

Committees and Groups

Revised 11/16/2010

General Information

UUCS relies upon committees to help accomplish its ministry to this congregation and to the wider community. The Minister and Board President are ex officio members of all committees except the Nominating Committee and the Search Committee.

Activities of the church must be sponsored by a committee and approved by the Board of Trustees.

New groups wishing to form must bring their written requests to the Church Administrator who will present such requests to the Board of Trustees for approval. Criteria for such requests will include a statement of purpose for the group, whether or not the group is limited to members and friends of the church, space and calendaring needs and any financial or liability implications for the church.

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Committee chairs:

must be members of the Church

must be willing to serve for the church year

must insure that all committee meetings and activities are conducted in a manner

consistent with Unitarian Universalist principles

will actively mentor and encourage leadership on their committees with the goal of passing on their committee chair position to new leadership within three years

Membership on most committees is open to all members and friends of the Church; however, voting members of committees must be members of the Church in good standing. It is understood that membership on some committees requires special skills and experience. Nominating Committee members are elected by the congregation at the Annual Meeting. The Personnel Committee is chaired by the Vice President and members are selected for their expertise. Members of the Committee on Shared Ministry are selected by the Minister and the Board of Trustees.

Each committee shall

submit a statement of purpose and goals to the Board of Trustees for annual review by the time of the Annual Meeting.

provide the Finance Committee an itemized budget request as input to the annual budgeting process.

be responsible for expenditures within the budget amount assigned to them and shall not exceed the assigned amount without prior review by finance and approval of the board

inform the board of significant committee issues, activities and accomplishments

provide a written report to be included in the minutes of the Annual Meeting of the church

provide successors with records of responsibilities, procedures and previous activities

Board Committees

Committees of the Board are those that recommend policy to the Board of Trustees.

Finance

Provides oversight that seeks to maintain sound financial health for the church, makes recommendations to the board supporting this end, with the understanding the Board has final authority on all financial matters.

Governance

Reviews and recommends updates of bylaws and policies.

Long Range Planning

Concerned primarily with planning for the future of the church. Sponsors congregational meetings to gain insight about what our members wish our church to achieve. A five year plan is the goal.

Personnel

Responsible for monitoring the personnel policies as necessary to ensure compliance by the Board and congregation with periodic updating to reflect changing needs, defining

and/or updating job descriptions, designing and overseeing the annual performance review cycle, providing consultation for supervisors and dispute resolution as requested, assisting the Minister and/or Church Administrator as requested in personnel issues.

Standing Committees

Standing Committees carry out the core functions of the church as directed by the board of Trustees.

They Include:

BUILDINGS & GROUNDS: Responsible for maintenance and improvement of the physical plant and equipment. Maintains and beautifies buildings and grounds, oversees contracted ground maintenance.

MEMBERSHIP GROWTH AND DEVELOPMENT: Staffs Welcome Center on Sundays, assists with census, supports activities to involve members in church, conducts New Member luncheon and orientation program

RELIGIOUS EDUCATION: Meets monthly to strategically plan the education of our youth.

SOCIAL JUSTICE: The Social Justice Committee is dedicated to working on a local, national and international level to identify social justice issues, and to educating and involving our congregation regarding these needs.