



# Committee Handbook

**Unitarian Universalist Congregation  
of Fort Wayne, Indiana**

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**Unitarian Universalist Congregation of Fort Wayne**  
**Committee Handbook**  
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**Introduction:** Committees of the Unitarian Universalist Congregation of Fort Wayne are formed to carry forth our Unitarian Universalist principles and beliefs. Three of the committees are appointed/elected. They include Endowment, Nominating, and the Committee on Ministry. The rest of the committees are comprised of members and friends who share a common interest. Youth are invited to participate. All Committee Chairs and Team Coordinators must be members of the congregation.

**Committee Council Responsibilities**

The Vice President chairs the Committee Council Meetings which are held several times a year. Members include the chairperson or a representative of each committee. The Vice President is responsible for managing Council affairs, which include setting an agenda, reviewing committee mission/role statements, producing meeting minutes that are shared with the Board and archived, and reporting Council news to the membership via the nUUz.

The purpose of the Committee Council is to coordinate congregational activities; problem solve; and clarify roles, responsibilities, and policy. It may also process requests that come to it from the Board of Trustees, Minister, Congregational Administrator, a committee chair, or a member with an idea for a project that has the support of at least two others. It has the authority to approve and implement decisions that:

1. Do not involve Board policy additions or changes
2. Do not involve Board established committees (Finance and Committee on Ministry)
3. Do not have budget implications beyond amounts allocated to committees
4. Do not take a public position on an issue

The Committee Council serves in an advisory role regarding these topics.

**Application for New Committee or Group**

Name of Proposed Committee/Group:

\_\_\_\_\_

Names, emails, and phone numbers of three UUCFW Members or Supporters who support this application and intend to participate in this committee/group.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of the Group/Committee and relationship to the UUCFW?

\_\_\_\_\_

\_\_\_\_\_

Leadership: Designate the contact/chair for this group/Committee (must be UUCFW member if Committee; UUCFW participant if group).

\_\_\_\_\_

Designate a backup contact person

\_\_\_\_\_

What resources of UUCFW do you anticipate using? (include publicity needs, space needs, budget, etc.)

As Leader/Contact Person for this new group/committee, I agree to ensure that we will meet our responsibilities to UUCFW and we will adhere to UUCFW policies in our activities. I understand that approval of this committee or group can be withdrawn by the Council at any time for just cause.

Name

Date

**Criteria, Responsibilities, and Privileges of Committees**

Any group of individuals seeking UUCFW recognition and support must meet the criteria for committee status and adhere to the following criteria, responsibilities and privileges.

**Criteria**

1. A committee shall include at least 3 members or friends, with the chairperson being a member.
2. No committee or team shall charge for any activity, other than fundraisers.
3. Each committee and team shall reflect the basic tenets and philosophies of the church, and be supportive of the church mission.
4. Special Committees and Task Forces appointed by the Board or elected by the Congregation report directly to the Board as specified in their charge.

**Responsibilities of Committee Chairpersons**

1. Determine how the committee's work will support Board goals, other committees or programs.
2. Create teams for specific ongoing tasks with at least 2 members/friends. The coordinator of the team must be a member.
3. Review and revise each year the Committee's purpose, goals, and membership.
4. Contact the Congregational Administrator to schedule a room for all activities.
5. Take responsibility for the publicity of sponsored events and meetings.
6. Submit an annual report by January 30 to the Congregational Administrator for inclusion in the March Annual Congregational Meeting packet.
7. Adhere to all UUCFW policies.
8. Manage funds in accordance with Finance Committee policies and procedures.
9. Prepare and archive written minutes for each meeting. The Endowment Committee sends copies of their minutes to the Board following every meeting.
10. Prepare a monthly report for the Board of Trustees. E-mail the report to the Congregational Administrator by the first day of the month. The report is to include all Team activity. This is the appropriate place to identify needs and concerns for the Board regarding budget, policy, or need for assistance. The report form

can be found in the Appendix.

11. Maintain a notebook for the committee which should be passed to the next chairperson. The notebook should contain minutes, budget, calendar, mission, and relevant policy.

### **Privileges of Committees**

1. UUCFW committees and teams may arrange to use our building or grounds for gatherings or sponsored events when reserved through the Congregational Administrator.
2. UUCFW committees and teams may advertise their social, worship, education and advocacy and/or service and support opportunities in the UUCFW communication channels.

### **Terminating a Committee**

A committee may be terminated for the following reasons:

1. It no longer has a chairperson or coordinators for various functions of the committee.
2. There are no members of the committee other than the leader.
3. The work of the committee is inconsistent with UUCFW mission and goals.
4. The members of the committee are unable to follow UUCFW policy and procedures.

Prior to taking this step, the Vice President will work with the Committee Chairperson and/or Committee to address the issues. If this doesn't resolve the matter, the Committee Chair, or a committee member, may submit a written request to the Council for termination. At the next regularly scheduled meeting, the Council will discuss the request and either approve the request or take other action, which could include combining the committee with an existing one, or reforming it. Board and staff will be notified of the action of the Council.

### **Committee Relationship with Board of Trustees**

1. It is the Board of Trustees' work to lift up the mission and vision of the congregation. Each committee is asked to follow their example by finding a way to apply the mission and vision of the church to their goals and work.
2. Because we have a shared ministry, we also share information about our work. The Board publishes monthly minutes in the congregational newsletter and invites any who are interested to attend their monthly meetings. In turn, committees make monthly reports to the board by the first day of the month. These reports are an important part of agenda planning and are included in the monthly Board of Trustee informational packets. They are a way to communicate your needs and ideas to the board, and let us know

- c) The list of items should now be small enough that the group can come to agreement on which item(s) is to be used or followed up on.
- d) Or, instead of bothering with all this (it is often unnecessary, as in the case of generating a list of candidates for certain positions), simply give the list to a committee member for subsequent action.

### **Evaluating:**

After a session, it is important for the group to evaluate how it operated under the consensus process. Some factors that will contribute to negative feelings are:

- Frustrations about not setting or sticking to time limits.
- Frustrations about being "driven", about not extending time limits when necessary or allowing for breaks and breakers.
- Tired committee members!
- Feeling as though your ideas weren't heard.

5. Don't block the consensus unless you (the objector) feel your objection is based on a principle of importance to you. Consensus blocks should be based on principle, and not on preference.
6. Ask for consensus. "Can every one live with the decision?" If not, ask the dissenters, "What would it take for you to agree with the others?"
7. If there is not yet consensus, try to explore creative new solutions (hopefully, this is being done all along). If the situation seems unresolvable by consensus, do not be afraid to ask if everyone is willing to vote on the issue.

### **Brainstorming:**

Brainstorming is an easy method of quickly generating creative solutions to difficult problems. The following thoughts may help you effectively guide and utilize a brainstorming session:

1. Remember (and remind the group) that brainstorming is a time when the censor is turned off. Let the ideas out freely, no matter how wacky they may be.
2. The more specific the problem or question addressed, the more productive the brainstorming.
3. Set a limit on the amount of time to be used for brainstorming beforehand, but if the ideas are still coming, don't be afraid to extend the time.
4. It is often helpful to go around the group at the end to get any last or "censored" ideas.
5. If the problem requires complex solutions, plans-of-action, or if the group tends to be unassertive, a useful brainstorming process is to have each group member write privately for a certain length of time and then share with the group. Make sure someone records each person's main ideas where everyone can see them. (The same process can also be used with small groups or pairs generating private brainstorms and then sharing).
6. A common problem is that after creating a list of ideas, nobody is quite sure how to deal with the list.

You might want to try the following method of narrowing things down:

- a) Go down the list, clarifying what each item means, getting questions about it answered, briefly discussing it for pros and cons, and then coming to consensus on whether or not the group wants to keep the item on the list.
- b) Repeat the process, emphasizing the comparative value of each remaining item during discussion.

when you need additional support, a visit with the Board or the Minister or a change in policy or procedure. It is important that the Board of Trustees is well informed regarding the work of the committees and its teams.

3. The Vice President will provide training on relevant board policies, share important information from Board Meetings, and survey Committee Chairpersons for input on upcoming topics.
4. The Endowment Committee makes quarterly reports to the Board but shares minutes with the Board from each meeting according to our Bylaws.

### **Committee Relationship with the Minister**

The Minister will be an ex officio member of all committees and task forces except the Nominating and Ministerial Search Committees and the Committee on Ministry, and will attend meetings of the Committee on Ministry except during executive session. The Minister will confer at least annually with each committee on how best to assist it. The Minister will prioritize regular meetings with Worship, Committee on Ministry, Membership, and the Care Team. Additional assistance to various committees will be determined as needed with consultation with VP of Programs. Attendance by the Minister at most committee meetings is welcome but not expected.

### **Communication**

Redundancy and timeliness are important when publicizing a special event in order to reach the widest possible audience. You are encouraged to use all forms of publicity offered by the congregation: our website, Committee Council meetings, our Facebook page, the nUUz newsletter, e-mail blasts, and the Sunday Order of Worship.

Deadlines:           nUUz: 20<sup>th</sup> of each month  
                           Weekly e-mail blasts: Thursday by 11 am  
                           Order of Worship: Wednesday by 11 am

### **Annual Report**

Committee Chairs are responsible for submitting an Annual Report to the Board by January 30 of each year. The report is to cover the previous year (January – December).

Each Annual Report should include the following information:

- list of members of the committee.
- list of members of the teams
- the committee's goals and accomplishments.

- list of committee expenditures for the fiscal year.

Please submit your Annual Report in the form of an email attachment sent to the Congregational Administrator.

## **Funds, Reimbursement, and Payment Request Form**

### **Funds**

1. Only the Board can approve contractual arrangements, implied contractual agreements or recurring financial obligations.
2. The Payment Request Form must be completed by the Committee Chair and submitted to the Congregational Administrator to make payments.
3. Committee Chairs should monitor their budgets because expenditures cannot exceed balances. Budget balances do not carry into the new fiscal year, which begins on January 1.
4. Each Committee Chair will receive a monthly budget report on the 15<sup>th</sup> of the month.
5. The Congregational Administrator will monitor all expenditures and will notify committee chairpersons if a budget shortfall becomes evident. Any questions regarding any of the information in this policy should be directed to the Congregational Administrator.

### **Reimbursement**

The following policies are to be followed for reimbursement of expenses:

1. Amount and business purpose of the expense must be documented with appropriate evidence such as receipts or a log of automobile travel.
2. Itemize each reimbursable expense. Attach only original receipts, not copies to the Payment Request Form.
3. An approved expense report with attached receipts should be presented to the Congregational Administrator. See Administrator for form:

Brainstorming and discussion will probably be useful. (“Why do we need workshops ... or dinner)? If we decide against it, what will we put in its place? Why? Once you feel the group has reached resolution, check for consensus.

The group may have discussed the issue but still feel it is getting nowhere. (For example, 3 people may want to keep workshops, 3 people may want to replace them with a sun-tanning and soft drink workshop, “Solar-Powered Litersip”, and 4 people may simply want to trade the spots and duration of workshops and dinner. Or maybe nobody has even realized that workshops are the problem, and they are wrangling about other things.)

This situation is where your skill and creativity as a facilitator come into play. Don’t simply say, “Hey - we’re getting nowhere, so I’m going to take over.” When you notice that the group is getting bored or frustrated, or that the discussion has degenerated into mere abuse, you need to guide the discussion, by asking critical questions and focusing the group’s stress away from people and onto the problem.

You must be on your toes, actively searching for a process that might help bring the group to resolution. Be open to process suggestions from the group! You might find it useful to suggest brainstorming, assigning the problem to a subcommittee for “study/recommendations,” going around the circle and letting everyone say how they feel (and then trying to find consensus), or simply taking a break.

Beware! It is easy to fall into the trap of heatedly discussing a meaningless point for hours, and you need to be prepared to ask the group, “Do we really need to be talking about this now?” Agree upon a time now for returning to the difficult issues.

Sometimes when you ask for consensus you discover that there, in fact, is not consensus. The following steps should be taken in such a situation:

1. Make wording changes to the consensus statement.
2. If the objection is substantive, ask the person to share her or his feelings/reasons for objecting.
3. See if the statement can be modified to overcome the objection yet remain acceptable to everyone.
4. If the person still objects, she or he must ask, “Is this a matter of principle or preference?”



1. Be familiar with the agenda. Know beforehand who has background information about each item, what actions need to be taken and what time constraints you will be operating under. Expect changes and allow for breathing space. Make sure people know when they should speak out and when they should raise their hands. If you have them raise their hands, keep a list of the speaking order.
2. Deal with a particular item:
  - A. If the item is a report, simply ask for the report. Check if anyone has any questions or feedback or if the report raises any issues that need to be put on the emergent agenda.
  - B. Use the process if the item is one for which there is a time-honored expectation.
  - C. If the item is one that the group needs to discuss and come to some kind of decision, the following process may be helpful. Modify it according to the issue and/or the needs of the group.

1. Make sure everyone understands the issue at hand. What are we talking about?
2. Ask whoever has pertinent background information to offer it.
3. Ask if anyone has questions.
4. Let the group discuss the issue, but keep people on track. This discussion is necessary because it allows each participant to hear the others' views and feelings, to clarify her/his own, and to evaluate previous solutions to the problem.
5. After discussing an issue, several situations are possible:
  - a)
  - b)
  - c)

The group may have reached what you feel to be a resolution on the issue, in which case you may offer a statement of what you think is the consensus of the group ("It sounds to me like we want to use the same schedule and structure we used last year.") Are there any questions? Any discussion? Do we have consensus? (Remind the group that silence does not mean yes.) You may need to ask each person if he/she can support the decision.

The group may have reached a crucial question. (For example, "Do we really want/need to spend all that time in workshops? or at dinner, for that matter?") Get consensus that it is this question that needs to be answered, and begin to guide the group toward a solution.

(SAMPLE OF FORM)

**Payment Request Form  
Unitarian Universalist Congregation  
of Fort Wayne**

**Operating Fund Account**

**Date:** \_\_\_\_\_

**Check Amount** \_\_\_\_\_

**Pay to the order of:** \_\_\_\_\_

**Committee to be charged:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Approval:** \_\_\_\_\_

**President/Minister/Chairperson/Coordinator/Trustee**

**Please attach appropriate documentation: bills, invoice, receipts, etc. This form must have the appropriate signatures in order to have a check written. If you have any questions, please contact the office at 744-1867.**

### **Guidelines for Right Relations at Committee Council Meetings**

We come together as members of a religious community that values the inherent worth and dignity of each person as well as the greater web of congregation and community. These suggested guidelines could assist us in practicing what we believe whenever we gather together. We recommend that each committee review these guidelines and adopt ground rules designed specifically for their meetings.

- Make a sincere effort to attend all meetings
- Come on time and be prepared
- Start meetings with a centering activity such as chalice lighting, reading, or checking in
- Listen attentively and be respectful of others' thoughts and feelings.
- Permit speakers to finish expressing themselves
- Try to share time equitably; encourage the participation of all members in discussions and decisions
- Respect the integrity of group guidelines; raise process concerns when necessary

### **Relevant Bylaws**

9.1 Committees: The Board of Trustees will establish a Committee on Ministry, a Finance Committee, and such other standing and temporary committees as it deems necessary. All committees shall report to the Board at the time and in the form determined by the Board.

9.3 Council Organization: The Board may organize the committees into councils as it determines will best meet the needs of the congregation.

9.4 Affiliated Organizations: Upon application to, and approval by, the Board, a group or organization, which does not wish to function as a committee of the Congregation, may become an Affiliated Organization, sponsored by, but not funded by, the Congregation. The application may be approved, if among other things, it shows that the purpose, principles, and action of the organization will not be, or hold potential conflict with, the Bylaws or Articles of Incorporation of the congregation. The majority of the officers of an Affiliated Organization must be active members of the Congregation.

- There is too little opportunity to demonstrate initiative or creativity
- There is no chance to meet personal needs
- There is tension among co-workers

### **Building Consensus**

Building consensus is not required, but it does reduce the polarization that may come from a contentious vote. It also engenders more commitment and better interpersonal relationships result, though sometimes with difficulty.

What consensus requires:

- Wide sharing of information
- Careful planning
- Trust in one another
- Discipline and patience

Consensus involves reshaping the decision until it meets everyone's approval. This is not applicable (or possible) in every situation.

Problem solving strategy:

1. Clearly state the issue.
2. Get the necessary background.
3. Broaden the range of solutions.
4. Narrow down the alternatives.
5. Try to agree on the best course of action to be taken.

When evaluating a session, it is important to focus on the group's process, not just the moderator's performance.

A guide to consensus process:

This guide is not meant to be the Bible for facilitation (if used as such, it will probably result in failure!), but it may prove helpful as a catalyst in the development of your own facilitation style. Whatever process you ultimately decide to use, clearly state it to the group and make sure it meets the group's needs.

has begun to volunteer after becoming inspired at General Assembly or a District event.

- Never forget that it's important to thank volunteers in as many ways as possible - in person, on Sunday morning, in the newsletter, through listserv announcements, with personal notes, etc.

### Care of Volunteers

Adapted from *Skills for Leadership: Working with Volunteers*, Vol. 1, by Emily K. Morrison

Why volunteers remain committed:

- They feel appreciated
- They see their presence makes a difference
- There is opportunity for advancement
- There is opportunity for personal growth
- They receive private and public recognition
- They feel capable of handling tasks offered
- They are involved in the administrative process, e.g., problem-solving, decision-making, and goal setting
- They recognize that something significant is happening because the group exists
- Their personal needs are being met

Why volunteers lose interest:

- Discrepancies exist between their expectations in membership or task, and the reality of the situation
- There is no feeling of making a difference; there is no praise or reward
- Work is too routine; there is not enough variety
- There is lack of support from co-workers
- There is little prestige related to the task or group
- There is no chance for personal growth

### Relevant Policies

**UUCFW Fundraising:** Fundraising to benefit the congregation is permitted but must be coordinated and scheduled with the Fundraising Chairperson (or the Treasurer in the absence of a Fundraising Chair), to maximize the success of the fundraiser and avoid conflicts with other activities. The Fundraising Team is authorized to plan and implement the following activities without Board approval: Rummage Sale, Gourmet Dinner, Auction, Craft Sale, Brunch, and Soup Sundays.

The Committee Chairperson or Team Coordinator raising funds will coordinate the deposit and allocation of the funds with the Congregational Administrator.

The selling of items/services by individuals should not be conducted at the Meetinghouse when it may conflict with congregational fundraising activities.

**UUCFW Building Key Procedures:** The Congregational Administrator is in charge of keys and keypad access.

Outside Door Keys:

Outside keys to the building will be given only to the Minister and Building and Grounds Chairperson. The only exception is for a person with disabilities that do not permit the use of the stairs. This exception is to be determined by the Congregational Administrator.

Outside door keys are not to be given to outside groups.

Key Pad Procedures:

Access to the building through the keypad will be given to members and nonmembers who have a valid need and are approved by the Congregational Administrator.

The Congregational Administrator will keep records of those persons who have access numbers. The Congregational Administrator will cancel access numbers as soon as possible when the person no longer needs or is entitled to access.

The Building and Grounds Chairperson will be trained periodically in the use of the keypad module, and have access to the folder with the

module instructions.

Inside Key Procedures:

Inside door keys will be given out by the Congregational Administrator as needed and are to be returned as instructed by the administrator.

There will be a \$25 key deposit for all outside groups who are given keys to inside doors. The \$25 deposit will be returned when the key has been returned to the Congregational Administrator.

The following members by their position may be issued inside keys for the duration of their service:

- The Minister and all other paid staff,
- President of the Congregation
- Building and Grounds Committee Chair(s)
- Others who demonstrate need to the Administrator

The Congregational Administrator will maintain a current list of inside key holders.

Members and staff who are given an inside key and lose them will pay \$25 for the replacement of the key.

**UUCFW Media Inquiries:** All requests or inquiries from any media source involving information not already provided through official UUCFW channels shall be directed to the Minister. In cases where the Minister is absent or unable to fulfill this role or when the inquiry requires a response from the Board of Trustees, the request shall be directed to the Congregational President, his or her designee, or any person authorized by the board.

- Do not dictate to a volunteer how the job should be done, but do describe how it was done previously. Allow room for volunteers to do the job their way, within reason. Make sure they understand how the job will affect other members.
- Train your volunteers.
- If possible, arrange for volunteers to work with other people rather than alone. That will help them meet new people and become more connected to the life of the church. They will have more fun that way, too.
- Can't find a volunteer for a job? If you're having trouble filling the job, it is likely because the job has become too big. Figure out a way to break it up into smaller pieces. If no one steps up, perhaps it is because the job doesn't really need to be done or needs to be absorbed into another group of tasks.
- Cultivate co-chairs for committees.
- Take volunteers seriously. One approach is to initiate the practice of interviewing candidates for volunteer positions. Interviews should be congenial, can be very effective in helping candidates take the job more seriously, and can help you get to know people better. Soliciting volunteers through an interview process can also serve to raise the level of appreciation for the job in the eyes of the congregation.
- Plan ahead. Don't wait until the last minute to solicit volunteers. Plant the seed, and then come back again and again to cultivate it. Keep a file of those folks who say "Not this year." Ask them again in two or three years. If someone says no, find out if it's the position and tasks, other people with whom they would be asked to work, or a lack of comfort with the role.
- Encourage a prospective volunteer to look upon the job as ministry rather than just a job to be done. Instead of trying to get people to do all the things that need to be done, approach the work in terms of volunteering in order to minister to and serve each other. People need to be invited into ministries of leadership and service.
- Identify members who might benefit from attending Leadership Development School, General Assembly, or regional events, and request funding from the Board. More than one church member

- Determine how effective you are and where you may need help;
- Determine if there will be a need for funds for your committee's work;
- Start you thinking about and preparing for the next year's budget process; and
- Help you write your Annual Report.

A copy of each committee's Goals and Objectives will be given to the Vice President who chairs the Program Council.

The goal-setting process may be thought of in terms of four questions:

1. What are your committee's goals for the coming fiscal year? Think in broad terms.
2. How will you reach your goals? What steps must be taken, in priority order, to accomplish these goals? These are your objectives.
3. Will your goals require budgeted funds? You may need to plan for the following year's budget or ask the Board for a special allocation. If so, you will need to identify what service/product needs to be purchased and at what price.
4. How will you know if you've reached your goals? Document your progress toward completion of each goal and objective during the fiscal year. Your stated goals and objectives and your accomplishments toward reaching them will become part of your committee's Annual Report to the UUCFW Board and congregation.

### **Ways to Find and Keep Volunteers**

- Start by asking people to volunteer the right way -- face to face. If you ask in person you can explain to them why they would be good at the job and how it benefits the congregation -- and them. Before you ask, be prepared with a written job description, including specific volunteer tasks, the amount of time commitment involved, names of other committee members with whom they will be working, etc. Keep the conversation positive.
- Invite new members and friends to come to events or to help with small projects, but do not overwhelm them by asking them to do too much.

## **Committees**

### **Worship Committee Responsibilities:**

- Plan and budget for activities relating to worship
- Provide lay leadership for worship activities in collaboration with the minister
- Plan and conduct all worship programs during the minister's absence
- Recruit and train ushers
- Schedule guest speakers for worship during Minister's absence
- Coordinate and train Worship Associates with Minister
- Worship Committee Chairperson is responsible to recruit Team Coordinators

### **Music Team Responsibilities:**

- Provide support for Director of Music
- Plan and budget for activities relating to music
- Provide music for Sunday Worship
- Offer special music occasionally
- Support sound system technicians
- Music Team Coordinator must attend Worship Committee meetings, providing a monthly update to be incorporated into the Worship Committee's report to the board

### **Membership Committee Responsibilities:**

- Plan and budget for activities relating to membership
- Recruit, train, and schedule Greeters for Sunday mornings
- Follow-up with visitors and inquiries about the church
- Provide visitor contact information to Membership Chair, Congregational Administrator, and Minister
- Provide name badges, brochures, and introductions of visitors
- Conduct Pathways to Membership classes and collaborate with Minister on New Member Sunday
- Help new members become familiar with committees and opportunities for full integration into congregational activities
- Provide regular information about membership requirements in

newsletter

- Offer Circle Dinners and similar social activities to deepen relationships among congregation
- Membership Committee Chair is responsible to recruit Team Coordinators

#### **Care Team Responsibilities:**

- Work with the Minister to identify members who may appreciate and/or need assistance or support
- Provide support to members by providing such things as rides, meals, visits, phone calls, greeting cards, and occasional errands
- Advise the Minister of the committee's ongoing activities and suggest additional services that may be helpful
- Provide hospitality following Memorial Services
- Recruit persons to help with a specific task such as driving a person to an appointment, grocery shopping, and sitting with someone who is ill
- Provide orientation to Care Volunteers on appropriate tasks and needed communications following interactions
- Care Team Coordinator is to attend the Membership Committee Meetings

#### **Communications Team Responsibilities:**

- Plan and budget for activities relating to communications
- Increase visibility as a liberal congregation in NE Indiana
- Send information to the local newspapers containing information about UU services and activities
- Send press releases to local media outlets
- Use social media to inform the public
- Collaborate with Congregational Administrator to optimize internal and external communications
- The Communications Team Coordinator is to attend the Membership Meetings

#### **Hospitality Team Responsibilities:**

- Organize volunteers to provide refreshments following Sunday worship
- Schedule monthly Soup Sundays, which are fundraisers
- Oversee kitchen care; order cleaning and kitchen supplies

the participants will. If you feel that you require more time, ask permission to go over the allotted time, or arrange another meeting.

**Be prepared:** Meeting time is precious. If you treat it that way, others will too. Gather materials and make needed copies before the meeting.

**Maintain focus:** Keeping in mind that people have different learning styles, give committee members something to look at as well as to listen to. Keep members active during the meeting by asking participants to record brainstorming ideas, hand out papers, etc. Keep the discussion on topic by appointing a committee member to call attention to moments where the committee is off track.

**Converting words into action:** Accomplishments happen when people take action. One way to move into action is with a request. You can ask, "Does someone want to do this?", or if that does not work, "Joe, will you research the cost of purchasing a tool kit at three hardware stores and report back to the group at next Wednesday's meeting?"

Requests for action should be specific, include what is to be done and a due date for completion or reporting, and should be recorded in the meeting minutes. Track requests for action and review them at each meeting.

**Review the meeting:** Successful meetings take effort and produce accomplishments. Schedule time near the end of the meeting to review what happened and acknowledge the effort. When people feel good about themselves and what's happening, they are more likely to make an extra effort to get things done.

**Yield the last word:** Invite each person to say whatever he or she wish as a last word for the meeting.

### **Setting Your Committee's Goals and Objectives**

The UUCFW Board of Trustees asks that each committee create annual Goals and Objectives that help advance the Board's goals and your committee's mission. It is beneficial to go through the goal-writing process because it will:

- Help your committee work together with a common understanding;

Leadership hints:

- Watch how people arrange themselves.
- Make sure that they can see each other.
- Watch the energy level of the group.
- Share responsibilities within the group.
- Include those who are left out by asking their opinion.

### **How to Run a Successful Meeting**

Adapted from *How to Run a Successful Meeting*, © 2004, Young Religious Unitarian Universalists

**State the purpose:** It is important to clearly state the purpose of the meeting. Many meetings are doomed before they start by improperly set expectations or no expectations.

**Greetings and introductions:** Greet each person and provide the opportunity for new members or guests to introduce themselves to the group and to meet the other committee members.

**Review the meeting norms:** Help ensure that committee members honor each individual's worth, and treat each other and each other's ideas with dignity and respect, by reviewing Guidelines for Right Relations at Meetings and adopting or revising those guidelines for your meeting.

**Minutes and attendance:** A record of your meeting is important for future reference. Appoint someone to take attendance and minutes. If your committee is a Standing Committee, the minutes should be kept in a binder to pass along to the next Committee Chair.

**Have an agenda:** Ideally, distribute an agenda to committee members in advance of the meeting by email, U.S. mail, or in person on Sunday. If that is not possible, distribute the agenda just after the greetings and introductions. Before you begin the meeting, review the agenda as a group and provide the opportunity for additions and corrections.

**Be on time:** Start and end on time. Set limits for each agenda item. Have a timekeeper. The more you take the meeting seriously, the more

- The Hospitality Team Coordinator is to attend the Membership meetings

### **Lifespan Faith Formation Committee:**

#### **Lifespan Faith Formation Committee Responsibilities:**

- Collaborates with Minister to coordinate programs that nurture the lifelong development of the whole person - body, mind, heart, and spirit - through broad and flexible opportunities for study, exploration, reflection, and spiritual practice.
- Recruits and/or reviews proposals and leaders for Adult programming
- Plans and budgets for activities relating to Adult programming
- Provides small group opportunities so participants can develop relationships with others
- Collaborates with Director of Religious Education to support ways to nurture development of the whole community.

#### **Youth Religious Education Team Responsibilities:**

Work in collaboration with the Director of Religious Education to do the following:

- Develop policy, philosophy, and programming related to the Sunday morning religious education classes for Preschoolers (3 and 4 year-olds) through High School students
- Support Volunteer Youth Coordinator
- Recruit and provides orientation for all teachers
- Share responsibility of greeting on Sunday mornings as a welcoming presence for visiting families
- Plan and implement social and community-building events for the children. This planning also includes multigenerational events which encourages participation for all.

#### **Building And Grounds Committee Responsibilities:**

- Plan and budget for activities relating to the building and grounds
- Maintain and improve building and grounds to provide a safe and pleasing space
- Make improvements or repairs
- Mow grounds and schedule bi-annual clean-up
- Prioritize and coordinate larger maintenance issues

- Organize volunteers to assist in maintaining and improving buildings and grounds
- Prioritize capital projects with the board
- Coordinate recycling
- Committee Chairperson is responsible for recruiting Team Coordinators

**Memorial Garden Team Responsibilities:**

- Plan and budget for activities relating to the Memorial Garden
- Maintain the garden and add plant material or hardscape as needed
- Assist the Minister with the interment of the ashes
- Work with the Congregational Administrator to add the decedent’s name, birth date, and date of death on the brass plaque that is permanently affixed inside the Meetinghouse
- Team Coordinator is to attend the Building and Grounds committee Meetings

**Gallery Team Responsibilities:**

- Plan and budget for activities relating to the Gallery
- Make Unitarian Universalism more visible in the community through Gallery shows
- Provide a venue for local artists and display a variety of art
- Sell art on display
- The Gallery Team Coordinator is to attend the Building and Grounds Committee meetings

**Social Action Committee Responsibilities:**

- Plan and budget for activities relating to social action
- Work to ensure that our outreach exemplifies the values embodied in the UUA statement of Principles and Purposes and our congregation’s mission statement
- Coordinate planning in regards to social concerns, community responsibility, peace and justice
- Support Wellspring and their programs through collections for their food pantry, support for summer camp, and special projects
- Coordinate and lead social action and outreach events
- Respond to suggestions from the congregation and/or organize activities and events on their own initiative.

**How Do Meetings Work?**

Adapted from *How to Run a Successful Meeting*, © 2004, Young Religious Unitarian Universalists

**What is the job of the Chairperson?**

The job of the Chair is to facilitate the group and keep the process moving along smoothly.

Facilitating meetings can be a stressful, frustrating experience. But when the meeting goes smoothly and the group feels good about what it has accomplished, the role of facilitator can be a very satisfying one. Here are some hints that may help you:

- Know your role: A facilitator is not a spectator or direct participant, nor is she/he a dictator. A good facilitator is like a midwife, guiding the group with a minimum amount of pain. But a good facilitator is also a stress-artist; some conflict is inevitable, and the facilitator can utilize the energy it produces to bring the group to creative, satisfying solutions.
- Be aware of the group: As facilitator, you must consider yourself responsible for the feeling and outcome of the meeting. Be aware of the needs of the group. If people are tired or stressed out, encourage a short break or energizing activity (e.g., a stretch). If people are hyper and rowdy, don’t be afraid to assert yourself and take a little more control than usual (but try to focus their energy to resolve some particularly difficult issue).
- Be attentive to leader/group power relationships: The most successful leadership styles match the expectations of the group. If the group expects or needs a great deal of directive leadership but receives only a little, tension will arise because of a leadership vacuum, and the group will founder. But if the group wants little directive leadership while the leader gives them much, there will be a “turf fight” for power. Remember, it is not your job to solve the problems before the committee; it is your job to create an environment in which they can be effectively resolved.
- In short, be calm, creative, relaxed, and non-dogmatic, open to process suggestions from the group. But make sure that everyone in the group understands whatever process you decide to use at any given time.



**Sample Board Report:**  
**(Template provided)**

*UUCFW*  
*Monthly Committee Report*

Date \_\_\_\_\_

Committee: \_\_\_\_\_

Teams: \_\_\_\_\_

*What is currently happening, including activity over the past month, on your Committee, together with specific Team activity?*

*What are the Committee's plans for the next month?*

*Do you have any concerns about what is happening in your Committee?*

*Do you have any concerns about what is happening in your Teams?*

*Are there any items in your committee/teams that require Board Action?*

- Raise and maintain awareness of peace and justice issues in the congregation
- Organize UU presence at rallies and meetings in the community
- Coordinate Third Sunday Collections
- Invite congregation once or twice a year to share their interests for social action

**Finance Committee Responsibilities:**

- Review the congregation's finances each month and report findings to the Board
- Create the budget for the Annual Pledge Drive based on committee requests. Communicate results with Annual Pledge Drive Team Coordinator.
- Use Board of Trustees goals for Annual Pledge Drive to create the annual operating budget; present to Board and Congregation for approval.
- Provide fiscal oversight and debt management
- Make recommendations to the Board on the use of new funds and where to charge unforeseen expenses
- Schedule audits/financial reviews
- Review quarterly Scrip reports
- Plan for long-term, sound fiscal management of the congregation

**Stewardship Committee Responsibilities:**

- Collaborate with Minister promote a culture of gratitude and abundance in which our beloved community can grow and prosper
- Work to make stewardship, the careful and responsible management of something entrusted to our care, an integral part of our congregation. This may be, though not limited to, educational programming, newsletter communication, worship opportunities.
- There are a number of different teams working under the Stewardship umbrella to promote our work. The teams include: Annual Pledge Drive, Fundraising, Scrip.
- In the absence of a team leader, the Stewardship Committee will recruit/review proposals for Fundraising.
- Collaborate with Executive Team of the Board to recruit for Annual Pledge Drive Team.

**Annual Pledge Drive Team Responsibilities:**

- Plan and budget for activities relating to the Pledge Drive. communicate schedule to Board, Minister, and Finance Chair.
- Invite members and friends to support the programs of the church through generous annual gifts.
- Conduct the canvass Annual Pledge Drive according to timeline expectations in the Financial Policy.
- Maintain careful records of giving and confidentiality regarding pledges.
- Work in collaboration with the Board and Minister to ensure the canvass is aligned with Board and Ministerial goals.
- Report Annual Pledge Drive results to the Finance Committee and Board as soon as possible.

**Fundraising Team Responsibilities:**

- Approve all fundraising plans with the exception of the garage sale, auction, brunch, gourmet dinners, and Soup Sundays.
- Coordinate the scheduling of fundraising activities within the congregation.
- Provide support for event coordinators.

**Scrip Team Responsibilities:**

- Raise funds to reduce the roof debt through the sale of Scrip cards
- Implement and follow the Scrip Process Guidelines
- Increase sales to congregants and friends
- Report sales figures to the Board of Trustees and the congregation each month

**Endowment Committee Responsibilities:**

- Raise gifts for the endowment fund
- Receive designated gifts and bequests for the congregation
- Invest and manage the endowment funds of the corporation
- Manage designated gifts and bequests to the corporation
- Make quarterly reports to the Board

**Nominating Committee Responsibilities:**

- Meet with the President of the Congregation no later than May 31 to review relevant Bylaws, learn about known vacancies to be filled, and elect a chairperson.
- Determine if existing chairpersons are willing to continue in their role for another year.
- Recruit qualified candidates for key leadership roles in the congregation.
- Work on a year-round basis to fill vacancies for committees.
- Make a preliminary report on the proposed slate to the Board in August and a final report at least 25 days before the Congregational Election in November. This shall include board members and officers and committee chairpersons.

**Committee On Ministry Responsibilities:**

- Serve as an advisory group for the Minister and the congregation to strengthen our shared ministry both in and of the congregation.
- Facilitate the shared ministry between the Minister and the congregation.
- Communicate periodically with the Board of Trustees and the congregation.
- Address ideas and concerns about the ministry of the church and work towards facilitating solutions to identified problems.
- Serve as a reflection group for the Minister throughout the year and, especially, during the annual evaluation.
- Promotes the well-being of the congregation's total ministry.
- Assess the effectiveness of every facet of the congregational ministry and report the findings each year to the Board of Trustees.
- Promote opportunities to deepen the congregation's mission and covenant.
- Respond to issues that might have an adverse effect on the congregation's ministry.