

Unitarian Universalist Congregation  
Blacksburg, Virginia

# **Policy and Procedures Manual**

## **Part II**

### **Organizational Structure: Officers, Committees, Activity Leaders, and Support Personnel**

**Updated March 2017**

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# **Introduction to Organizational Structure**

Part II of the Executive Board's Policy and Procedures Manual addresses the organizational structure of the Congregation. This includes the descriptions of officers and the listing of the responsibilities of all existing committees and activity leaders. Support personnel are included since they function in conjunction with the Board and committees. Personnel policies are addressed in Part III of the manual.

Administration of the Congregation is carried out by an elected Executive Board (the Board), an elected Board of Trustees (Trustees), and various committees. Committees are organized into an integrated structure consisting of Committees of the Board and Activity Areas, each of which has its own committees and/or task groups.

The governance structure and components of the UUC are described in greater detail in the document HOW OUR CONGREGATION WORKS.

## **Section I. Executive Board**

Membership and general responsibilities of the Board are given in the Bylaws (Article VI-E). The Board meets monthly to discuss and make decisions regarding matters of Congregation management, operations and policy.

### **A. Duties and Responsibilities of All Board Members**

1. Review the information in this manual and Bylaws.
2. Facilitate communication between the Congregation, committees, and the Board.
3. Provide ongoing support and supervision of Committees of the Board.
4. Help identify and develop the next generation of leadership.
5. Approve a proposed annual budget which is sent to the Congregation for final approval, authorize the Nominating Committee, and approve the slate of candidates for Congregational offices.
6. Attend monthly meetings of the Board. If a Board member misses three regularly scheduled meetings of the Board, the Board by a majority of the Board members may ask the individual to resign.
7. Review the previous month's meeting minutes, the current month's financial statements, reports from the President, Minister, DLFD and Administrator, and meeting agenda prior to the meeting and come prepared to discuss items.

8. Vote on matters presented at Board meetings and vote by e- mail or telephone on specific issues that arise between Board meetings which must be resolved before the following Board meeting.
9. On occasion, handle specific assignments such as: convene Sunday services, review and edit Board documents, chair or be a member of ad hoc committees, attend District functions, solicit Congregation volunteers for specific tasks, write articles for the newsletter, present findings or give status reports to the Board, etc.
10. Attend Board member orientation training, the annual Board retreat and workshops relevant to Board responsibilities.
11. Attend a high percentage of Congregational events.

## **B. President**

While the position of president is a one year term elected by the Congregation, it is in fact, a two year commitment as the individual first serves as President-Elect and then as President. Terms of office are defined in the Bylaws. (Article VI-E) Duties and responsibilities include:

1. Provide and sustain ongoing leadership and vision for the Board and the Congregation as a whole in coordination with the President-Elect.
2. Chair Congregational meetings in accordance with the Bylaws as well as other meetings intended for the entire Congregation. Present the annual budget to the Congregation.
3. Act as the chief lay spokesperson in dealing with the general public and media.
4. Call a meeting and meet with the Minister, Board Secretary and President-Elect monthly to develop the Board meeting agenda.
5. Revise proposed agenda in accordance with agenda-planning discussions, and transmit finalized agenda to the e-mail monitor and all Board members. Agendas should also be sent to invited guests.
6. Chair monthly Board meetings.
7. See that Board tasks are completed.
8. See to or delegate planning for Board Retreat including meals, facilities, facilitator and agenda and for Board orientation training.
9. Submit the annual budget for Board Retreat and Board training.
10. Convene Sunday services no less than once each quarter.

11. Respond to expressed concerns of the congregants as they relate to congregation governance.
12. Write a monthly article for the UUC newsletter.

### **C. President-Elect**

Serves a year as President-Elect, followed by a year as President. Responsibilities include serving as a member of the Board, attending monthly pre-agenda meetings, convening and leading the Program Council meetings, learning and utilizing *The Standard Code of Parliamentary Procedures*, and carrying out special tasks assigned by the President. Other specific duties are:

- Chair the Nominating Committee
- Attend and help plan Board retreat.
- Help develop and attend orientation training for new Board members.

### **D. Treasurer**

In addition to being a Board member, the Treasurer is the chief financial officer of the Congregation. As such, this individual is an ex-officio member of the Finance Committee (See committee responsibilities below) and a liaison with the Bookkeeper (see responsibilities of Bookkeeper below). In addition to this, the Treasurer duties include:

1. Analyze financial conditions on a monthly basis and report to the Finance Committee and the Board.
2. Prepare draft budget in conjunction with the Finance Committee for submission to the Board.
3. Sign all checks.
4. Mail payments to recipients, i.e. electric, gas, employees, etc.
5. Inform bookkeeper of new pledges.
6. Send bookkeeper new budget before new budget year begins.
7. Coordinate stock transactions with broker and bookkeeper.
8. Review monthly bank statements before sending on to the bookkeeper.
9. Mail quarterly pledge reports to members and friends based on bookkeeper's reports.

10. Submit quarterly financial reports to newsletter editor.
11. Prepare year-end acknowledgments of contributions itemized by type, i.e. pledge, WVTF, special fund drives, etc. The letter is signed by the Treasurer.
12. An Assistant Treasurer, whose duties are assigned by the Treasurer, may be appointed by the Treasurer subject to confirmation by the Board.

## **E. Secretary**

The Board Secretary is an elected member of the Board serving a two-year term. There is no term limit for the Secretary position. The Secretary records minutes of meetings, is a voting member of the Board, is in charge of updating the Policies and Procedures Manual, and attends the Board Executive Committee Meeting monthly.

## **F. At-Large Board Members**

There are three at-large board members, elected on a staggered basis for two year terms. Their duties and responsibilities are as described in Section A.

## **Section II: Board of Trustees**

(Congregation, 5/21/06)

The Board of Trustees consists of three members elected by the Congregation to serve at the pleasure of the Congregation. Details of Trustee duties and responsibilities are in the Bylaws (Article VI.D). The Trustees will submit an end of year report to the Board that will be appended to the Board minutes.

The Board of Trustees act as the legal entity of the Congregation responsible to the Commonwealth of Virginia for the fiduciary management of real estate and the fiscal integrity of the Congregation. The Trustees shall act with the advice and consent of the general Congregation to execute any mortgages, deeds of trust, and other security obligations for the Congregation.

## **Section III: Committees of the Board**

Committees of the Board report directly to the Executive Board. Members are selected and approved by the Board; they elect their own chairs. The Board approves the Chairs of Committees of the Board. The Committees of the Board are the following:

## **1. Finance Committee**

The Finance Committee shall consist of a Chair, and three to five additional members of the Congregation. The Congregation Treasurer serves as an ex- officio member of this committee. The Finance Committee is to:

- Prepare a tentative budget with Treasurer for approval by Board and Congregation.
- Regularly review reports of financial activities and budget and make recommendations to the Board for changes and exceptions as needed.
- Perform an annual informal audit of the Congregation's financial records and provide a written report to both the Trustees and the Board.
- Review and recommend to the Board as needed, issues that involve the financial situation of the Congregation.
- Coordinate additional fund raising activities on an *ad hoc* basis.
- Develop for Board approval and maintain records of procedures for all financial matters of the Congregation.

## **2. Stewardship Committee**

This committee is responsible for conducting the annual pledge campaign. The Stewardship Chair is appointed by the Board and is responsible for coordinating with the Minister, President, Treasurer and Finance Committee to raise funds for the annual budget of the UUC.

The Stewardship Committee is a standing committee; its members, 6 to 10 in number including the Chair, will be responsible for the following activities:

1. Recruit and train canvassers;
2. Determine the design and strategies;
3. Keep the Board informed regarding those strategies and recommend the timelines;
4. Recruit and train three or four at-large stewards who will make canvass calls on new members who have not made a pledge within eight weeks after they sign the Membership book;
5. Provide a written annual report to the Board and Congregation with an analysis of the strategies and results of the year's activities with recommendations for future plans.

The Committee may engage other members or friends of the

Congregation as consultants for specific tasks or projects.

### **3. Treasurer's Teams**

The following teams are under the purview of the Treasurer. They are not committees of the board.

#### **A. Auction Team**

The Auction activities person is responsible for coordination of all functions for an annual auction. The leader may have assistants in carrying out the following task/activities:

- Plan and conduct the auction event, including planning for refreshments and entertainment.
- Engage an auctioneer.
- Obtain donations of goods and services for the auction.
- Collect all amounts due from successful bidders.
- Maintain an accounting system for donations and final bids on auctioned items.
- Coordinate the disposition of all goods and services donated for the auction.
- Provide a written report to the Board and Finance Committee within one month after the auction.

#### **B. Grocery Gift Cards Team**

The Grocery Gift Card (Scrip) Program's purpose is to raise funds by the sale of scrip or debit cards that can be used as cash at local supermarkets. The individual may have assistants in carrying out the following tasks:

- a. Recruit members to set a table to sell grocery gift cards each Sunday.
- b. Obtain grocery gift cards from area supermarket stores.
- c. Coordinate and train volunteers to sell grocery gift cards on Sunday mornings.
- d. Deposit proceeds into grocery gift card bank account each week.
- e. Account for receipts and disbursements for grocery gift cards and provide this information to the bookkeeper on a regular basis.
- f. Periodically inform the Congregation of the procedures and purpose of the program.
- g. Periodically (at least annually) transfer proceeds to the main

Congregation account, retaining sufficient funds for purchasing additional grocery gift cards.

h. Review account statements with Finance Committee quarterly.

#### **4. Denominational Affairs**

Denominational Affairs Team: This person or team serves as the Congregation's liaison to the Regional and National UUA organizations. It publicizes denominational events and promotes them to the Congregation. Responsibilities include:

- Advertising for General Assembly (GA).
- Recommend to the Board who should be delegates and alternates.
- Meet with GA delegates and the Minister prior to GA to parse out who will attend which workshops for the best benefit to the UUC.
- Advertise other conferences, including Blue Ridge Cluster events and workshops, and encourage attendance.
- Inform the Congregation on all relevant news and requests from UUA headquarters and the Regional office.

#### **5. Leadership Development**

The Leadership Development committee has the responsibility of seeking and developing leadership in the Congregation.

The Leadership Development Committee, in consultation with the Executive Board, shall prepare a list of at least one nominee per office for the elective offices of the Congregation to be filled, and shall recruit persons to serve as leaders and coordinators. This Nominating Committee is chaired by the President-Elect. The Leadership Development Committee may also choose to undertake other activities that support lay leadership in the Congregation.

Establish and maintain a Congregational database detailing individual's gifts, interests and potential leadership.

#### **6. Strategic Planning**

The function of the Long-Range Planning Committee (LRPC) is three-fold:

- Assess the continued appropriateness of the Congregation's goals, as set out in the Long-Range Plan (2-5 years).
- Track progress toward attaining those goals.
- Update the 5-year plan as needed.

The President, in consultation with the chair and the minister will appoint up to six additional members of the long-range planning committee. The president and the minister are ex-officio members of the committee. The terms shall be overlapping such that each year no more than half the members are replaced.

The committee's purpose is to maintain a long-range plan (LRP) that will guide the Congregation as a vital and welcoming spiritual community. The plan should emerge from the collective wisdom of the Congregation members and friends as well as from the committee itself. As such, the committee will engage in a continuous process of LRP maintenance. Regular meetings (at an interval set by the committee members) will be held, such that each section of the plan is addressed once per year. In addressing each section the committee will:

1. Assess issues that may affect the goals expressed in that section (e.g., anticipated changes in congregation size, costs of operation, and revenues);
2. Review the section with appropriate/affected committees (e.g., through direct communication) in order to
  - a. gather feedback,
  - b. offer input, and
  - c. assess progress;
3. Update the section as needed;
4. Share the updates on a quarterly basis with the board; and
5. Record changes-made, issues-of-concern, and progress- achieved for inclusion in an annual report to be made available at the annual congregational meeting.

The plan should embody statements of mission, vision, and covenanting, as well as specific goals and related objectives.

The LRP should address but not be limited to the following general areas:

- Property and buildings
- Worship services and ministry
- Personnel resources
- Church finances
- Church governance
- Individual and collective needs of the congregants
- Outreach, including religious education, social action, and the role

of the Congregation in the larger community

- Relationship to the Unitarian Universalist Association and the District

The committee should engage external consultants only with the consent of the Executive Board. (Board 7/10/08)

## **7. The Committee on Ministries** (Board, 3/13/14)

The Committee on Ministries (COM) is a Committee of the Board that reviews and supports the various ministries of the Congregation, with the intention of strengthening the health and wellbeing of the Congregation as a whole system.

The COM is charged with considering how the Congregation is living into its vision and mission in the world and creating opportunities for strengthening communication in the life of the Congregation.

The COM is composed of six members, each serving 2 years. Rotation shall be one or two members per year. In case of vacancies the Minister and President shall bring names to the Board equal to the number of vacancies for Board approval.

The COM will serve the following functions:

- Aid the Minister by being available for counsel
- Keep the Minister advised of conditions within the Congregation as they affect relationships between the Minister and members
- Address conflicts raised among members/friends or between the Minister and a member/friend
- Interpret to the Congregation the nature and scope of the work of the Minister, including clarification of role expectations and realistic priorities
- Submit an annual compensation recommendation of the Minister to the Finance Committee and Board
- Support the Minister's planning for continuing education and other professional development
- Conduct comprehensive assessments of the Congregation every 3-5 years
- Attain feedback from congregants to proactively reflect upon and support the shared-ministries of the Congregation (including Religious Education, Social Justice, YRUU, Membership/Connections and Small Group Ministries, etc.)

## **8. Committee on Right Relations (Board, 11/8/12)**

The committee will consist of at least 3 members with the following charge:

1. This committee will have responsibility for ongoing pro-active and pre-emptive education and enabling of congregation-wide right relations practices.
2. This committee will establish and staff a confidential, safe, and appropriate place to which any person, committee, council, or the Board itself may refer issues of strained policy governance.
3. It will recommend to the Board, via the Council on Fellowship and Governance, policy or program modifications that may be indicated as a consequence of executing the first two charges.

## **9 .Personnel Committee**

The Personnel Committee consists of at least three members, one of whom is also a Board member. The committee develops, reviews, and recommends personnel policies to the Board. It also makes recommendation to the Board on various personnel matters pertaining to hired staff. Specific responsibilities include:

1. Review personnel policies annually and, when needed, make recommendations to the Board for changes.
2. Work with supervisors in creating position descriptions and developing and hiring all staff positions, with the exception of the minister.
3. Sit with supervisors for annual review of employees, if or when requested.
4. Receive and review annual employee evaluations.
5. Hear grievances as outlined in the Personnel section in Part III of this manual.
6. Conduct exit interviews when considered appropriate.
7. Prior to final budget development, meet with staff that receive both salary and benefit compensation, and advise Board of recommended agreements.
8. Write committee report prior to annual meeting.

The minister shall be an ex officio member.

## **10. Ad Hoc Committees and Activity Tasks Leaders**

From time to time the Board may appoint *ad hoc* committees and task leaders to research, perform or oversee special projects. These groups will be established, directed and dissolved by the Board. Ideally committees are comprised of two or more people who meet on a regular basis to plan activities that address areas of Congregational need. Task groups focus on addressing a finite task, recruit people to carry out that task and meet occasionally or never. Tasks may be carried out by one person or a group.

## **11. Responsibilities Common to All Committees**

- Provide relevant information for the Sunday bulletin and the newsletter.
- Prepare an annual written report to the Board prior to the end of the Fiscal Year.
- Prepare and submit to the Finance Committee an annual budget and then administer the approved budget.

## **Section IV. Standing Committees**

Standing committees carry on the work of the Congregation. They may be year-long appointments or exist for a time limited task. The function of the committee may be carried out by a group that composes the committee or by a single individual or two. The committee chair or task leader is responsible for getting the job done.

### **A. Lifespan Faith Development**

Lifespan Faith Development (LFD) programs are administered by the Director of Lifespan Faith Development (DLFD), who is supervised by the minister and reports to the Board. Further staff support is provided by the LFD Assistant, who reports to the DLFD.

(Note: Policies and Procedures relevant to the administration of the LFD program are contained in a separate LFD Policy Document.)

#### **1. Sunday Circle Committee**

Sunday Circle meets twice a month on the 1st and 3rd Sundays from 9:30-10:30 AM for stimulating discussion prompted by a leader or speaker. Topics vary according to the planning committee.

## **2. Small-group ministry/covenant groups**

Any group may be formed by interested members of the Congregation. An example is the Woman's Breakfast Group. The covenant groups follow a specific structure, and covenant group leaders are trained by the Minister and agree to meet with the Minister at regular intervals. A group consists of six to 10 people who may share an interest in a particular topic or activity or they may simply want to have a focused time for deeper conversation with others who share their values. The UUC web site contains up-to-date information on all current covenant groups.

## **3. Yoga**

Yoga occurs weekly on Wednesday afternoons. There is no instructor, but a group of participants welcome those who wish to practice as a group.

## **4. Meditation**

Meditation is a weekly Tuesday evening event. Participants sit in silence.

## **5. Library**

The Library person/committee is responsible for maintaining the library. This involves such activities as:

- Submit a proposed annual budget for library acquisitions.
- Solicit suggestion from various committees, activity/task leaders and individuals for purchases.
- Purchase books, tapes, etc. with an emphasis on Unitarian Universalism, general religious topics, other religions, and philosophy for all ages of the Congregation.
- Process materials into the library system that are purchased or donated with children's books put in the children's library. Establish policies for lending materials.

## **6. Hospitality Task Force**

The Hospitality activity task force is responsible for providing beverages after each Sunday service and for stocking certain supplies for other events. This includes:

- Keep a stock of coffee, tea, sugar, cream, etc. in the kitchen.
- Keep a cupboard stocked with paper plates, cups, plastic cutlery, napkins, etc.

- Insure the kitchen and floor are cleaned of food and drinks and equipment is put away after the coffee hour.
- Recruit helpers as needed.

## **B. Worship**

### **1. Worship Services & Associates Committee**

Works closely with the Minister to reflect upon and develop the year's worship calendar around broad monthly theological themes. Members should have willingness to collaborate, create and engage in theological reflection.

The Worship Services & Associates Committee (WSA) duties include:

- Participating in brainstorm session and WSA Retreat with Minister to develop the overall worship calendar.
- Meeting regularly for Worship Reflection with the Minister.
- In conjunction with Minister, coordinating Worship Associates for services when Minister is not leading on a Sunday

### **2. – Worship Associates & Worship Associates Program**

Worship Associates play a visible, active role in Worship on Sunday mornings with the Minister.

Worship Associates (WAs) duties include:

- Meeting with the Minister in advance of the service for which they are the WA in order to discuss the theme of the particular service and develop role for the WA in the service.
- Providing feedback to the Minister and WSA on highlights and challenges of being a WA on Sunday mornings.
- May lead a service when Minister is not present
- May support a guest Minister or speaker when the Minister is not present.
- Attending 1-2 Worship Associates Retreats or Trainings with the Minister each year to maintain a continuous quality of worship and

to build skills including liturgical creativity and Sunday morning WA presence.

### **3. Sound system**

The Sound System Leader is responsible for all technical sound systems used during a Sunday service and scheduled meetings of the Congregation. This individual will:

- Recruit and train people to run the sound system and record the Sunday service.
- Arrange for purchase of supplies (tapes, batteries, etc.).
- Ensure the equipment is in good working order.
- Date and list topic of each Sunday service recorded.
- Prepare and upload podcasts of sermons.

### **4. Chalice lighters/flowers**

The chalice lighters/flower task team is responsible for flowers being present for each Sunday service and special occasion services and for encouraging members and friends to participate in lighting the chalice. The individual will recruit members and friends of the Congregation to provide the flowers and to light the chalice.

## **C. Member services**

### **1. Caring**

The Support Program provides support and services to comfort members and friends in need. The caring activities are thoughtful gestures that recognize, celebrate, or soothe life's passages. The Committee fosters a spirit of community by encouraging us all to minister to our fellow members and friends of the Congregation. The Committee's responsibilities include:

- Work with the minister to keep abreast of the personal needs of people within the Congregation.
- Provide meals, transportation, emergency assistance or other support a member might need, being respectful of that member's wishes.
- Send cards and other items of support to members and friends as they experience life's passages and significant events.
- Encourage the Congregation to participate in the shared

ministry.

- a. Job Squad – no actual charge for these 4
- b. Surviving Spouse/Partner Support
- c. Visitor’s Program
- d. Lay Pastoral Team

## **2. Memorial Garden Committee**

The Memorial Garden Committee exists to help members and friends make end-of-life decisions, to provide ways to memorialize loved ones, and to honor members who have died. The Memorial Garden Committee oversee the construction, maintenance, regulation and use of the memorial garden. The Committee shall consist of no fewer than five members or friends of the UUC appointed by the Board. The Board shall fill vacancies as they occur. The Committee shall maintain appropriate records of the subscribers, niches and persons whose ashes are interred on the grounds, assist persons recording biographical data in the Memorial Book, provide price list updates, approve eligibility and appropriateness of memorial garden items, oversee garden maintenance and shall attend to other matters as may be deemed appropriate by the Board. The Committee shall meet at least quarterly.

## **3. Greeting**

The Greeting task force greets visitors, guests, members, and friends at the door as they arrive for each Sunday service. The individual recruits greeters to assist and to see that greeters:

Extend a warm hand and warm smile while helping old and new feel welcomed and become integrated into the Congregation.

- Ensure greeters are at each Sunday service to welcome visitors and offer nametags and visitor packets.
- Try to obtain names, addresses, phone numbers of visitors by getting them to sign the visitor book.
- Direct families with children to the DLFD or an RE teacher so kids can be welcomed into the program and feel at home.
- Send a welcoming note to each visitor.
- Attempt to introduce visitors to others during the coffee hour so that they meet people and feel welcomed.
- Count the number of people in the Fellowship Hall, and enter it in the tally book.

#### **4. Connection Committee**

The Connection Committee's mission is to reach out, embrace, and support those who are seeking a religious community and an understanding of truth and meaning. The Connection Committee sets the tone in welcoming and encouraging all without regard to race, ethnicity, sexual orientation or political persuasion. Membership involves recruitment and retention of members and friends. Committee responsibilities include:

- Support the Minister in facilitating membership growth and strength.
- Work with the Administrator and Minister to maintain mailing and contact lists.
- Hold New Members classes at least twice a year.
- Maintain the welcoming and neighborhood friends program. Write up-to-date "New Member..." section for Newsletter.
- Provide "New Member packets".
- Evaluate satisfaction levels of all members and friends and report to Board. In the case of inactive and non-contributing members, work with the minister or appropriate persons to determine the causes and to remove roadblocks to meeting the needs of all interested members and individuals.
- Sponsor activities that encourage visitors to become active friends/members.
- Provide other support to members and friends as determined by the committee.

#### **5. Outreach**

The Outreach task creates and promotes a wide, positive awareness of the UUC in the New River Valley so that like-minded people will become acquainted with our principles and purposes and become interested to learn more. The responsibilities may be divided among several individuals. They include:

- Coordinate the WVTF radio corporate sponsorship fund drive twice a year.
- With the Administrator, advertise the UUC to permanent residents and students in the New River Valley, especially in the fall when people first come to the area.
- Provide letters and/or literature to targeted audiences.

- Generate press releases to local and regional newspapers and radio announcements about special events within the Congregation.
- Encourage the Congregation to provide activities that will benefit or appeal to the larger community.
- Facilitate Congregation connections with other community groups and churches.
- In conjunction with the Buildings and Grounds Committee, help with the design and placement of signs or posters which will facilitate easy access to the Congregation building and its programs.
- Consult with the Finance Committee regarding ideas for community fundraising events.

## **6. Communications Committee**

The Communications Committee has responsibility for following the Website Policy, for establishing procedures, and for establishing priorities for uucnr.org, as well as the content and design of the website. Policies and procedures will be reviewed by the committee at least once a year and changes will be approved by the Board.

## **D. Community Outreach**

### **1. Social Action**

The Social Action area involves justice work and service outside the Congregation. The Social Action Committee functions as the coordinator of task forces of the Congregation that are designed to address specific issues and needs resulting from social injustices, deprivation or catastrophes

Matters of social concern may be addressed through the formation of a group of like-minded people who take on a project of their own choice. Those who are motivated to oversee and organize such groups together comprise the Social Action Committee.

### **2. Food pantry**

The Interfaith Food pantry is a task that involves a coordinator and volunteers who staff the pantry on our designated day(s). The task involves:

- Recruit volunteers to staff the pantry during the designated day.

- Maintain the schedule and provide substitutes when necessary.
- Work with the pantry coordinator to provide our share of services and supplies.

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## **E. Buildings & Grounds**

### **1. Building upkeep**

The Building Upkeep task person is responsible for the maintenance of the interior of the Congregation building. The individual may recruit assistants to help:

- Maintain and repair the existing Congregation building and its fixtures including plumbing, heating, electrical, lighting, and structural systems.
- Maintain and repair and/or replace appliances and furniture owned by the Congregation; e.g. kitchen equipment, tables, chairs, etc.
- Clean and paint the interior of the Congregation building as necessary.
- Provide appropriate information to the Trustees concerning major revision and for protecting the capital investment of the building.
- Provide the Board with information concerning energy consumption and sound utilization of all utilities.

### **2 Grounds Committee**

The Grounds Committee is responsible for the exterior grounds around the Congregation building. As such the Committee:

- Organizes and supervises work parties to plant and maintain trees, shrubs, and flowers on the grounds.
- Arranges for lawn mowing on an as needed basis.
- Recruits people to work to maintain the grounds.
- Purchases or solicits donations for trees, shrubs, and flowers.
- Solicit the opinions and desires of UUC neighbors regarding landscape choices as appropriate.
- Participates in long-range planning for landscaping the grounds.

### **3. Committee on the Visual Arts (COVA)**

The Committee on the Visual Arts (COVA), formerly the Art

Selection Subcommittee of Building & Grounds, is a standing committee which works closely with B&G in scheduling and selecting methods and materials for art exhibits and installations in the UUC building.

The purpose of the COVA is to promote the mission and vision of the UUC through the selection and display of artwork that enhances the spiritual and intellectual experience of members and guests. The Committee is charged with selecting, installing, overseeing, and maintaining art objects in designated areas of the UUC Meeting House. More specifically, the Committee is to select and install semi-permanent art for the main entrance and main meeting hall that will reflect the life, spirit, and purpose of the UUC. In other areas of the building, the Committee will arrange for time-limited exhibits that are changed from time to time during the church year. These "rotating" exhibits will beautify the UUC space, enhance the experience of members and guests, and facilitate outreach to the local community.

In fulfilling its purpose and meeting its charge, the COVA will:

- Recommend to the UUC Board improvements that will enhance the aesthetics and proclaim the purpose of the building.
- Bring policy recommendations to the Board with regard to the selection and placement of art both semi-permanently and for limited time in agreed-upon areas of the UUC building.
- Arrange for loans and purchases of artwork and manage donations of artwork according to existing UUC policies and procedures.
- Make a good faith effort to involve members of the Congregation and various committees and interest groups within the UUC in the selection and placement of art objects.
- In soliciting and selecting art, include artists and perspectives from diverse ethnic, cultural, and socioeconomic backgrounds which may be outside the experience of many members of the Congregation.

## **Section V. Support personnel**

### **A. Director of Lifespan Faith Development**

The Board shall employ a part-time Director of Lifespan Faith Development (DLFD) to oversee religious education spanning all ages. The DLFD collaborates with the minister and the LFD task force to create

LFD policy and to carry out LFD program operation and development. Specific details are referenced in Personnel Policy in Part III.

## **B. LFD Assistant**

The Director of Lifespan Faith Development (DLFD), upon authorization by the minister, may hire an assistant. The LFD Assistant provides both administrative and program assistance to the DLFD and reports to the DLFD

## **C. Administrator**

The Administrator is hired by the Executive Board and is responsible to the Minister and the Executive Board. The specific employment details relating to the Administrator are referenced in the Personnel Policy in Part III. The Administrator assists the Board in carrying out the administrative tasks to ensure the day-to-day operation of the Congregation. The position is part-time.

## **D. Choir Director**

**Requirements:** Training and experience to carry out the duties below.

### **Responsibilities (Average 8 hours per week):**

- conduct choir rehearsals on a weekly basis and direct the choir at bi-monthly Sunday services from mid-August through mid- June each year
- choose music for the choir, in coordination with the minister and other service leaders
- prepare choir for special services and/or musical events (optional and at the discretion of the Choir Director)
- submit publicity information (ex., for the Sunday bulletin or newsletter) to the Administrator for upcoming service music, rehearsals, and any special services/musical events
- submit a yearly budget for music line items
- provide the Board with reports (ex., choir updates) or other pertinent information, as requested
- recruit and prepare additional musicians as occasional adjuncts to the choir and/or Sunday services, as needed
- perform additional duties, as assigned by the Minister and as needed, that are consistent with the purposes and position of Choir Director

## **E. Sexton**

The sexton's position will be supervised by the Minister. The sexton's responsibilities will be defined annually and elaborated in the sexton's contract.

## **F. Facilities Coordinator**

The Facilities Coordinator is responsible for:

- Monthly walk through of the facilities using a checklist provided by the Building committee including a written report to the Administrator
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- Replacing any light bulbs, backup batteries or filters needed.
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- Performing small electrical, mechanical and painting repairs.
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- Scheduling, meeting, admitting and assisting service technicians for the fire alarm system (annually), sprinkler system (twice annually) backflow preventers (annually), HVAC system including filters (four-times annually), and fire extinguishers(annually).
- Scheduling, admitting and assisting repair technician visits on an as needed basis including carpet cleaners, plumbers, electricians and window cleaners.
- Meeting with outside contractors such as the cleaning service, lawn service (in season) and snow removal service (in season) on a regular scheduled basis.
- Close coordination with the Sexton to assure smooth operation and safety of the facilities. Responsible for realigning chairs in the main room weekly as needed.
- The coordinator reports to the administrator. The coordinator is responsible for other duties as assigned by the Administrator or B&G Chair. The coordinator attends B&G meetings.

## **G. Independent Contracted Services**

Please refer to Part III, Section II. Other Personnel: Independent Contractors. A letter of agreement consistent with the policies and guidelines detailed Part III, Section II is the expected procedure.