board Representative to prepare and schedule CLAs.
- ✿ Anyone requesting an announcement prepares a written text no more than 1 minute in length and sends it to the Service Coordinator(s) for the Sunday(s) desired by noon on the Thursday preceding the service. It may be read by the person requesting the announcement or by the Board Representative, at the Service Coordinator's discretion.
- ✿ No more than 3 minutes of service time will be devoted to announcements under normal circumstances. Should the total time of announcements submitted for verbal presentation exceed 3 minutes, the Service Coordinator and Board Representative will edit the texts as necessary to maintain the 3-minute limit.

**Policy 4. No verbal announcements will be made during worship services except by, and at the discretion of, the Minister, the President of the Board of Trustees, or their designee.**

- ✿ The person making the announcement will inform the Service Coordinator before the service begins.

***Data Management***

**Policy 1. The committee will maintain a data base of worship services.**

- ✿ The Committee will maintain a computerized database that includes the date and title of each service; the name of the speaker, service coordinator, lay leader, and musicians; and other data as desired.

**Policy 2. The committee will maintain current information about upcoming services and speakers who may be contacted when scheduling services.**

- ✿ The Committee will maintain a current calendar of scheduled services and a list of speakers who may be contacted when scheduling future services.

**Policy 3. The committee will maintain an easily accessible collection of current and accurate training materials.**

- ✿ The Committee will maintain an online collection of documents explaining the duties of the Committee, its members and worship service participants such as the Service Coordinator and Lay Leader.