

# Guide to FUSP Positions and Committees

This guide is a summary of information about all FUSP positions and committees. It contains descriptions of each position and committee, information about the composition and selection of committee chairs and members, and other information that may be used by the Nominating Committee and by other FUSP groups.

All positions and committee membership terms start at the beginning of the church year (July 1).

This guide attempts to document the current practice of committees at the time of writing. Keep in mind that committee descriptions, like the committees themselves, change constantly to meet the needs of our congregation, to draw upon the strengths of their members, and to meet new circumstances.

Refer to the Bylaws for additional information about FUSP positions and committees. The Bylaws always take precedence over the information contained here; this guide is intended only as a supplement to the Bylaws.

**Note:** All committee chairs (elected and special) are also members of the Church Council.

## **Third Edition**

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### **Our Mission**

The Mission of the First Unitarian Society of Plainfield is to provide a spiritual home and a caring community for a richly diverse and welcoming congregation.

We strive to:

- Live our Unitarian Universalist principles;
- Open our hearts and doors to all;
- End racism in all its forms: individual, institutional, and cultural;
- Foster membership growth and individual development;
- Educate people of all ages about our values;
- And act on those values for the betterment of our communities.



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## Officers and Board of Trustees

The policy-making and executive powers of the Society are vested in the Board of Trustees. This board consists of six (6) Trustees who are Members of the Society, representing the Society at large, plus the President, Vice-President, Secretary, and Chairs of the Finance Committee, the Religious Education Committee, and the Denominational Affairs Committee.

The Executive Committee of the Board of Trustees consists of the President, Vice-President, Board Secretary and the Finance Committee Chair. This committee is empowered to act for the Board of Trustees in emergency situations when it is not possible to obtain a quorum of the full Board.

The Officers of the Society are the President, the Vice-President, the Secretary, and the Finance Committee Chair. Election is by the members of the Society at the Annual Meeting upon nomination as provided in the By-Laws.

All Officers and Trustees must be Members of FUSP.

An individual can serve a maximum of 3 consecutive years (or more than 18 months filling a vacancy) in one position, and a maximum of 5 consecutive years on the Board of Trustees. After this period of time, the individual must be out of the position (or off the Board) for one year before they are eligible again.

The ultimate determination of all matters of basic policy is vested in the Members of the Society. Between meetings of the Society, implementation and management of basic policies is vested in the Board of Trustees. In the discharge of its duties the Board has the following specific responsibilities, the enumeration of which does not deny or limit other responsibilities except as limited in the By-Laws:

- To promote the purposes of the Society
- To manage, safeguard, and control the property, business and financial affairs of the Society
- To act in a policy-formulating capacity
- To propose compensation of the Minister and of other Society employees
- To review and approve or amend emergency actions of the Executive Committee

Members of the Board have the following responsibilities:

- Attend Board meetings
- Serve as a liaison between the Board and FUSP committees and activities
- Understand and represent the needs and interests of the Society's members
- Suggest improvements to management processes used by the Board
- Contribute to a supportive environment for the Board to accomplish its work

For additional information about the responsibilities of members of the Board, see "FUSP Ministries" and "Getting Started as a Ministry Coordinator."

## Meetings

The Board of Trustees meets at a regular time and place at least ten (10) times each year. Additional meetings may be called by the President or by a majority vote of the Board. All Board meetings are open to members of the Society. Members may be excluded from a meeting or portion of a meeting that deals with personnel, litigation, or other sensitive matters that require executive session.

## ***President***

Term: 1 year

Estimated time commitment: 4 hours/week average (up to 10 hours some weeks)

### **Purpose**

Serves as the primary representative of the congregation in governing the Society and, with the Minister, establishes a vision for the purpose and mission of the Society.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

The President acts as Chair of the Board of Trustees, and is also an Officer of the Society and Chair of the Executive Committee of the Board of Trustees.

The President presides at all meetings of the Society, of the Board of Trustees, and of the Executive Committee. The President submits a report to the Annual Meeting on the condition of the Society together with such recommendations as seem advisable and in the best interests of the Society.

The President is an ex officio member of all committees and organizations of the Society except the Ministerial Relations Committee and the Nominating Committee. The President executes all legal documents and contracts requiring competitive bidding on behalf of the Society.

The President should supply copies of any Amendments to the By-Laws approved by the congregation to the Society Archivist, and should also ensure that any Amendments are incorporated into revised By-Laws.

### **Meetings**

The President chairs the Board of Trustees, which meets monthly.

## ***Vice-President***

Term: 1 year

Estimated time commitment: 10-15 hours/month

### **Purpose**

Acts as a backup to the President and administers organizational and personnel matters.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

The Vice President is an Officer of the Society and serves on the Executive Committee of the Board of Trustees.

The Vice-President assumes the duties of the President in the absence of the President. The Vice-President coordinates and approves all fund-raising involving Church facilities and activities. The Vice-President chairs the Personnel Committee and the Church Council.

The Vice-President also sets the date of and chairs the Calendaring meeting each spring, to identify dates to be reserved for special events during the coming church year.

### **Meetings**

Attends monthly Board of Trustees meeting. Also meets with Personnel Committee, Church Council, Financial Support Committee.

## **Secretary**

Term: 1 year

Estimated time commitment: 6-10 hours/month

### **Purpose**

Keeps records of Board meetings and Society government.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

The Secretary is an Officer of the Society and serves on the Executive Committee of the Board of Trustees.

The Secretary keeps minutes of meetings of the Society, of the Board of Trustees, and of the Executive Committee. The Secretary maintains custody of the corporate seal of the Society and impresses and attests the same on all documents which require legal execution.

### **Meetings**

Attends monthly Board of Trustees meeting. Also meets with committee heads for which the Secretary acts as Board liaison.

## ***Finance Committee Chair***

Term: 1 year

Estimated time commitment: Chair: 6 hours per week, or as needed to help prepare and make sure the budget is balanced.

### **Purpose**

Oversees all of the financial affairs of the Society.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP. Must possess knowledge of finances.

### **Responsibilities**

The Finance Committee Chair is an Officer of the Society and serves on the Executive Committee of the Board of Trustees.

The Finance Committee Chair tries to maximize income and minimize expenses prudently. The Chair also oversees the members of the Finance Committee and submits financial reports to the Board of Trustees at each regular monthly Board meeting.

For more information, see Finance Committee.

### **Meetings**

Attends monthly Board of Trustees meeting. Also meets with committee heads for which the Finance Committee Chair acts as Board liaison.

## ***Religious Education Committee Chair***

Term: 1 year

Estimated time commitment: 10-12 hours per month; 2-3 hours per week

### **Purpose**

Leads the Religious Education Committee and represents them on the Board of Trustees.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

### **Meetings**

Attends monthly Board of Trustees meeting. Also meets with committee heads for which the Religious Education Committee Chair acts as Board liaison.

## ***Denominational Affairs Committee Chair***

Term: 1 year

Estimated time commitment: Minimum of 2 hours/week; more would produce better results. This is a sizable job if done well. Could use one or more persons to work with the Chair.

### **Purpose**

Coordinates relations between our congregation and other Unitarian Universalist organizations.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

Act as a conduit for information from the UUA, District, and other UU groups to FUSP. Distribute this information (most of which comes in a monthly packet) to pertinent persons or committees, post on bulletin board, put in Sunday program, and/or publicize in our newsletter.

Make the Board and the Finance Chair aware of the amounts of our Fair Share payment and Metro District dues. Urge that the full amount for these items be placed in the budget. Also make certain that there are funds budgeted to cover our minimal commitment to our Partner Church.

Make certain that FUSP appoints persons to serve as delegates to Metro District meetings and to General Assembly (GA).

Facilitate a meeting where members of the congregation can be made aware of the issues coming before GA, can discuss the proposed agenda items and vote for the ones they would like to have included on the final agenda. See that the result of our vote is transmitted to the UUA.

After GA, arrange some type of follow-up so that our delegates can report on the actions taken there. Arrange for FUSP to further participate in the Study/Action Issue which has been chosen for the year. Ideally, this should be taken over by the Social Action or other appropriate committee, perhaps with help from Denominational Affairs.

Serve as coordinator, assistant, and liaison to the persons heading UU Counseling and Education Services (UUCES), UU Service Committee (UUSC), and our Partner Church Program. Check with them monthly, offer encouragement and assistance with projects, if needed, and report on their activities to the Board. Notify the head office of each respective group of the name of the new representative. It is suggested that the FUSP address be used to facilitate transfer to new representatives.

Each year FUSP must return to Boston a form certifying our membership, the names of our officers, and other information for the UUA Directory. While the office manager can fill out and send the form, the Denominational Affairs Chair must be certain it has been done on time.

The Denominational Affairs Chair is a member of the FUSP Board of Trustees, giving a monthly report on denominational affairs and taking part in whatever other business comes before the Board.

## Meetings

Attends monthly Board of Trustees meeting and quarterly meetings of the Church Council. Attendance at Metro District Annual Meeting and General Assembly is desirable. Also meets with committee heads for which the Denominational Affairs Committee Chair acts as Board Ministry Coordinator.

## Budget

Yearly contributions:

- Fair Share for the UUA Annual Program Fund and Metro District Dues
- Partner Unitarian Church in Gagy, Romania
- Partner Church Council membership for FUSP

In an ideal world, we would also budget something for delegate expenses, and toward the cost of sending persons to some of the many workshops and seminars that are offered, and also to UNILEAD (for leadership training).

## **Trustees**

Term: 3 years

Number of members: Six Trustees serve on the Board of Trustees each year.

Estimated time commitment: One-two hours/week (sometimes more)

### **Purpose**

To represent the congregation on the Board of Trustees, to formulate policies and procedures to guide the day-to-day management of the Society, and to act as liaisons between the Board and FUSP committees.

### **Selection Process**

Elected at the annual meeting.

### **Term Lengths**

Two (2) of the Trustees-at-large are elected each year for terms of three (3) years. All other trustees and the officers are elected for terms of one (1) year.

### **Requirements**

Must be Members of FUSP.

### **Responsibilities**

Trustees attend monthly Board meetings, serve as liaisons between the Board and FUSP committees, understand and represent the needs and interests of the Society's members, suggest improvements to management processes used by the Board, and contribute to a supportive environment for the Board to accomplish its work.

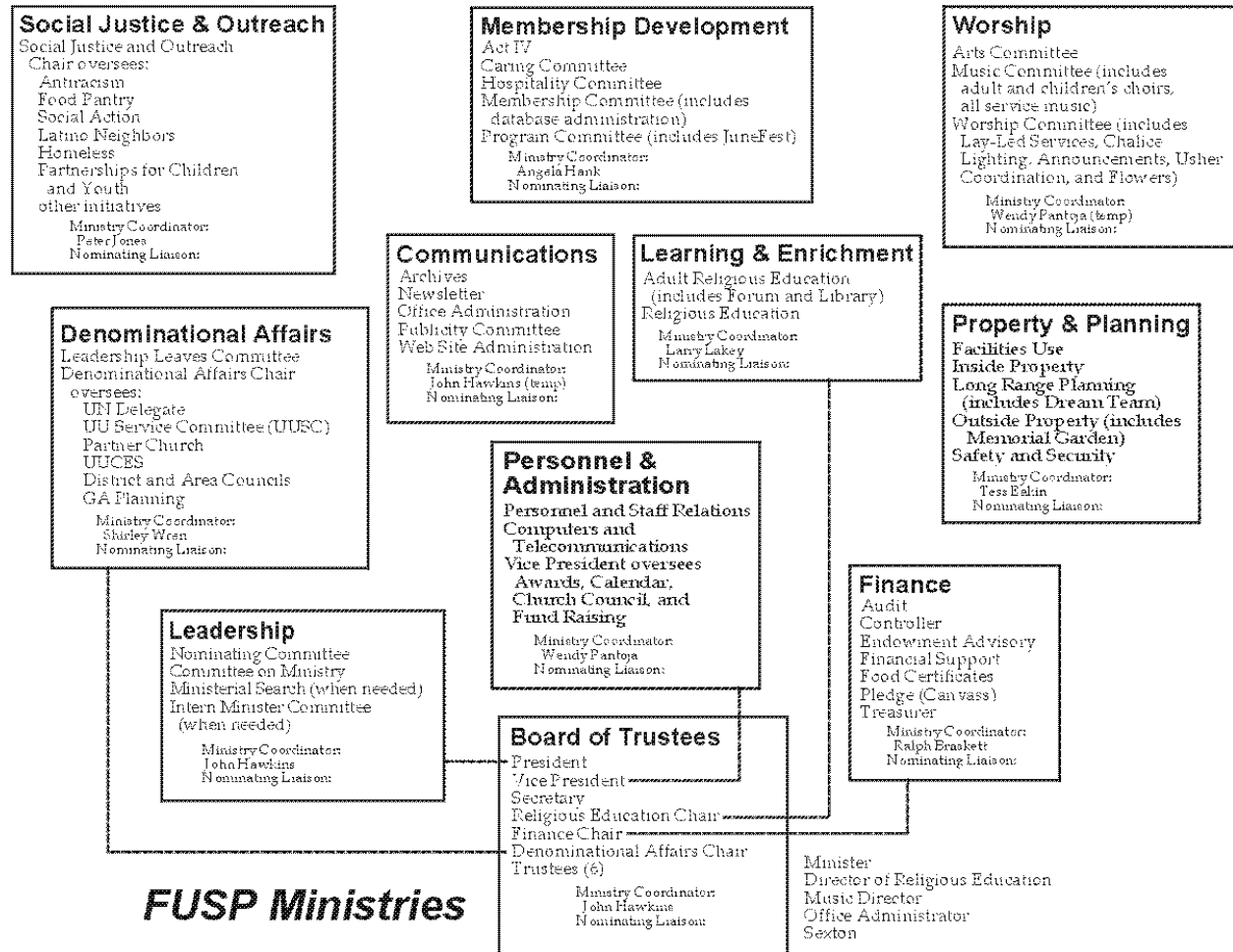
For additional information about the responsibilities of trustees, see "Officers and Board of Trustees," "FUSP Ministries," and "Getting Started as a Ministry Coordinator."

### **Meetings**

Attends monthly Board of Trustees meeting. Also meets with committee heads for which the Trustee acts as Ministry Coordinator.

# General Information about Committees

## FUSP Organizational Structure



## ***FUSP Ministries***

### **Role of the Board of Trustees**

The Board of Trustees promotes the purposes of the Society, manages the property, business, and financial affairs of the Society, and establishes policy for the operation of the Society. The Board is responsible for implementing and managing basic policy between meetings of the Society.

Board members are also designated as Ministry Coordinators. Ministry Coordinators are generally responsible for working with committee Chairs to set goals, anticipate needs, and track accomplishments.

### **Role of Ministry Coordinators**

All Board Members except the Secretary are assigned a Ministry Coordination responsibility by the President. The Ministry Coordinator works together with committee Chairs to achieve congregational goals within their Ministries, improve communications within Ministries and with the Board of Trustees, assure achievement of congregational goals, and encourage cooperation among committee Chairs. While responsibility for committee work belongs to committee Chairs and their committees, the Coordinator acts as a resource to the Chairs and their committees as needed, and participates in the annual report to the congregation of congregational goal achievement.

Ministry Coordinator assignments are made by the incoming President after new Board members and committee Chairs are elected at the Annual Meeting.

The Secretary of the Society does not have Coordinator responsibilities (the Secretary provides assistance to the President in lieu of doing Coordinator work). The President, with advice of the Executive Committee, selects Board members to head each Ministry.

All Ministries have at least one Ministry Coordinator; larger Ministries also have an Associate Ministry Coordinator, also a Board Member. In Ministries with an Associate Coordinator, the Coordinator and the Associate decide allocation of responsibilities between themselves and communicate their decisions to the President and the committee Chairs. The position of Associate Coordinator may be in training as replacement of a Coordinator when appropriate. It is intended that this process will provide for continuing leadership of the Ministries.

Coordinators need to be knowledgeable about policies relating to committee work, and work with committee Chairs to understand procedures, processes, and workflow for each committee. Coordinators are proactive in planning with committees (budgets, goals, publicity, contracts, reporting, etc.). In addition, Ministry Coordinators work with committee Chairs to identify educational needs related to committee work, and help develop and implement training solutions.

Ministry Coordinators may need to escalate issues to solve problems that committees encounter, and report on each Ministry area at monthly Board meetings and at the Annual meeting.

Coordinators should talk with the chairs of their committees on a regular basis (preferably monthly). They should determine whether the committee is functioning properly, identify any questions that need to

be answered or problems that need to be addressed, and report back to the Board on any issues that need to be handled by the Board. Issues that need to be considered by the Board should be submitted in writing at least one week before the Board meets.

If a committee chair is uncertain about any committee functions or responsibilities, the Coordinator should work with the committee chair to ensure that they get clarification (from the Board, from members who have previously held the position, or from other knowledgeable members).

Coordinators should also pass on any information from Board meetings that affects their committees, relay any concerns about committee functions that are identified by the Board, and ensure that committee chairs provide information as required (for example, yearly budget requests and reports to the congregation for the Annual Meeting).

Board Coordinators should not take on the actual work of committees or dictate how committees fulfill their responsibilities. Instead, they should work to ensure that committees run smoothly, that volunteers feel connected to the Board and to other committees, and that problems are identified and resolved as needed.

## Role of Committee Chairs

Committee Chairs work within the Ministries structure as follows:

- Committees are organized into Ministries, to encourage committees with related missions to work together. Each Ministry has one or two Coordinators who serve on the Board of Trustees and work closely with their committees.
- Committees in each Ministry meet several times a year to define common goals, needs, and agendas.
- Committee Chairs, working with their Ministry Coordinators, identify critical functions for each Ministry area and use them to set priorities. Committee chairs are responsible for managing the day-to-day administration of the programs of the Society.
- The Nominating Committee only nominates Chairs for committees (except for the RE Committee). Chairs recruit committee members (the Nominating Committee and Ministry Coordinators can help identify likely candidates).
- Committee Chairs are elected at the Annual Meeting, but not committee members. The only committee members that are elected are those on the RE Committee.
- Most “one-person” positions are phased out, and are instead designated as “Delegated functions.” The committees in each Ministry area perform the delegated functions for their Ministry. The details of how those functions are performed can be worked out among the committees in each Ministry area, with advice from the Ministry Coordinator.

For example, finding chalice lighters becomes a function of the Worship Ministry. The Worship, Music, and Arts Committees decide which committee performs that function, and determine how the function is carried out (perhaps by designating a member to coordinate that function, or by rotating the function among different committee members).

## Church Council Meetings

Use Church Council meetings and more combined committee meetings, with greater involvement by Ministry Coordinators, to promote planning and teamwork. The September Church Council meeting emphasizes goals and planning for the year (identifying cross-committee agendas). The January Council meeting emphasizes budgeting, reviewing goals, and plans for end-of-year reporting. The May meeting emphasizes next year's goals, summer planning, and next year's staff contracts.

## Role of the Nominating Committee

The Nominating Committee works within the Ministries structure as follows:

- Provide increased focus on leadership development for the Society.
- Identify needed skills and help to identify training opportunities.
- Nominate only Board members, the Chairs of committees, and the members of the RE Committee. Except for the RE Committee, Chairs recruit their own committee members.
- Identify possible committee members and provides that information to committee Chairs.
- Work more closely with FUSP leadership (Board and committee chairs).
- Track overall commitment levels for individuals.

Most "one-person" positions are phased out, and are instead designated as "Delegated functions." (The Nominating Committee does not need to fill those positions.) The committees in each Ministry area decide how to perform the delegated functions for their Ministry.

The Nominating, Ministerial Relations, and RE Director Relations Committees are not part of the Ministries structure, but remain as Special committees with member selection overseen by the Board of Trustees (no changes from current selection processes).

## ***Getting Started as a Ministry Coordinator***

1. If you share a Ministry with another Board member, talk with that person about how you want to share or divide responsibility for different committees. Who will be the first point of contact for each committee in your Ministry?
2. Call each committee chair. Let them know you are there if they need help or have questions. Tell them what the best way to reach you is: e-mail, phone, coffee hour, home or office.
3. Some specific questions to ask:
  - Do they have a committee in place? (If not, encourage them to form one. They can ask the Nominating Committee to generate a list of likely suspects.)
  - Do they have a job description for the committee? Does it match their understanding of the way the committee actually operates? (If not, get feedback on the existing description and feed it back to John Hawkins; I'm in the process of updating the book of committee descriptions.)
  - Are they aware of their budget, and do they know how to charge against it and keep track of the remaining budget?
  - Are there any specific challenges that they need to deal with?
  - Are they aware of the other committees in their Ministry? Do they communicate with other committees (either in their own Ministry or in another area)? Are there issues in how they relate to other committees? (Encourage them to meet with other committee chairs in their Ministry a few times during the year, such as in the interval between Church Council meetings.)
  - Are they aware of the Ministry goals for this year? How will their committees need to contribute to the Ministry goals?
  - What kind of help do they need?
  - If they got hit by a truck tomorrow, who would fill the gap?
4. Note when your Ministry area will be the focus at a Board meeting, and let your committee chairs know that we'd like them to attend that Board meeting. (Tell them now, and remind them a month before and a week before the meeting.)
5. Highlight specific calendar issues for the coming year, such as times for Church Council meetings and next year's budget proposals.
6. Keep notes on each committee's issues and be prepared to report on the overall needs within each Ministry at every Board meeting. Keep in mind that you will want to assess the overall results for your Ministry in the Annual Report, including how you did with Ministry goals for the year as well as specific issues for the Committee. (If you have a partner Ministry Coordinator, do some planning on how you will handle reporting at Board meetings.)
7. If there are issues that need to be resolved, discuss with your partner in the Ministry, with other committee chairs, with other Board members, or with the President as needed.

## Reasons to Have a Committee

Some chairs may feel it's easier to just do a job themselves instead of having a committee. (These tend to be the same people who complain of being overworked and underappreciated, and don't have time for meetings.) There are several reasons why they need to make the effort to form a committee, even if it's not their inclination:

- Having a formal structure makes it possible to continue. If a job is entirely a personal chore, it tends to falter when someone new takes over. Or were you planning to do this job forever?
- It's important to have a backup, in case you get hit by a truck or want to take a vacation.
- If you don't like to go to meetings, maybe you could find someone else who loves them.
- You could ask someone to help with specific tasks, such as generating publicity materials or calling people.
- Having a committee doesn't mean you have to have meetings just for the sake of maintaining the committee. There are lots of other ways to stay in touch, such as phone or e-mail. (But it's good to get together with people sometimes. There are ways to make it more fun, such as meeting at someone's home or making it more of a social event than a business meeting.)
- Many hands make lighter work.
- Working with others is important to your spiritual growth.
- Working with others is a useful skill that can enhance your career.

## ***Ministry Committees***

### Communications Ministry

#### *One Ministry Coordinator*

Includes the following committees:

- Archives
- Newsletter
- Office Administration
- Publicity
- Web Site Administration

### Denominational Affairs Ministry

#### *Denominational Affairs Chair is Ministry Coordinator*

Includes the following committee:

- Ministerial Leaves (sometimes known as Leadership Leaves)

The Denominational Affairs Chair also recruits people for the following positions: Partner Church, UUCES, UUSC, UN Delegate, General Assembly delegates, District and Area Councils.

### Finance Ministry

#### *Finance Chair is Ministry Coordinator*

Includes the following committees:

- Treasurer
- Controller
- Audit
- Financial Support
- Endowment
- Pledge
- Food Certificates

## Leadership Ministry

*President is Ministry Coordinator*

Includes the following Special committees:

- Nominating
- Committee on Ministry
- Ministerial Search (as needed)
- Intern Minister (as needed)

## Learning and Enrichment Ministry

*RE Chair is Ministry Coordinator*

Includes the following committees:

- Religious Education
- Adult RE (includes Forum and Library)

## Membership Development Ministry

*One Ministry Coordinator*

Includes the following committees:

- Membership (includes Database administration)
- Program (includes JuneFest)
- Caring
- Hospitality
- Act IV

## Personnel and Administration Ministry

*Vice President is Ministry Coordinator*

Includes the following committees:

- Personnel (Staff Relations)
- Computers and Telecommunications

The Vice President also oversees Awards, Calendaring, Church Council, and Fund Raising.

## Property and Planning Ministry

### *One Ministry Coordinator*

Includes the following committees:

- Inside Property
- Outside Property (includes Memorial Garden)
- Facilities Use
- Long Range Planning (includes Dream Team)
- Safety and Security

## Social Justice and Outreach Ministry

### *One Ministry Coordinator*

Includes the following committee:

- Social Justice and Outreach. This committee recruits chairs for the following (Special) committees:
  - Antiracism
  - Community Outreach
  - Food Pantry
  - Homeless Project
  - Latino Neighbors
  - Plainfield Partnerships for Children and Youth
  - Social Action
  - Others as needed

## Worship Ministry

### *One Ministry Coordinator*

Includes the following committees:

- Worship (includes Chalice Lighting, Flowers, Announcements, and Usher Coordination)
- Music (includes adult choir, lay service music, children's choir)
- Arts

## ***Nuts and Bolts: Things Every Committee Chair Should Know***

### Church Council

Every committee chair is also a member of the Church Council, which facilitates communication, coordination, and scheduling among all of the Society's committees. The Council meets three-four times a year.

### Board Ministry Coordinators

Each FUSP committee is part of a FUSP Ministry and is assigned a Board Ministry Coordinator who provides a communication channel to the Board of Trustees. (Coordinator assignments are made each year after new Board and committee chairs are elected.) Coordinators should check in with committee chairs on a regular basis (at least monthly).

Committee chairs should keep their Ministry Coordinator informed of the work of their committees, and should let the Coordinator know about problems, questions, or need for assistance.

If a committee needs action from the Board, the committee chair should provide a written report to the Coordinator so that the issue can be considered by the Board.

### Church Calendar

A master calendar of events, meetings, and room usage is kept in the main office by the Office Administrator. If you need to use a room for a meeting or other event (especially if you need the Stevens Room or Parish Hall), please call several weeks in advance. Classrooms can be used for meetings on Sundays if a "Classroom Available" sign is posted on the door to the classroom (usually by 12:00).

### Folders

Each committee has a folder, located in the rack across from the bathrooms off the Parish Hall. **Please check your folder weekly!** Empty the folder and read the contents; but **do not remove the folder from the rack.** Your committee folder is where the Board or other members of FUSP leave material that is needed for your committee. You may also wish to leave materials in the folder that are needed by members, so that they can easily locate them (for example, you can look for press release forms in the Publicity folder, or for worship schedules in the Worship Committee folder).

### Committee Budgets

Each committee submits a yearly budget request to the Finance Committee chair. The Finance Committee uses budget requests from committees to formulate the Society's proposed budget, which is used as a basis for the yearly Pledge Canvass drive. Based on the results of the pledge canvass, budgets are adjusted and finalized for approval at the Annual Meeting of the Society. Each committee chair is responsible for monitoring the committee budget to ensure that expenses remain within the

budget (or under budget). Any expenditures over the budget or unbudgeted expenses must be approved by the Board **before** payments are made or promised.

## Requests for Payment

To receive reimbursement for expenses, obtain a "Pink Slip" from the rack of committee folders or from the main office. Only committee chairs can sign pink slips. Know your committee's starting budget amount and current balance. Each time you submit a pink slip for payment, please deduct the expense from your committee's budget amount and record the remaining balance on the slip. Keep a copy for your committee's records. Always submit an original receipt with your slip, and indicate where the payment should be sent or placed (a self-addressed, stamped envelope speeds the process). Put the completed pink slip in the Controller's folder. Payment is usually processed within a week.

Church expenditures are tax exempt. To avoid paying tax on FUSP expenditures, you can obtain a tax-exempt form from the Controller, Finance Chair, or President of the Society.

"Yellow slips" can be used to transfer funds from one committee budget account to another.

## Building Keys

If you need access to the building when it is not normally open, speak to your Board Coordinator or another Board member about borrowing a key. If you use the building frequently, you can request a copy of the key from your Board Coordinator or the Inside Property Chair. Do not make additional copies of the key; each copy of the key is tracked to ensure that building security is maintained.

## Alarms

Some sections of the building (Sanctuary, Main Office, RE Office, Music Office, and Food Pantry) are covered by alarms. In addition, motion detectors are turned on throughout all of the building from approximately 11pm through 7am. If you need to open a room covered by an alarm, or if you need to stay overnight at the building, speak to your Board Coordinator or the Inside Property chair about getting instructions for the alarm systems.

## Safety and Meeting Procedures

Be sure to close doors behind you when entering and leaving the building. The church is open only on Sunday mornings or for special events. For meetings at other times, be sure that outer doors remain locked; instruct committee members to ring the doorbell if they are late arriving. Turn off all lights except one in the Stevens Room and the timed lights in building foyers. Shut off all air conditioners. If you have opened rooms that are covered by alarms, relock those rooms and arm the alarm system before leaving.

Clean anything you have used, and carry out all large containers of trash to the dumpster. **We are all custodians of this property.**

Report any concerns to your Board Coordinator.

## Borrowing Church Property

If you must borrow any church property (such as chairs or tables), fill out a LOAN POLICY FORM and give a security deposit to the Office Administrator.

## ***Selection of Committee Members***

### Process:

1. Nominating Committee selects Standing Committee Chairs.
2. Congregation elects Chairs at Annual Meeting.
3. Nominating Committee provides new Chairs with list of potential members, suggested number of members, and advice on committee's composition.
4. Chairs select and recruit committee members using Nominating Committee's list and their own contacts.
5. Chairs submit list of members to Nominating Committee.
6. When committee is finalized, Nominating Committee records each committee's members and also tracks different committee responsibilities for individuals.

### Notes:

- Committee Chairs: **Don't do everything yourself!** Take the time to recruit a committee (and do it soon after the Annual Meeting instead of waiting for the fall).
- If you have not received a list of possible committee members from the Nominating Committee, ask them for one.
- Use your committee description from the book of committees (currently being revised) for guidance in how many members you need. If the description needs to be changed, send suggested changes (in writing) to John Hawkins (jhawks@sdicorp.com).
- If your committee is taking on delegated functions that were previously separate positions, consider adding a committee member for each of those functions.
- Consider the different skills and personalities you might need. Do you need planners, doers, idea people, money people, and writers?
- Meet in the next few weeks to consider any coverage needed during summer months.
- When recruiting committee members, be clear and realistic about the time commitment and the length of time you are asking people to serve. (Committees such as Membership should continue to ask members to serve multiple-year terms to ensure continuity. Most committees ask members to serve for a year at a time.)
- Guard against burnout, both for yourself and for committee members.
- Ask for help from your Board Ministry Coordinators.

## ***Safety and Security Committee***

Number of members: 5

Estimated time commitment: varies according to need (a few hours a year)

### **Purpose**

To identify ways to make the building more secure against break-ins and to ensure the personal safety of members and groups using the building.

### **Selection Process**

Members are appointed by the Board on an as-needed basis. The committee consists of the President, Minister, Inside and Outside Property Chairs, and two additional at-large members.

### **Term Lengths**

The term is set by the Board.

### **Requirements for Committee Members**

Members must be familiar with the church facilities and security needs.

### **Responsibilities**

The Safety and Security Committee is appointed by the Board to recommend ways of improving the security of the building and the safety of people using the building. It identifies problem areas, recommends solutions, and helps inform the congregation of measures they can take to help with building security.

The committee ensures that both outside and inside areas have sufficient lighting, that the alarm facilities are in good working order, that doorbells work properly, and that procedures are in place to control access to alarmed areas.

The committee should make sure that the congregation, committee chairs, and other groups using the facilities follow some basic security procedures:

- Do not leave outside doors unlocked. If necessary, post a member at the door to admit late arrivals for meetings, or expect late arrivals to use the doorbell.
- Check politely with unfamiliar people in the building (for example, "Can I help you?" or "What group are you looking for?"). If a person seems evasive or is still wandering, get reinforcements or call the police.
- If you go into the office, sanctuary, or other area that contains electronic equipment or other valuables, do not leave the door open, and be sure that the door is locked if you leave it for any reason.

- Do not give alarm numbers to anyone over the telephone, and do not set the alarm if anyone is within viewing distance.
- Be sure that you lock anything you have unlocked.
- Check to be sure there is no one in the building before you set the alarm.

### Meetings

None required (some informal).

### Budget

None

## **Standing (Elected) Committees and Positions**

The Chairs of Standing Committees must be Members of FUSP.

A committee member may resign upon written notice to the Secretary or the Committee Chair. All vacancies in the Standing Committees are filled by appointment by the President, subject to approval of the Board of Trustees.

No person can serve more than three consecutive years as Chair of the same committee.

## **Audit Committee**

Number of members: 3 + Chair

Estimated time commitment: 20 hours/year

**Note:** The Audit Committee Chair is also a member of the Finance Committee.

### **Purpose**

To ensure that all funds received are intact except for expenses. The Audit Committee will ensure all expenses are properly authorized. A review of Heritage and Endowment funds will be conducted to verify that the assets as reported are intact.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

The Chair is elected for one year. Members of the Committee are appointed for three years.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP.

### **Responsibilities**

The Audit Committee audits the books and financial records of the Society within 30 days after the close of the fiscal year. The Committee reports the results of the audit to the Board of trustees.

The Committee selects an advisor to supervise all insurance carried by the Society, liability and other. The advisor, a member of the committee, must be alert to changes in coverage needed to protect the Society's properties, including the parsonage property, and ensure that policy renewals are made when due.

The committee is responsible for the safekeeping of valuable financial records of the Society such as deeds, insurance policies, bonds, or other security furnished by the Finance Committee, evidence of Trust Funds and/or any other Society investments, but not operating fund accounts.

In the performance of the responsibility defined above, the committee has a key and access to the bank safe deposit box maintained in the name of the First Unitarian Society of Plainfield. It makes an inventory of financial records entrusted to the care of the Audit Committee, at least annually, and is responsible for the removal of valuable records when the Board of Trustees requires them. It obtains a receipt signed by the Trustee to whom the records removed from the safe deposit box are delivered. Records to be placed in the box or returned to it are the responsibility of the Audit Committee, which also ensures that box rental is paid when due.

Meetings

Two meetings per year.

Budget

None

## ***Adult Religious Education***

Number of members: one or more

Estimated time commitment: 1 hour per week

### **Purpose**

To schedule courses, discussions, presentations, sermon talkbacks, and other events that are of interest to the congregation and the local community.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members and presenters are volunteers.

### **Term Lengths**

One year.

### **Responsibilities**

Adult Religious Education is focused on the learning needs of adult U-U's. It covers a range of topics from Unitarianism-Universalism history and principles to self-growth.

Adult Religious Education Committee members periodically determine the needs of FUSP members and design or define programs. They develop, deliver and evaluate courses. Those who wish to deliver courses are trained to facilitate discussions if they have no experience. Those who have experience are encouraged and supported to suggest and present suitable courses.

### **Library**

The Adult RE Committee also administers the Society's library and related facilities, overseeing the Library and the collection of books and other materials contained there. Responsibilities include:

- Adding to the collection
- Identifying books written by former or current Members
- Helping members, friends, and visitors find materials of interest
- Removing books from the collection periodically (perhaps yearly)
- Conducting an inventory of the collection (at least once every five years)
- Ensuring that books are returned and correctly shelved
- Disposing of donated materials that are not added to the permanent collection
- Working with other Members on issues related to the use of the Library space for other purposes

## Forums

The Adult RE Committee should determine the frequency of forums, what types of events should be held, when they should be held (such as after Sunday services or on weekend or weekday evenings), and what kinds of audiences forums are addressing.

The committee is responsible for scheduling events and providing any information needed to publicize them.

## Meetings

Meetings are limited in number, but those who choose to lead courses will find it necessary to devote adequate time to preparation and presentation. The Chair calls and chairs the meetings.

## Budget

A regular library budget is needed for purchases of new books and other materials to be added to the collection. In addition, the committee may need to ask the Board for additional funds to be used for shelving, furniture, and other long term needs.

## ***Archivist [formerly Historian]***

Number of members: One

Estimated time commitment: Varies according to needs

### **Purpose**

The Archivist keeps records of important events in the history of the Society, classifying material both chronologically and by source, and maintains a chart or general reference file as a guide to the Archives..

### **Selection Process**

The Chair is elected at the Annual Meeting.

### **Term Lengths**

One year.

### **Responsibilities**

The Archivist maintains records of significant events in the history of the Society, dating back to its establishment in July, 1889. The Archivist generally works alone, makes judgements, and maintains orderliness; however the goal of preserving church documents is largely dependent on others who foresee and have foreseen the wisdom of such preservation.

At the end of each fiscal year, each retiring Officer and Chair of each Committee or council review accumulated records of meetings held, notes of activities, annual reports, correspondence, and any other reference material. The review should be made with two purposes in mind: material which affords guidance for the new committee during the next fiscal year should be passed on to the new Chair; material not currently useful but of possible historical interest should be turned over to the Archivist.

The Archivist keeps any records turned over to him or her in the archive. These records may be browsed or may be loaned to Society members for any appropriate purpose. The Archivist makes and keeps records of such loans, including the name of the borrower and the date of the loan. The Archivist ensures that the loaned material is returned to the archive in a timely manner.

Contributions to the archive are reviewed and classified. New material that relates to a subject already on file should be interfiled. Other new material may be filed by subject or grouped with a covering index. The Archivist should be familiar with the subject matter of records contained in the archive so as to locate relevant material when necessary.

The Archivist can offer filed material which seems pertinent to a subject under current consideration by an official group of the Society.

Membership cards of people who resign, move away, or are deceased are filed alphabetically. There are two of these files with cards of different dimensions. Pledge cards are retained for no more than two years. Information from records of marriages, naming of children, and funeral or memorial services

performed in the church may be furnished to descendants and/or relatives of members of the Society. A complete file of such records should be maintained by the Archivist with the cooperation of the Minister.

The Archivist keeps one copy of reports, schedules, statements, sermons, Newsletters, and Orders of Service, and multiple copies of printed brochures, pamphlets, pictures, programs of celebrations and dedications. Bank paid checks are retained for seven years, after which they may be discarded.

The Archive contains a consecutive and complete file of Minutes of the Board of Trustees meetings, and a complete file of By-Laws with any Amendments. The President should supply copies of any Amendments approved by the congregation, which should also be incorporated into revised By-Laws.

New items of interest to the Society are clipped from newspapers or other periodicals and pasted in a scrap book in chronological order.

Members with knowledge of significant events in the history of the Society are encouraged to contribute such items to the archive.

### Meetings

None.

### Budget

None.

## ***Arts Committee [formerly Arts & Memorials]***

Number of members: 4-8

Estimated time commitment: Time commitment varies with the activities planned. An average of an hour a week is needed from members. Some weeks no time is required and otherwise, when events are planned, 4 hours.

### **Purpose**

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are volunteers.

### **Term Lengths**

One year.

### **Responsibilities**

The Arts Committee of FUSP is a group of individuals, artists and non-artists, who see art as a vital ingredient of life at FUSP.

Through art in our services and in our congregational life, the Arts Committee can help to enlighten the mind and heal the spirit. Whether painting or poetry, decorations or photography, lectures or crafts, the committee seeks to add to the community of FUSP.

The work of the committee cannot be carried out with less than 4 individuals. A comfortable number would be probably be 8.

Services to the society:

- Organizing exhibits by artists familiar or unfamiliar to the members
- Organizing receptions in which the congregation can meet artists
- Providing decorations for special musical events, holiday services, flower communion services, and special events
- Designing a float for the July 4th parade
- Providing artistic support to enhance lay-led services
- Giving advice on changes to the interior and exterior of the building
- Making decisions on special purchases of art objects and raising funds for those purchases
- Making FUSP more visible in the Plainfield community and giving new people another reason to step in our doors

Working with the committee is a chance to minister to the community with symbols instead of words. It is a chance to see the smile on members' faces as they walk into a new exhibit or see the walls of the

sanctuary hanging with wreaths. It is a chance to meet artists and discuss their work. It is a chance to be involved with a group of people who see ministry as more than words.

Meetings

Budget

## ***Caring Committee***

Number of members: 10 (approximate)

Estimated time commitment: Chair: at least 1 hour/week. Committee members define the amount of time they can spend, the kinds of things they can do, where, and how often. They can accept or defer specific tasks.

### **Purpose**

The Caring Committee provides assistance, emotional support, and encouragement to FUSP members and their families.

### **Selection Process**

The Chair is elected at the Annual Meeting.

Members are volunteers; all that's needed is to have a desire to help others. Individuals are welcome to serve as members or to help on an as-needed or one-time basis.

### **Term Lengths**

One year.

### **Responsibilities**

The Caring Committee provides assistance to the congregation in times of need, coordinating their efforts with those of the Minister.

The Chair prepares newsletter articles each month and a year-end report for the Annual Meeting (on activities for the past year and goals for the coming year).

Members of the committee provide the following types of assistance:

- Send cards and notes
- Make friendly and supportive phone calls
- Prepare and deliver meals
- Purchase and deliver groceries and other necessities
- Provide transportation (for example, to doctor's offices, FUSP programs, or services)
- Make visits to homebound or hospitalized individuals
- Do light home tasks or important paperwork
- Provide respite care
- Put together caring baskets
- Provide referrals to local resources

- Distribute flowers after Sunday services
- Assist with Caring Kids Committee projects
- Coordinate Milestones for the Newsletter
- Contribute Newsletter articles about committee activities
- Provide memorials for the Newsletter

They provide any assistance possible, so long as it will not incur any liability to the Society.

The Caring Kids Committee is an outreach program that invites children to interact with FUSP members in need. While making and presenting cards and small gifts, the children learn lessons in generosity and concern for others. All children of FUSP members and friends are welcome to participate.

With the consent of those receiving assistance, the committee shares news of needs or status with the congregation. At the same time, the committee honors all requests to keep assistance and information confidential.

### Meetings

Every other month.

### Budget

Stamps and phone calls.

## **Controller**

Term: 1 year

Estimated time commitment: 35 hours/month

**Note:** The Controller is also a member of the Finance Committee.

### **Purpose**

Oversees payments by the Society.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

The Controller pays budgeted salaries and expense items. The Controller also pays other bills that require the approval of the authorized Chair of the committee against whose budget the disbursement is to be charged or upon authorization by the Executive Committee or of the Board of Trustees. The Controller reports all disbursements monthly by account to the Finance Committee Chair.

### **Meetings**

Attends Finance Committee meetings (four per year).

### **Budget**

None.



## ***Denominational Affairs Committee***

**Note:** The Chair also serves on the Board of Trustees.

Number of members: 5

Estimated time commitment: xx

### **Purpose**

Conducts UUA activities and communications at the Society level. Represents FUSP at District, NJ Area, and UUA meetings and seminars. Coordinates denominational activities with the FUSP representatives for UUSC, UUCES, Partner Church, and UU Envoy.

### **Selection Process**

The Chair is elected at the Annual Meeting.

The Denominational Affairs Chair appoints the UU/UN Delegate, UU Envoy, UUSC, UUCES, and Partner Church representatives, and those representatives serve as the Denominational Affairs Committee.

### **Term Lengths**

The Chair is elected for is 1 year. Members of the Committee are appointed for 1 year.

### **Requirements for Committee Members**

The Chair must be a Member of FUSP.

### **Responsibilities**

The Denominational Affairs Committee consists of a Chair and the denominational representatives appointed by the Chair. The Committee keeps the Society membership informed about the Unitarian Universalist Association and its activities; maintains liaison with the UU District of metropolitan New York and the New Jersey Area Council of congregations and fellowships, acting as representative of the Plainfield Society and attending meetings as appropriate. The Committee meets at least quarterly.

The Chair notifies the Unitarian Universalist Service Committee, 130 Prospect St., Cambridge, MA 02139-1845 of the name and address of the Society's UUSC volunteer. Fund raisers (including the selling of Christmas cards) are coordinated with the Society's Vice President (including the annual "Guest At Your Table" program co-sponsored with the Religious Education Committee).

The Chair notifies the UU-UN Office, 777 United Nations Plaza, Suite 7D, New York, NY 10017 of the name and address of the Society's Envoy, and request that correspondence and program materials be addressed to the Envoy in care of the Society.

The Chair promptly notifies the Unitarian Universalist Counseling and Education Services (UUCES), 27 Tall Cedar Court, RR #6, Belle Mead, NJ 08052 of the name and address of the Society's UUCES liaison.

The Denominational Affairs Committee also advises the Finance Chair in January of the Fair-Share per capita assessments by the UUA, MNY, and NJAC.

The committee acts as liaison for forums or workshops to discuss resolutions adopted by the General Assembly; and arranges for voting on proposed resolutions for the annual Parish Poll.

The UU Envoy acts as liaison between the UU-UN Office and the Society, relaying appropriate information to members through the Newsletter. This includes encouraging youth and adult members to attend seminars in New York City.

After consultation with the Vice President, the committee conducts fund raising activities to support the UUSC and the UUUNO. It supports the work of volunteers supporting our Partner Church in Gagy (Goagiu), Transylvania, Romania.

Other responsibilities:

- Arranging for guest speakers, available through the UU-UNO to appear on church programs when requested
- Encouraging Society members to attend seminars offered by the UN Assembly or UUA organizations
- Acting as fund raiser for the support of the UU-UNO.

## Meetings

The Chair attends monthly Board meetings and District meetings (three or four full-day meetings each year).

The Chair and other interested members attend the annual UU General Assembly (five to six days).

## Budget

## Partner Church Representative

Estimated time commitment: at least 1 hour/month (much more is possible)

### *Purpose*

The Partner Church representative communicates with FUSP's Partner Church in Gagy (Goagiu), Transylvania, Romania, and with the congregation to inform them about notable events and activities. The representative also organizes fund raising activities in consultation with the Society's Vice President, who is responsible for overseeing all fund raising activities of the Society.

### *Selection Process*

The Partner Church representative is appointed by the Denominational Affairs Chair.

### *Term Lengths*

One year.

### *Requirements*

Interest in Unitarian heritage and international connections.

### *Responsibilities*

Facilitating communication between our Minister and the Partner Church's minister.

Sending the annual supplement for their minister's salary.

Keeping FUSP membership aware of our Partner Church.

Making the community at large aware of our Transylvanian connection.

Optional: Facilitating fund raising for additional projects and help to our partner church.

Having a committee of two or three persons would enable us to do a better job and would have the additional benefit of increasing interest in our Partner Church program.

### *Meetings*

Represent FUSP at meetings of the Partner Church Council of the Metro District as well as the Partner Church Council of New Jersey. Two or three per year.

### *Budget*

Numbers are for 1999-2000:

- Annual supplement for their minister's salary: \$300
- Institutional membership in the Partner Church Council: \$100

## UU/UN Envoy

Estimated time commitment: several hours/month (possibly more)

### *Purpose*

Act as FUSP's UUA delegate to the UN. (UU-UN Office, 777 United Nations Plaza, Suite 7D, New York, NY 10017)

### *Selection Process*

The UU/UN Delegate is appointed by the Denominational Affairs Chair.

### *Term Lengths*

One year.

### *Requirements*

Interest in the United Nations and availability during the day.

### *Background*

The UUA has consultative status with the UN Economic and Social Council (ECOSOC). The UU-UNO is an Associate Member of the UUA that acts as the denomination's agent and voice at the United Nations. The UU-UNO recommends names to the UUA Board of Directors for appointment as delegates to the UN. It also disseminates information about UN programs and action alerts, provides worship materials for UN Sunday and RE programs, sponsors an annual youth conference and office internships, and sends delegates to represent UU views at the UN.

Two delegates of the UU-UNO can attend information briefings of the UN Department of Public Information, receive regular mailings on UN issues, use the NGO Resource Center at the UN, attend the annual DPI/NGO Conference in New York, educate our members and others about the UN, and state our views at the UN. Six delegates can attend public meetings of ECOSOC bodies, and can submit position papers on relevant issues.

UU-UNO members choose issues for study and action with a particularly UU approach.

### *Responsibilities*

The UU envoy provides liaison between the UU-UNO and congregations, coordinating energy, ideas, and action. Envoys communicate UN news not generally reported by the media, inform congregations of action opportunities, facilitate UN Sunday observances, encourage attendance at the UN and UU-UNO conferences, recruit members, and increase visibility and support for the UU-UNO.

### *Meetings*

Meetings and seminars are held periodically at the UN in New York City.

### *Budget*

None (could be used to support travel to New York).

## UUCES Representative

Estimated time commitment: 1-2 hours/month.

### *Purpose*

The UUCES (Unitarian Universalist Counseling and Education Services) representative provides information provided by UUCES to FUSP. (UUCES, 27 Tall Cedar Court, RR #6, Belle Mead, NJ 08052)

### *Selection Process*

The UUCES representative is appointed by the Denominational Affairs Chair.

### *Term Lengths*

One year.

### *Requirements*

An interest in the UUCES.

### *Responsibilities*

Attendance at UUCES board meetings. Distribution of materials that are sent to FUSP.

### *Meetings*

Periodic meetings (3 or 4 times a year) of the UUCES Board.

### *Budget*

None.

## UUSC Representative

Estimated time commitment: about 6 hours/month (more possible)

### *Purpose*

The UUSC representative organizes local fund raisers for the Unitarian Universalist Service Committee. Activities include the selling of Christmas cards and the annual "Guest At Your Table" program co-sponsored with the Religious Education Committee. Fund raising activities are coordinated with the Society's Vice President, who is responsible for overseeing all fund raising activities of the Society.

### *Selection Process*

The UUSC representative is appointed by the Denominational Affairs Chair.

### *Term Lengths*

One year.

### *Requirements*

Interest in the Service Committee. The UUSC sends regular mailings that explain their projects and suggest ways of implementing them on a local basis.

### *Responsibilities*

Publicize UUSC projects so that FUSP members are aware of the Service Committee.

Set up and attend a table at least once a month during the coffee hour.

Facilitate the Guest at Your Table program in cooperation with the Religious Education program and send the funds collected to the UUSC.

### *Meetings*

No meetings are required, although if there was a committee of two or three people to help, more could be accomplished. In this case, some planning meetings might be needed.

### *Budget*

None.

## ***Endowment Advisory Committee***

Number of members: 4 + Chair

Estimated time commitment: 20 hours/year

**Note:** The Endowment Advisory Committee Chair is also a member of the Finance Committee.

### **Purpose**

Manages the Society's endowment funds.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

The Chair is elected for one year. Members of the Committee are appointed for three years.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP. They should have experience in investments (stocks and mutual funds), and a general knowledge of financial matters.

### **Responsibilities**

The Endowment Advisory Committee manages funds established from both restricted and unrestricted gifts to the Society (except for the Heritage Fund) on an inflation-protected basis. It also oversees the Heritage Fund, solicits additional gifts, and submits periodic reports to the Finance Committee Chair.

Income received above the rate of inflation (CPI) is available for use as approved by the Board of Trustees. Income is not to be used for operating expenses in the line item budget. Only investment grade securities can be purchased directly by this committee.

The committee makes suggestions through the Newsletter just prior to the church anniversary in November, that members consider bequeathing sums to the Society in the distribution of their estates.

### **Meetings**

The committee meets four times a year.

### **Budget**

None.

## ***Facilities Use***

Term: 1 year

Number of members: 1 Estimated time commitment: 1-2 hours per week

### **Purpose**

Oversees use of FUSP facilities by outside groups.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Requirements**

The Chair must be a Member of FUSP.

### **Responsibilities**

The Facilities Use Officer (FUO) represents FUSP to individuals and groups who are interested in renting church facilities. The FUO meets with potential renters, provides rental fee information, and generally helps to promote the use of facilities by outside groups.

The FUO also verifies the availability of facilities against the church calendar, consults with the President of the Society concerning rentals on a regular and ongoing basis, and maintains rental contracts.

The FUO ensures that renters are aware of their obligations to keep church facilities in good order. In the event of problems that need to be addressed (whether the problems are raised by the renter or by the FUSP Board of Trustees), the FUO communicates concerns to the appropriate parties and works to ensure that issues are resolved satisfactorily.

For additional information about responsibilities of the Facilities Use Officer, see the section on “Use of Facilities Policy” in *FUSP Policies and Procedures*.

### **Meetings**

Meets with potential renters as needed.

### **Budget**

None.

## **Finance Committee**

Term: 1 year

Number of members: Seven

Estimated time commitment: Varies for each member (see other job descriptions)

The Finance Committee consists of the elected Chair, who serves on the Board of Trustees, and the Treasurer, Controller, Audit Committee Chair, Pledge Chair, Financial Support Chair, Endowment Committee Chair, and other members appointed by the Chair and the President of the Society. The Dream Team finance representative and the Food Certificates chair may also be asked to participate as nonvoting members.

### **Purpose**

The Finance Committee is responsible for raising funds for the needs of the Society and for disbursement of funds in accordance with obligations recognized and approved by the Society. More specifically, the Finance Committee is the primary committee to help the Board of Trustees meet its responsibilities to manage, safeguard, and control the property, business, and financial affairs of the Society.

### **Selection Process**

The Chair and all members are elected at the annual meeting.

### **Term Lengths**

The Chair and members of the committee are elected for 1 year.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP.

### **Responsibilities**

The Finance Committee enforces Article X of the By-Laws, *Finance and Contracts*.

The committee is responsible for safekeeping of funds of the society, for keeping proper records of all income received and of all moneys disbursed, and for reporting same to the Trustees at their regular monthly meeting and to the members at the Annual Meeting.

The committee, in consultation with all committee chairs, prepares and recommends a proposed balanced budget for the succeeding fiscal year for the use of the Pledge Committee. On the basis of the total amount pledged, the committee assists in the revision of the proposed budget and recommends a proposed balanced budget to the Board of Trustees, to be approved at the Annual Meeting of the Society.

The committee reports monthly to the Board of Trustees for all revenues and expenses, as well as assets and outstanding obligations (if any), and analyzes and interprets the significance of year-to-date financial activity relative to annual FUSP plans. The committee recommends adjustments of the approved budget to the FUSP Board (in accordance with the By-Laws).

The committee checks with other committees from time to time to ensure that expenditures do not exceed amounts budgeted. The committee monitors spending for compliance with budgets and helps obtain necessary Board approval for any excess spending (beyond approved budget level) by any committee or in any account.

The committee is responsible for the liquid financial assets of the Society, and reports any changes in the investment of short term (up to two-year maturities) liquid assets to the FUSP Board. It recommends prudent investment policies for any capital assets of the Society in consultation with the Endowment Advisory Committee (excluding the Heritage Fund and other endowment funds established by members or as gifts to the Society and to be administered by the Endowment Advisory Committee).

The committee supervises and evaluates the insurance coverage and costs for the Society (excluding any staff benefit insurance). The committee also ensures that the Treasurer and Controller, and any other individuals with financial responsibilities, are bonded or insured as required by the By-Laws.

The committee assists the Pledge Chair and the Treasurer as required in contacting new members for current year pledge commitments, and in contacting Members or Friends who are in serious arrears on their pledges, to determine the reason and, if necessary, renegotiate pledges. The committee informs the Membership Committee Chair and the Minister to identify any Members who have no identifiable financial contribution during the prior fiscal year for possible removal from the membership rolls of the Society (as provided in the By-Laws).

The committee arranges with the Audit Committee to initiate a complete audit of the FUSP financial books at least every two years and annually if possible.

## Meetings

The committee meets at least quarterly in July, October, January, and April, and more frequently as may be required to efficiently conduct committee business.

## Budget

Needed for yearly pledge canvass costs, accountant fees, postage to mail quarterly statements, and bank checking charges.

## ***Financial Support Committee***

Number of members: One or more

Estimated time commitment: Coordinating major events requires a commitment of between 25 hours and 70 hours both before and after the events.

**Note:** The Financial Support Committee Chair is also a member of the Finance Committee.

### **Purpose**

The purpose of the Financial Support Committee is to raise funds for the Society to complement (but not conflict with) the annual pledge canvass.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

In the past, this committee consisted of two individuals, each of whom coordinated one of the two major fund raising activities. Each of them recruited other members to participate as needed.

### **Term Lengths**

One year.

### **Responsibilities**

The Financial Support Committee plans and organizes all fund raising events at FUSP, working closely with the Vice President (who has Board oversight for all fund raising activities). The committee also determines the overall level or number of fund raising events and generates ideas for new types of fund raising activities.

Two traditional committee activities are the Service Auction and the Yard Sale, but these are only two possible activities of the committee. Other fund raising activities are conducted by other Committees and components of the Society to benefit their own activities or to help support the operations of FUSP (for example, the food certificate program, hymnal donations, Entertainment Books, Act IV, REC, and so forth). These are not coordinated by the committee.

There are extensive guidelines for planning and executing the Service Auction.

Participation in the committee gives members an opportunity to meet many people who are members of FUSP. It also gives participants the opportunity to contribute to the financial well being of the Society.

### **Meetings**

Attends Finance Committee meetings and other meetings as needed to plan fund raising activities (five to 20 per year).

Budget

None.

## ***Hospitality Committee***

Number of members: variable

Estimated time commitment: 1 to 1-1/2 hours per service

### **Purpose**

The Committee is responsible for organizing and providing refreshments following Sunday services.

### **Selection Process**

The Chair is elected at the Annual Meeting.

Members are volunteers.

### **Term Lengths**

One year.

### **Responsibilities**

The Hospitality Committee prepares and serves coffee and tea following Sunday morning services. The committee Chair ensures that supplies are purchased and recruits members to perform this function. In the past, the committee members have been solely responsible for this function; but the Chairs are strongly encouraged to ensure broad participation by members, rather than doing the job on their own.

All committees or groups wishing to use the kitchen or coffee equipment should obtain the permission of the HC. The committee should ensure that complete instructions for setting up refreshments and cleaning up afterwards are readily available, preferably posted prominently in both kitchens.

The committee should also keep lists of caterers or other people who can provide hospitality services for special events, such as memorial services or weddings. In some cases, the Hospitality Committee may organize volunteer groups of members to perform such services for the Society's members.

### **Meetings**

For organizational purposes only.

### **Budget**

There is no charge for beverages, but donations are accepted. Donations should be passed on to the Society Treasurer to be added into the Society's operating budget, and supplies should be paid for out of the budget for committee. It is hoped that donations will be sufficient to offset the cost of supplies.

## ***Long Range Planning Committee***

Number of members: 4 + Chair

Estimated time commitment: 20 hours/year

### **Purpose**

Develops programs for major building modifications and investments, consistent with the long-range plans of the Society. This committee is responsible for looking to the current and future needs of the Society and developing a long-range plan to see that those needs are met.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

The Chair is elected for one year. Members of the Committee are elected for three years.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP.

### **Responsibilities**

The committee investigates and identifies the long-range physical needs of the Society and reports on these, as a continuing process, to the Society. The committee compiles comprehensive suggestions on such needs and, with the authorization of the Board of Trustees, works to implement these suggestions.

In recent years, this committee has worked closely with the Dream Team to develop a five-year renovation plan for the physical facilities of the Society.

**Note:** Until further notice, the members of the Long Range Planning Committee also serve on the Dream Team, and carry out their long range planning responsibilities through the Dream Team.

### **Dream Team**

The Dream Team is an initiative to improve the appearance of our church and to raise funds in order to implement the plans.

Committee members with one or more of the following skills are needed:

- To oversee large construction project
- To raise funds
- To help determine where we are going

## Meetings

As required.

## Budget

Budget needed for mailings, to support Sunday services on Dream Team plans, and (if necessary) to pay for consultants and other supporting services for projects.

## **Membership Committee**

Number of members: 9 (including Chair)

Estimated time commitment: 5-10 hours/month

### **Purpose**

The purpose of the Membership Committee is to foster membership in FUSP by greeting newcomers, encouraging their integration into our Society by joining and becoming involved, and helping to maintain current members' sense of belonging to FUSP.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

Three new members are selected each year for three-year terms. Any additional members needed as replacements are selected to complete the remaining terms of those they are replacing.

### **Term Lengths**

The Chair is elected for one year. Members of the Committee are appointed for three years.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP. Members of the committee should be familiar with Unitarian Universalist principles and our Society's affiliation with the UUA.

### **Responsibilities**

The Membership Committee carries out its purpose in various ways:

- Staffing the membership table on Sunday mornings, greeting visitors, providing information on FUSP and the UUA, explaining how to become a member, reaching out to visitors and newer members to encourage their participation, as well as in reaching out to longer term members. The welcoming table must be staffed every Sunday throughout the year (including summer months), and other duties in this area must also be continued throughout the summer. Maintain a schedule for rotation of members responsible for staffing table on specific Sundays. Each member needs to staff the table about once a month.
- Finding and instructing two greeters for each Sunday worship service.
- Coordinating plans for membership growth.
- Publishing a church directory each fall.
- Maintaining a database of church members and friends.
- Assisting in the welcoming of new members by hosting or attending a social event.
- Assisting in the Service of Welcome for new Members.

- Maintaining the records of official membership (adding new Members, verifying current Members, and removing inactive Members) and provides a count of Members for the UUA.
- Working with the minister before September 1 to identify new member Sundays and dates for New U course. (Chairpersons)
- Coordinating "Bring-a-Friend" Sundays to occur at least twice a year.
- Taking a proactive role in recruiting new members by holding more frequent (once a month) informational meetings (in addition to New U), providing tours of church, and information on how to become a member.
- Contacting the Board liaison monthly with an update of committee activities, and reporting any difficulties or help needed.
- Maintaining visitor brochures in pews and member packets for welcoming table.
- Advising the chair of the Publicity Committee of any assistance you need in publicizing New Member Sundays, the New U Course, Tours of the Church and Informational Meetings (for potential members), and any other membership occasions.

The committee consists of 9 persons, of whom one is the chair.

Members of the Membership Committee should be available at least one Sunday per month to be at the membership table. Additional time is needed for telephoning and for special events.

The Membership Committee benefits the Society by helping the membership to grow and helping members to become more involved in the life of the congregation.

Committee members get to know members of the Society, both old and new, making a contribution of time and effort and thereby feeling more integrated into the Society themselves.

### Steps to Membership

1. Visitor fills out form to visit the Minister.
2. The Minister writes a follow-up letter as soon as possible following the request, or invites those who express an interest to meet for an hour or so. After a new member joins, the Minister gives the new member a FUSP Membership packet.
3. The new Member fills out a Congregational Record card and signs the Membership book.
4. The Minister asks the new member for a pledge.
5. The Minister provides an interest form, "Tell Us about Yourself," to be filled out and returned the next Sunday.
6. The Office Administrator adds the information from the Congregational Record card to the computer so that the new member receives *The World* and other UUA material.
7. New members are asked to join the New UU course led by the Minister.
8. New Members are invited to a party or reception and to formal recognition in a Sunday Service for New Members.

## Meetings

Once per month (3 hours).

## Budget

Needed for hosting social events, creating or purchasing pamphlets for distribution at the membership table, postage and copying, publication of directory, and database software.

## **Ministerial Leaves**

Number of members: 2 (plus the Minister)

Estimated time commitment: 2 days/year

### **Purpose**

Represent FUSP at Leadership Leaves Council meetings and report to Trustees as required.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

1 year. (Members should serve for more than one year at a time. It is very difficult to keep up with council meeting subjects in only two meetings.)

### **Requirements for Committee Members**

Should be able to represent FUSP at meetings, usually on Sundays in Summit or Morristown. There are 2 meetings per year, typically in March and October.

### **Responsibilities**

Since the birth of the Central New Jersey Leadership Leaves council in 1967, FUSP has been one of the 6 member societies. The Plainfield, Morristown, Princeton, Lincroft, New Brunswick, and Trenton Churches joined forces to better provide their ministers with the sabbaticals our denomination recommends for its professional religious leaders every six years.

Our minister, who is automatically one of FUSP's representatives on the Council, is entitled, under the program, to have a 5 month sabbatical leave every six years. The council raises monies to support the sabbaticals by assessing each member Society 1% of its operating budget each year, minus any debt retirement service. These funds are then distributed each year according to the following formula: 3/4 to the minister going on sabbatical and 1/4 to the church whose minister will be away. In addition, the Council provides ministers, sermons, and services for the society whose minister is absent.

By the Leadership Leaves Council's by-laws, our church is entitled to two lay representatives. The Board of Trustees decided, in 1983, that these representatives should be appointed by the President of the congregation for 3 year terms.

### **Meetings**

The District Ministerial Leaves Committee meets twice a year. The members of the Leadership Leaves committee submit a report for each meeting. In addition, the Chair of this committee attends some Board meetings.

## Budget

One percent of the FUSP operating budget goes to the Central New Jersey Leadership Leaves Council, to provide funding for each church in the year of its Minister's sabbatical.

## **Music Committee**

Term: 1 year

Number of members: 5-10

Estimated time commitment: Chair 5-10 hours/month; members 2-5 hours/month

### **Purpose**

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

The Music Committee consists of the elected Chair and at least four additional members.

### **Term Lengths**

The Chair is elected for 1 year.

### **Requirements for Committee Members**

The Chair must be a Member of FUSP.

### **Responsibilities**

The Music Committee works in cooperation with the Minister, the Music Director, and the Lay Sunday Services Committee to provide or make arrangements for music at Sunday services or other meetings of the Society. It is responsible for defining the job description of the Music Director, and acts as liaison between the Music Director and the Personnel Committee.

The Music Committee may plan and carry out music programs throughout the church year at its discretion and may charge a reasonable admission in order to support such events. It may also assist the Music Director with the choir. Its functions may include music selection and personnel attendance.

If there is a vacancy in the Music Director position, the committee furnishes information about the requirements for the position to candidates and recommends a new Music Director to the Board of Trustees.

### **Meetings**

Monthly.

### **Budget**

The committee develops a yearly music budget and recommends it to the Board of Trustees.

The Music Committee conducts an annual review of the Music Director and makes recommendations to the Personnel Committee regarding this review and any salary adjustments it deems necessary.

The Committee engages competent people to repair and service the musical instruments owned by the Society, as needed. It certifies for payment by the controller amounts billed for maintenance of such instruments when service is satisfactorily completed.

## ***Newsletter***

Number of members: 1 or more

Estimated time commitment: The primary editor spends 20 hours a month. The secondary editor spends 8 hours a month. The mail preparers spend 3 hours a month.

### **Purpose**

The purpose of the newsletter committee is to prepare and distribute monthly newsletters for FUSP.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

One year.

### **Requirements for Committee Members**

The Newsletter chair must be well organized and extremely reliable, but need not be a Member of FUSP (probably better to have a Member in this position).

### **Responsibilities**

The newsletter is the primary communication link to the membership. It provides the calendar of activities: Sunday services, committee meetings, social and service activities, and other announcements of importance to the life of FUSP. It also serves as a forum for sharing ideas.

Two people are required for all phases of production except printing and folding/collating/labeling. An outside printing house is used for producing the copies. A team of 6 members is needed to prepare the newsletters for mailing (folding, collating, and labeling).

Producing a newsletter is a challenging operation that involves both structure and creativity. Tight organization and forward planning are required to get all the pieces together under severe calendar constraints. Intimate knowledge of all that's going on in the church is not only necessary but interesting. The creative aspects are most exciting, as we get to decide the contents and appearance of each newsletter.

The newsletter stands on its own, not being approved by the Board or any other group. So, while it can influence the views of our church and its members, we also have to bear a position of responsibility.

Tasks involved:

- Design the overall design of the newsletter
- Find people to write feature articles
- Collect articles, milestones, etc.

- Edit articles
- Lay out the newsletter
- Select printing company
- Deliver to the printer; verify work
- Deliver printed newsletters to the church
- Make arrangements with mail preparers
- Verify postage costs
- Approve money transfers to newsletter account
- Determine annual budget

### Meetings

None.

### Budget

There are only two costs for producing the newsletter: printing and postage. Currently, printing averages \$240/month and postage (3rd class) averages \$65/month. So the total budget is around \$3,000/year.

## ***Office Administration Representative***

Term: 1 year

Number of members: 1

Estimated time commitment: 4 hours/month

### **Purpose**

Acts as supervisor/liaison with the Office Administrator (a paid staff position) and oversees office budget.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Requirements for Committee Members**

Must be a Member of FUSP.

### **Responsibilities**

Supports Office Administrator in working well with other staff.

Monitors needs of the Society office. Provides for coverage of the office in the event that the Office Administrator is absent.

Seeks and processes input of FUSP members and friends on the Office Administrator's performance.

Checks office expenditures.

Checks and maintains office equipment.

Recommends a yearly budget for the office.

Reviews performance of the Office Administrator yearly and presents salary recommendations to the Board.

Updates job description and staff policy description.

### **Computer Equipment**

The Office Administration Representative also works with qualified people to set up and maintain church software and hardware for the benefit of the staff and all church committees.

- Keep the computer in operating condition (and if necessary, select and purchase new hardware).
- Provide necessary software.
- Supervise data entry and retrieval of lists and information as needed.
- See that the church database is backed up regularly.

- Meet with committee chairpersons to assist in providing needed data.

### Meetings

Meets monthly with office administrator; attends Personnel Committee meetings (3/year).

### Budget

Covers office equipment and supplies. Largest expense is for the copier. (Some funds are available from the Bieber Fund.)

## ***Pledge Committee [formerly Canvass]***

Number of members: Chair plus other members selected by Chair

Estimated time commitment: 100 hours/year (mostly in winter/spring)

**Note:** The Pledge Committee Chair is also a member of the Finance Committee.

### **Purpose**

Conducts annual pledge campaign for financial support of Society activities, staff salaries, and facility maintenance by Members and Friends. There is a Pledge Chair and Co-Chair each year to lead a broad-based campaign.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

The Chair is elected for is 1 year.

### **Requirements for Committee Members**

The Chair must be a Member of FUSP.

### **Responsibilities**

The committee appoints other church members to provide assistance in conducting the annual campaign for contributions.

The committee solicits contributions from new members as they are accepted into the Society throughout the year.

### **Meetings**

Attends Finance Committee meetings (four per year) plus Pledge Committee meetings (three or more).

### **Budget**

Needed for mailings and pledge materials, possibly for outside speaker for canvass training.

## ***Program Committee***

Number of members: 5 + Chair

Estimated time commitment:

### **Purpose**

To sponsor special programs of interest to the congregation.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

The Chair is elected for one year. Members of the Committee are appointed for three years.

### **Requirements for Committee Members**

The Chair must be a Member of FUSP.

### **Responsibilities**

The Program Committee is responsible for sponsoring programs of interest for the membership, which may include picnics, educational or recreational outings, theatre parties, seminars, or other events to be determined by members of the committee.

The committee also schedules Bring-a-Dish Dinners (usually monthly) and JuneFest (the annual all-church retreat).

Program Committee events may be free of charge or may be of nominal cost; but they are not to be considered fund-raising events. Seed money for events may be withdrawn from Program Committee funds by voucher to the Controller; but such money should be returned to the Treasurer after the event, to be recredited to the Program Committee account.

The Chair keeps a notebook containing a record of all events and any other information that might be helpful to succeeding Chairs, and submits an annual report to the Board.

The Secretary of the Program Council keeps the minutes of each meeting and supplies each Committee member and the Minister with a copy.

The Program Committee is responsible for scheduling its own events, in consultation with the Office Administrator.

Publicity for Program Committee events is handled by the Program Committee, and appropriate notices put into the Newsletter and Order of Service.

## Meetings

The Program Committee meets approximately once a month during the Church year and may meet during the summer.

## Budget

None.

## ***Property Committee (Inside and Outside)***

Number of members: 2–10

Estimated time commitment: The Chair typically spends 4 to 8 hours per week on average; committee members generally contribute about 4 hours per month.

### **Purpose**

The Property Committee charge is to provide an attractive and comfortable facility for our members and others that seek a place for worship and mutual support. The committee oversees that the exterior grounds are clean and inviting; the building is safe and hospitable; and the future needs of the Society are anticipated. To balance these responsibilities, the Committee is divided into two parts, each with a chair: Inside and Outside Property. The two chairs function as a team to meet the overall facility objectives, and utilize the same budget.

### **Selection Process**

Each Chair is elected for one year. Members of the Committee are recruited by the Chair.

### **Term Lengths**

Each Chair is elected for one year.

### **Requirements for Committee Members**

Each Chair must be a Member of FUSP.

### **Responsibilities**

**Inside Property:** The inside property committee observes the condition of the property, noting discrepancies on an ongoing basis, and accepts discrepancy reports from members and attendees of various functions; takes corrective action on a timely basis (where possible within the budget); consults with Area Champions and any pertinent committees (such as Arts, Memorials, and Dream Team) where appearance or long term impact is involved; and maintains a supply of cleaning material for the Sexton.

Responsibilities include the following:

1. Care of all building interiors (including walls, ceilings, floors, windows, plumbing, heating, air conditioning, fire alarms, burglar alarms, pest control, electrical wiring, and appliances) and exteriors (including roofs, walls, and windows).
2. Care of those external structures not covered by the outside function (including signs, lamps, fences, walls, and parking lots).
3. Care of cleaning tools (such as vacuums, brooms, etc.), building tools (such as ladders, hammers, screw drivers, etc.), and grounds tools (such as lawn mowers, hoses, blowers, shovels, etc.).

The Chair:

- Makes arrangements for the purchase of supplies
- Supervises hours and performance of the Sexton, giving encouragement and direction. Reviews descriptions of Sexton's duties and, with the Sexton present makes changes or revisions as necessary
- Arranges for pest control
- Monitors and authorizes payment for fire insurance and inspections and repair of fire detection systems
- Authorizes payments for services and materials
- Programs thermostats and lighting timers, to minimize costs while providing adequate comfort, making seasonal adjustments as needed to include daylight savings time changes
- May organize work parties or hire outside help
- Arranges for removal of snow and ice
- Arranges for lawn mowing
- Creates an annual budget (subject to the approval of the Finance Chair and the Board of Trustees) to cover expenses for the above responsibilities and those of Inside Property.

Currently, the Sexton is part time with duties that include cleaning only, no maintenance.

The estimated time commitment for the Chair is 4 to 8 hours per week on average. Highly skilled volunteers could reduce this amount considerably.

Unskilled committee members tend to increase rather than decrease time spent by the Chair.

**Outside Property:** The outside property function includes landscaping and related activities, including placement and care of shrubs, trees, patios, walkways, and gardens.

The Outside Property committee observes the condition of the grounds and accepts inputs from other committees and members where applicable; corrects problems and improves the appearance in a timely manner as available funds permit; and provides budget requirements to the Inside Property Chair, with an eye toward significantly improving the appearance of the grounds every year.

## Memorials

The Outside Property Committee also creates a Memorials Committee that oversees the maintenance of the Memorial Garden.

The committee designates a member to order name strips for the memorial stone, and to plant and maintain memorial garden.

The Memorials Committee is available to advise and carry out the wishes of family and congregation when death of a family member occurs and the establishment of a memorial is desired. Consideration will be given to:

- The form a memorial will take

- The personality of the deceased
- The needs of the congregation
- Satisfaction of the survivors
- Financial means available

With approval of the Board of Trustees, the Committee may sponsor a fund-raising drive to finance a memorial or to augment funds initially donated for that purpose.

The Committee solicits advice and assistance in areas not within the expertise of the Chair or members of the committee when judgement of specialists or professionals among the congregation is needed for the selection and acquisition of a suitable memorial, be it an object of art, a living plant, or a functional item.

Upon receipt of gifts or money for memorial purposes, the Committee sends a card of appreciation to the donor and one to members of the family informing them of the gift.

The Committee may also assist the family, Minister, and President in arranging memorial dedication services.

The Committee assists in the planning of any repairs, restoration, or modification of church buildings or grounds, and in the planning of church celebrations such as anniversaries and commemorative services.

### Meetings

At the discretion of each Chair.

### Budget

The Property Committee's budget covers all direct expenses related to maintaining the facility. The committee also has some influence in the allocations of other budgets, such as the Sexton's salary and Long Term Planning.

## **Publicity Committee**

Number of members: One or more

Estimated time commitment: Several hours per month (occasionally more)

### **Purpose**

To help committee chairs, the Minister, and other persons organizing events to publicize activities of the Society that are of interest to the larger community.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

### **Term Lengths**

One year.

### **Responsibilities**

The Publicity Committee plans, develops, and executes promotional projects to spread awareness of the Society and its activities to the general public in the Plainfield area. It arranges for church advertisements to be placed in one or more newspapers having general circulation in the Plainfield community.

The Committee maintains a record of charges for ads, sizes, and the deadlines for submitting them to each newspaper, and meets deadlines. This information should be furnished to all committees involved in activities of public interest, such as the Membership Committee, Program Committee, Worship Committee, Music Committee, Arts and Memorials Committee, and the REC. Having the schedule enables these committees to plan their publicity.

The chair will consult as needed with any committees needing publicity. Committees are responsible for identifying their publicity needs and for working with the Publicity Committee to develop a publicity plan.

The committee will obtain all possible avenues of publicity for church events open to the public, such as Act IV productions, Rummage Sales, Arts & Crafts sales, and Holiday sales.

The Publicity Committee prepares press releases relating details of any church or church-sponsored activity open to the public. In this connection, they may invite an interview or attendance by a newspaper correspondent on special assignment.

The Committee enlists people of talent to design colorful posters or flyers for use in promoting special church events, arranging to have posters displayed in public places throughout the community and, with permission, in various shop windows. Any use of flyers should be planned so as to avoid creating litter. The committee arranges for the publication of promotional material when needed for Denominational or Ministerial purposes.

The Committee evaluates the effectiveness of its various promotional projects and reports at the Annual Meeting.

### Meetings

Occasional meetings with people or groups to discuss their publicity needs. Many discussions can be conducted by phone, correspondence, or e-mail, without the need for a meeting.

### Budget

Needed for yellow pages listing for the Society, for occasional newspaper ads (especially around holidays or when Minister's column appears in local paper). In addition, funds may be needed for other materials to aid publicity efforts (for example, signs or bulletin boards).

## ***Religious Education Committee***

Number of members: 9 + Chair

Estimated time commitment: 7 or 8 hours per month; 1-1/2 hours per week

**Note:** The Chair also serves on the Board of Trustees.

### **Purpose**

Oversees the Religious Education program of the Society, including both children's RE and adult RE.

### **Selection Process**

The Chair and all members are elected at the Annual Meeting. Three new members are elected each year to three-year terms.

### **Term Lengths**

The Chair is elected for one year. Members of the Committee are elected for three years.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP.

### **Responsibilities**

The Religious Education Committee (REC) is a group of nine people elected by the congregation to devote their united efforts towards the religious education of members of the Society with particular emphasis on programs for children and youth.

At least one member of the Committee is to be 21 years old, or younger, and preferably a student or former student of the Church School. The Chair may choose members to serve in various positions (such as Secretary and Treasurer). One member of the Committee is designated as a member of the Personnel Committee as required by the By-laws.

The REC is expected to develop a philosophy, establish goals, select curriculum, help recruit and support a teaching staff for the Church School classrooms. It also provides programs for adults, encourages participation in both Sunday school and adult RE programs, recruits and recommends to the Board a Director of Religious Education (DRE), negotiates a contract with the DRE, including proposed salary and hours, and oversees the DRE's work.

The committee also oversees the physical state of classrooms, audio-visual equipment, resource and supply closets, and the Religious Education library.

The DRE, with the support of the REC, recruits teachers, and substitutes for the Church School. The DRE provides workshops and training sessions for the teachers and, with the assistance and support of the REC, encourages and recognizes volunteer efforts on behalf of the children and youth in the program.

The REC plans events for members of the Church School and intergenerational events for families. It also plans programs for adults in coordination with other committees, especially the Program Committee. To implement this, it may create an Adult Education Committee with a member of the REC as a liaison. To make the congregation aware of these planned activities, plus the programs offered by the Church School, the DRE assisted by the REC, prepares and distributes a Religious Education Prospectus.

The President of the Society and the Minister are members ex officio of the REC. Activities of the REC and Church School are announced through the Newsletter and any other means deemed appropriate.

### Meetings

The REC meets monthly at a time agreed on by all members. At these meetings the DRE submits a report concerning the program that includes registration, attendance, evaluations of existing or past programs, and overviews of programs planned. Regular meetings are also open to members of the congregation.

### Budget

The committee prepares an annual budget to submit to the Board for approval, and monitors ongoing expenses for the RE programs. The REC (or in emergencies, the Chair) reviews major expenditures before they are made.

## ***Social Justice and Outreach***

Number of members: 1 (Chair) + special committee chairs

Estimated time commitment: 2-4 hours per month

### **Purpose**

The Social Justice and Outreach Coordinator:

1. Provides coordination of *all* social justice and community outreach activities at FUSP.
2. Identifies or recruits volunteers for specific initiatives instead of large, catch-all committees.

This is purely a coordinating position; all of the specific action and outreach initiatives are handled by special committees.

### **Selection Process**

The Chair is elected at the Annual Meeting. Special committee chairs are appointed by the Social Justice and Outreach Chair.

### **Term Lengths**

The Chair is elected for one year.

### **Requirements for Committee Members**

The Chair must be a Member of FUSP.

### **Responsibilities**

The Social Justice and Outreach Chair has the following responsibilities:

- Identify and recruit Chairs and/or members for special committees performing outreach activities.
- Keep track of people resources within FUSP and make that information available to special committee chairs.
- Work with special committees to provide volunteering opportunities for FUSP members.
- Identify funding needs and work with special committee chairs to develop fund-raising plans.
- Communicate with the Board about ongoing and new initiatives.
- Identify relevant community organizations and provide contact information for interested individuals or committees at FUSP.
- Facilitate communication among different action and outreach initiatives, including current projects (Social Action, Food Pantry, Anti-Racism, Latino Neighbors Outreach Ministry, Homeless Project, Bound Brook Flood Project, Social Justice Task Force for Plainfield Partnerships) and new projects to be developed.

Meetings

As needed.

Budget

To be determined.

## Social Action Committee

Number of members: 1 to many

Estimated time commitment: 1-5 hours per week

### *Purpose*

The Social Action Committee of the First Unitarian Society of Plainfield exists to provide the members of FUSP with a means of effecting changes in our society. The Committee will identify current conditions, local, national, and international, that are contrary to the Seven Principles of Unitarian Universalism. Issues will be presented to interested members of FUSP along with a specific plan of action.

### *Selection Process*

The Chair is recruited by the Social Justice and Outreach Chair. Members are volunteers.

### *Responsibilities*

The Chair organizes the work of the committee, working with committee members to gather information and develop proposals for action, and calling meetings as necessary. The Chair may also recruit members for the committee, to ensure that the committee is representative of the congregation.

Members contribute ideas and gather information about specific issues of interest to the committee, and provide a forum for discussing and refining plans of action.

### *Meetings*

Occasional meetings, generally at FUSP. Some actions may also involve participation by members of the committee.

### *Budget*

Minimal: stamps for mailings, when not otherwise provided.

## Antiracism Committee

Number of members: 10–20

Estimated time commitment: 2–6 hours/month

### *Purpose*

To make our Society a more welcoming place for people of all races and ethnicity, to educate the congregation on antiracism, to identify and act on racial issues in the congregation and the community at large, and to be the focal point for driving and coordinating the effort to become an anti-racist, multicultural institution.

### *Selection Process*

The Chair is appointed by the Social Justice and Outreach Chair. Members are volunteers.

### *Term Lengths*

One year.

### *Requirements for Committee Members*

Membership is open to all who have taken the one day training seminar, and are committed to becoming antiracist in themselves and to ending racism in the denomination and the country at large.

### *Responsibilities*

The objectives of the Antiracism Committee are to:

- Lead FUSP efforts towards becoming antiracist and multicultural.
- Understand and oppose racism within ourselves and our congregation through a program of education.
- Make our Society a place where people of all races and ethnic groups feel welcome.
- Identify and act on issues and problems that grow out of racism and racist policies and practices and that concern our congregation, local communities, our denomination, and the nation as a whole.

The Antiracism Committee works towards these objectives through its Open Hearts, Open Doors training seminar and other training programs, open to all members and friends and taught by Committee members, Sunday Services on racism, book discussion groups, and working on community projects towards ending racism. The Committee also analyzes racism within the church and its programs to make suggestions on ways to make them more welcoming to people of color. Through the Newsletter, it calls attention to significant issues. The Committee also participates in denominational programs on racial justice.

### *Meetings*

First Monday of each month.

### *Budget*

Needed for training workshops, educational materials, outside speakers on antiracism, and funding community projects that support antiracism.

## Community Outreach Committee

Number of members: 15-25

Estimated time commitment: xx

### *Purpose*

To promote the active involvement of the Society and its members in projects to support and promote the needs of our extended community. Extended community is defined primarily as the community of Plainfield, where our Society is located, but also includes the communities where our members are located.

The committee also supports and works with other UU congregations and participates in UUA outreach activities.

### *Selection Process*

The Chair is appointed by the Social Justice and Outreach Chair. Members are volunteers.

### *Term Lengths*

One year.

### *Responsibilities*

The committee serves as the recipient for all information and requests from our members, local organizations, and UU-connected service organizations concerning community outreach activities. The committee coordinates all existing community outreach activities, often working with other FUSP committees.

The committee also generates ideas for new projects and coordinates information about proposals and requests for new services, directing them to members who are already involved in related activities or, if no related projects are ongoing, determining whether the Society should become involved in supporting such projects.

Examples of community outreach activities include, but are not limited to, the following projects:

- Maintaining an active list of all community-related activities and the FUSP member contacts for each
- Periodically distributing a list of all volunteer activities for current and new members
- Sponsoring (at least once a year) a meeting for all members involved in community-related activities for the purpose of generating support, coordination, and knowledge of all activities
- Working with other area churches to combine resources

Some past projects included Camp Know-How (summer activities for junior high school students), Make a Difference Day, Aids Memorial Service, holiday gift gathering, and NetDay (helping local schools install computer networking facilities).

*Meetings*

*Budget*

## Food Pantry

Number of members: xx

Estimated time commitment: xx

### *Purpose*

### *Selection Process*

The Chair is appointed by the Social Justice and Outreach Chair. Members are volunteers.

### *Term Lengths*

One year.

### *Requirements for Committee Members*

### *Responsibilities*

The Food Pantry distributes food to those who need emergency assistance. This Committee provides a link to the immediate community to help those less fortunate than most of us. The food is distributed on alternating Saturdays mornings for two hours.

The purpose of the Food Pantry is to help those who are in need of short term food supplies until other agencies that provide sustained assistance are able to provide relief.

The Food Pantry has approximately 20 members. All are active at some point during the year. Time commitment may be as much as two hours per month.

Participation in the Food Pantry may give members the feeling of satisfaction that they are helping to solve an important problem.

### *Meetings*

### *Budget*

## **Treasurer**

Term: 1 year

Estimated time commitment: 25 hours/month

**Note:** The Treasurer is also a member of the Finance Committee.

### **Purpose**

To deposit all operating and miscellaneous funds and send quarterly statements to Members and Friends who have made a pledge to the Society.

### **Selection Process**

Elected at the annual meeting.

### **Requirements**

Must be a Member of FUSP.

### **Responsibilities**

The Treasurer collects and deposits all income of the Society and credits such income to the appropriate accounts. The Treasurer reports income received by account monthly to the Finance Committee Chair.

The Treasurer also maintains pledge cards and sends quarterly statements to all who have pledged installment payments.

### **Meetings**

Attends Finance Committee meetings (four per year).

### **Budget**

Postage and mailing expenses. Funds drawn from Finance Committee budget.

## **Worship Committee**

Number of members: 10

Estimated time commitment: 2-4 hours/month The Chair needs to contribute at least 2 additional hours per month to coordinate activities of the committee.

### **Purpose**

To ensure that worship services reflect UU values and provide opportunities for spiritual reflection, intellectual stimulation, and feelings of religious community. To achieve this end, the Worship Committee provides coordination among the various committees that support worship services, establishes a planning process for services, and evaluates past services to recognize excellence and identify needed improvements.

To plan Sunday worship services led by members or outside speakers.

The Worship Committee also coordinates Announcements, Chalice Lighting, Flowers, and Usher Coordination.

### **Selection Process**

The Chair is elected at the Annual Meeting. Members are appointed by the Chair.

The Worship Committee should include the Minister, Music Director, and Religious Education Director, and may also include other members as needed.

### **Term Lengths**

The Chair and all members of the committee serve for one year.

### **Requirements for Committee Members**

The Chair must be a Member of FUSP.

### **Responsibilities**

Works with Minister and lay leaders to plan and execute worship programs throughout the year. Specific responsibilities include the following:

- Get information about the Minister's schedule for services during the year
- Schedule services to be led by the minister and lay coordinators
- Ensure that service planning is in place for the entire year (including summer)
- Identify monthly Worship Coordinators who support worship leaders
- Formalize the planning process for worship services
- Identify themes for series of services

- Coordinate service elements, including music and art
- Plan for some services to include RE students and intergenerational elements
- Coordinate with other committees that are affected or may provide input to worship services
- Collect feedback on worship services (journal in sanctuary, suggestion box, surveys, etc.) and ensure that appropriate responses follow
- Ensure that recognition is given to those who provide worship services
- Notify all affected committees in the event that a service is planned to run longer than the usual time
- Propose alternate types of worship services (evening or weekday?)
- Identify services needing publicity and get any necessary information to the Publicity Committee

### Related Committees

Members of the following committees may wish to attend Worship Committee meetings, but are not required to be present. The Worship Committee should provide any relevant information to these committees, and may ask these committee chairs to attend some Worship Committee meetings, to ensure that all of these committees participate in supporting both in-year and summer services.

- Music Committee
- R.E. Committee
- Publicity
- Hospitality Committee
- Arts Committee
- Newsletter
- Web page

In addition, the Worship Committee may invite other committees to attend some meetings.

Committees supporting worship services need to schedule coverage during summer months to ensure that the same person is not constantly on call for the entire summer.

### Lay Led Services

Lay worship leaders and coordinators are typically volunteers. Other participants may include guest speakers, lay speakers, panels of members, singers, dancers, actors, or other combinations of people of all ages.

The Worship Committee is responsible for scheduling and for coordination between presenters and other resources in the congregation (such as musicians or people knowledgeable about the sound system). The committee should also work with presenters to make sure that a description of the service appears in the Newsletter the month before the service, and that an Order of Service is provided to the

Office Administrator early in the week before the service. Finally, the presenter and committee should remind the Office Administrator to put the title of the service on the sign in front of the building.

The format of services may be similar to that used by the Minister or may be completely different, with experimental staging, special music, a dramatic presentation, or multi-media presentation. The theme may be serious (a consideration of moral and ethical dilemmas) or lighthearted (a humorous look at the human condition). The goal is to move people, celebrate what we find of worth, and create a patterned sharing in community, engaging each other in a deeper examination of our lives and larger concerns, and not merely lecturing or performing.

This committee helps the society and the Minister to create a welcoming community and to add variety to the worship service. It also helps us to minister to each other.

Participants in lay Sunday services can explore their spirituality, articulate and express their values in creative worship, and share with others while deepening their own sense of meaning in life. It is the best way to get to know other members, to express the diversity of our congregation, and to find common ground among a variety of viewpoints.

## Announcements

The Worship Committee should schedule Board members or committee chairs to read announcements at Sunday services. {As of this writing, announcements are handled by members of the Board of Trustees.}

Announcements should be typed and placed in the Office Administrator's folder early in the week preceding the service. For announcements that should be read from the pulpit, write "PLEASE READ ALOUD" on the announcement. Announcements are most effective one or two weeks before an event.

No more than three spoken announcements should be given on any Sunday, with priority given based on proximity of the event or importance to the Society as a whole. If too many announcements are submitted, the Office Administrator should consult with the Minister or the Worship Committee Chair to see which should be included. Additional written announcements can be included in the Order of Service.

## Chalice Lighting

Estimated time commitment: Half an hour (or less) each week

The Worship Committee schedules members or friends to light the chalice at Sunday services (both Minister- and lay-led services) throughout the year (including the summer). Chalice lighters make a brief statement or presentation, then light the chalice at the front of the Sanctuary.

The committee ensures that someone is scheduled for each Sunday. For lay-led services, the service organizer may sometimes make arrangements for a chalice lighter.

## Flowers

The Worship Committee arranges to help beautify the sanctuary for Sunday services by providing flowers or other decorative items donated by members, and to arrange for the lighting of the Robinson Window.

The Worship Committee schedules floral contributions for display during church services. Garden flowers, wildflowers, commercial floral displays, or other appropriate “things of beauty” are welcomed.

The committee develops a calendar on which members can sign up to donate flowers during the church year, and coordinates with other committees, such as Sunday Services or REC, to determine dates on which they will have special services not requiring flowers.

The committee maintains a running list of all flower donors, informs the Secretary of the names of donors, and arranges for acknowledgements in the Sunday Order of Service and for articles in the Newsletter.

The committee checks with donors about two weeks before they are scheduled to provide flowers, to determine whether they will order from a local florist or provide an arrangement of their own, and to check on the wording to be used to acknowledge the gift in the Order of Service. The committee should send a letter of acknowledgement to the donor to confirm the instructions and to inform the donor of any required payments (if they are using the florist recommended by the Society), and should make sure that the acknowledgement is given to the Office Administrator to put into the Order of Service.

If the donor wishes to use the Society's florist, the committee can call the florist with an order. In that case the committee should pass the bill to the Controller and, when donors pay, pass their checks on to the Treasurer.

For the annual Flower Communion service, the committee should ensure that enough flowers are available for all of the congregation.

The committee also coordinates the lighting of the Robinson Window.

The committee supervises care of flower vases, containers, and stands.

The committee is available for consultation with other committees involved in special presentations in the sanctuary.

## Usher Coordinator

The Worship Committee should identify a person to act as coordinator for ushering. The coordinator can recruit up to 20 ushers for Sunday services and other special events.

Estimated time commitment: Two hours/month for coordinator

Two hours/service for ushers

The Usher Coordinator should schedule two ushers for each Sunday service, as well as any additional special services. The Coordinator is responsible for engaging as many different people as possible to serve as ushers and assure that the Sanctuary is properly prepared for Sunday services.

The Coordinator should schedule ushers to be available every Sunday morning and should also provide training to ensure that ushers understand the tasks to be done to prepare for, conduct, and close up after Sunday services.

Ushers should perform the following tasks for Sunday services:

- Arrive 20 minutes before the commencement of the service.
- Fold programs and insert materials when requested.
- Turn on the amplifier and check the microphones to make sure they are working properly.
- Check thermostat for comfortable temperature setting. For proper ventilation, open or close upper windows or doors. In warm weather, block the outside doors open.
- Put ice water on pulpit.
- Open all four doors leading to the sanctuary.
- Get flowers from the kitchen and place them on the table in the chancel.
- Turn on all lights, including the light to the right of the organ and the light switch on the column facing the chancel. Turn on the pulpit light.
- Check availability of copies of minister's sermon notes. If available, give copies to members known to be hard of hearing at services.
- As people arrive, greet them and give them a copy of the Order of Service. Try to guide people toward the front, saving the seats near the entryway for late arrivals. Be especially welcoming to visitors, and point out name tags if they wish to wear one. (It doesn't hurt to encourage members to wear them too!)
- Remove offering baskets from the closet in Minister's study.
- Put out extra chairs if needed.
- During the service, remain on duty. If anyone needs assistance, help them. If a baby is crying, tell the parents they can take them into the Minister's study (if necessary, they can even listen to the sermon there). Allow seating only between items on the program.
- Receive the morning offering. Ushers should move up the aisle together. After receiving the offering, the ushers should place the baskets with the offerings in the Minister's study closet and lock the doors.
- Make a head count of all persons in the Sanctuary, including the choir and ushers (not including children unless no RE program is given that Sunday). Enter the number of people attending the service in the record book (normally kept near the Orders of Service). Also make a note of the sermon title, weather, and the names of the ushers. Keep the attendance book closed when not in use.
- At the end of the service, open the doors into the entryway by the organ, leading from the sanctuary into the Parish Hall.

- After the service, extinguish candles, turn off the lights, microphones, and amplifier, reset thermostats to the proper settings, remove flowers, close windows and doors, remove water glass from the pulpit, and put away any extra chairs. If no one who is authorized to lock the sanctuary is remaining there, lock and alarm the sanctuary.

## Meetings

Worship Committee meets monthly.

## Budget

The Worship Committee needs a budget for outside speaker honorariums, expenses, publicity, musicians when Music Director is not available, replacement of worship supplies, and occasional out-of-state calls.

**Special Committees Defined in the Bylaws**

## ***Church Council***

### **Purpose**

The Church Council facilitates communication, coordination, and scheduling among all of the Society's committees.

### **Selection Process**

The Church Council is composed of all committee Chairs (elected, appointed, and volunteer).

### **Responsibilities**

Coordinates programming, trains committee chairs, and facilitates Board/committee communications.

### **Meetings**

Meets quarterly.

### **Budget**

None.

## ***Committee on Ministry***

Number of members: 6

Estimated time commitment: Two to four hours per month

### **Purpose**

The Committee on Ministry evaluates the overall health of the Society, including both professional and lay leadership.

During an interim year, the committee may act as a Transition Team to consult with the Interim Minister concerning the work needed to prepare the congregation for the transition to a new settled minister.

### **Selection Process**

The Committee on Ministry consists of six (6) members of the Society, elected by vote of the membership at the Annual Meeting. No Officer or Trustee is eligible for election. Two new members are elected each year for three (3) year terms commencing July 1st. No Member can serve for more than six (6) consecutive years. The Committee elects its own Chair at the beginning of each new church year. In addition, the Minister and the Director of Religious Education are non-voting, ex officio members of the Committee on Ministry.

### **Term Lengths**

Each member is normally elected for three years.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP.

### **Responsibilities**

The Committee on Ministry has a leading role in promoting the overall health of the Society's shared ministry (lay and professional), as well as in identifying problems that need to be resolved. This Committee counsels with the Minister and Director of Religious Education regarding the effectiveness of the congregation's ministry, confers on priorities, provides feedback on congregational matters, and generally promotes the overall ministry of the congregation. The Committee leads the assessment of the congregational ministry and, together with the Minister, educates the congregation about shared ministry. The Committee is responsible to the Board, the Minister, and the Director of Religious Education, and reports regularly to the Board of Trustees on the state of the Society's Ministries.

In the event that the Board of Trustees concludes that a situation is developing that might ultimately require that a change be made in the occupant of the position of Minister, the Board of Trustees and the Committee on Ministry arrange to discuss the matter with the incumbent present, and endeavor to work out a course of action to which all parties concerned can fully subscribe.

Meetings

Monthly.

Budget

None.

## ***Nominating Committee***

Number of members: 10

Estimated time commitment: Two to four hours per month, except in January through April when the commitment is closer to two hours per week.

**Note:** Members of the Nominating Committee are not eligible for Board positions for one year.

No Officer and not more than one (1) Trustee may serve on this committee at any time.

### **Purpose**

The Committee serves throughout the entire Church Year for the purpose of selecting and presenting candidates for all open offices and positions at the Annual Meeting of the Society. On request, the Nominating Committee also advises and assists the President and the Board of Trustees in selecting personnel to fill such vacancies as may occur, including selection of Chairs for Special Committees (who are not elected).

The Society benefits by having good leadership in key positions and on committees. This is the commitment of the committee to the Society.

### **Selection Process**

Candidates for the Nominating Committee are nominated by the Board of Trustees and elected by the Members of the Society at the Annual Meeting. Members of the Committee elect their own Chair at the first meeting following the Annual Meeting, but a Trustee member is not eligible for that post.

A vacancy occurring in the Nominating Committee is filled by appointment by the Board of Trustees until the next election, at which time the vacancy is filled by election for the remaining term of the class in which the vacancy exists. Candidates to fill vacancies arising from unfulfilled terms are also nominated by the Board of Trustees and elected by the Members of the Society at the Annual Meeting.

### **Term Lengths**

Each member is normally elected for two years. Their terms are so arranged that five (5) of the members are elected each year. Any person who has served a full two (2) year term is ineligible to serve another term until at least one (1) full year has elapsed.

### **Requirements for Committee Members**

The Chair and all members must be Members of FUSP.

### **Responsibilities**

The Nominating Committee keeps attuned to the needs of the church and identifies people for potential leadership positions.

The purpose of the committee is to select and present candidates for all open offices and positions at the annual meeting of the Society and to advise and assist in selecting people to fill vacancies that occur between meetings including noon-elected chairs of committees. The goal is to be as inclusive of Society membership as possible.

The Nominating Committee files, with the Secretary of the Society, a written report naming candidates for each elective post to be filled, in sufficient time to permit posting conspicuously in the Society's buildings, and mailing to each member, at least three (3) weeks prior to the Annual Meeting.

The committee ensures that all individuals accepting positions understand the responsibilities of the position and are aware of the term of office they are to serve. Further, the committee should provide position or committee descriptions to all individuals accepting positions.

Committee members learn about the church, its activities and people in general. They become aware of the direction and needs of the church and take part in the selection of its leadership.

The Nominating Committee maintains complete descriptions of all of the Society's positions and committees, and may revise committee descriptions to reflect changing needs and practices. The committee may also aid the Board in reducing the number of extraneous positions and committees.

The committee gathers information about the interests and abilities of members of the congregation, either through a formal survey or through conversations with members, and should also try to ensure that this information is stored in the Society's database for future reference.

A long range value of the Nominating Committee is that it helps train the leaders of the church.

## Meetings

The committee meets as needed, at least monthly and almost weekly from January to April (to prepare the ballot of positions for the annual meeting).

## Budget

None.

## ***Personnel Committee***

Number of members: 5

Estimated time commitment: Vice-President: 10-12 hours/year. Chairs of Religious Education, Music, Property, and Office Administration committees: 6-8 hours/year.

### **Purpose**

Develop Human Resources policies, coordinate employment matters, recommend and approve salaries for staff members, and solve personnel problems.

### **Selection Process**

The Personnel Committee consists of five (5) Members of the Society, including the Vice-President of the Society who chairs the committee. The remaining four members come, one each, from the following Committees: Religious Education, Music, Property, and Office Administration; and are appointed by their respective committee Chairs.

### **Term Lengths**

Normally one year.

### **Requirements for Committee Members**

All members must be Members of FUSP.

### **Responsibilities**

The responsibilities of the Committee are as follows: to deal with personnel problems, to recommend staff salaries to the Board of Trustees, to review staff job performance, to keep staff job descriptions up-to-date, to perform salary surveys when necessary, and to keep staff policy descriptions up-to-date.

### **Meetings**

Two to four per year.

### **Budget**

None.



## **Special (Ad Hoc) Committees**

## **Act IV**

Number of members: 5-20

Estimated time commitment: xx

Purpose

Selection Process

The Chair is appointed by the President. Members are volunteers.

Term Lengths

One year.

Requirements for Committee Members

Responsibilities

Meetings

Budget

## **Food Certificates Committee**

Number of members: 7 regular and 3 extras

Estimated time commitment: 1-2 hours/week

### **Purpose**

Sell food certificates to the congregation, with 5% of the proceeds going to FUSP.

### **Selection Process**

The Chair (and Co-Chair) is appointed by the President. Members are volunteers.

### **Term Lengths**

The Chair serves for one year. Members can serve up to ten years.

### **Requirements for Committee Members**

The Chair and all members of the committee must be Members of FUSP.

### **Responsibilities**

Chairs find coordinators for each of the supermarkets for which certificates are offered.

Regular members purchase food certificates at supermarkets and/or sell them at FUSP after Sunday services. Extras can substitute for regular members.

### **Meetings**

Very few, often at the table while selling.

### **Budget**

No budget needs (this committee is for getting, not spending).

## ***Ministerial Intern Committee***

Number of members: 5-7

Estimated time commitment: xx

### **Purpose**

Conducts search for ministerial intern candidates, recommends a choice to the Board, offers support, and evaluates intern.

### **Selection Process**

The Board appoints the Chair and provides a list of possible committee members to the Chair. The Chair selects the members of the committee.

### **Term Lengths**

This committee is active only when the Board of Trustees determines that a ministerial intern is desired. Members of the committee serve through the recruitment phase and the residency of the intern at FUSP. In the past, interns have served at FUSP for either 6 months or 9 months. Currently, the UUA recommends that interns serve from 9-12 months.

### **Requirements for Committee Members**

The committee should be a representative group of members of FUSP. Members should also have a good understanding of what it means to be a Unitarian Universalist.

### **Responsibilities**

The committee has the following responsibilities:

- Plans and coordinates the search process.
- Recommends a candidate to the Board of Trustees. Upon approval by the Board, the Chair signs the contract (or Learning/Serving Agreement) prepared by the Minister and the Intern.
- Plans a welcoming reception after the service on the first Sunday the intern is present.
- Observes the intern's performance and prepares the mid-term and final evaluations required by the UUA.
- Offers support to the intern during the period of training and service at FUSP.
- Acts as a conduit for communication between the intern and the congregation, accurately conveying and clarifying the members' views and perspectives to the intern.

At the beginning of the intern's term of service, the committee should prepare and present a written introduction to the Board of Trustees (and to the congregation via the newsletter), explaining the nature of the Learning/Serving Agreement, the areas of learning of the individual intern, the education and work

experience of the individual intern, and the strengths that the UUA, as articulated in the Learning/Service Agreement, expects the intern to share with a receptive congregation to make a significant difference.

At the end of the internship, both the intern and the committee should prepare a report for the use of future committees.

## Meetings

Scheduled as needed, usually several times during the recruitment phase and most of a weekend during interviews. After the intern's arrival, the committee meets every other week until the mid-term evaluation is completed, then perhaps less often to the end of the contract term. (Although the intern meets weekly with the Minister for supervision, it may be helpful to invite the Minister to attend the committee meetings from time to time. This could also be initiated by the Minister.)

## Budget

Determined before formation of the committee, based on up-to-date UUA guidelines. Includes reimbursement for travel expenses during recruitment. The budget for the intern should include allowance for supplies and equipment required to fulfill the requirements of the job, professional travel expenses, and free tickets for FUSP events.

## References

Additional information is contained in the Ministerial Intern Committee folder, including the following:

- The UUA's *Ministerial Internships Information Manual* (especially Section 4 and Appendix E). This committee should be sure it has the latest version of this manual.
- Sample Learning/Serving Agreement
- Sample UUA Evaluation Forms
- General Suggestions and Tips
- Suggestions for Office Use and Good Staff Relationships (by Arlene Cossum)



## **Special Interest Groups**

*Cluster Groups*

*Men's Breakfast*

*Older and Wiser*

*Science and Religion*

*Singles*

*Women's Alliance*

*Words and Music*

*Young Adult*

*YRW*



## Staff

## **Minister**

The Society may engage the service of a Minister. The Minister is chosen by the Society to be an independent voice, both in the Society and the community.

### **Special Relationship of the Minister to the Society:**

1. **Membership.** The Minister is an ex officio member of all committees except the Nominating Committee and the Ministerial Relations Committee which act under these By Laws. The Minister works in cooperation with the Society in all matters under the administration of the Board of Trustees or the various Committees.
2. **Responsibilities.** The Minister is expected to be concerned with all aspects of the life and activities of the Society, its welfare and its programs, including:
  - a. Responsibility for creating and implementing a substantial number of the regular Sunday programs of the Society each year;
  - b. Acting as advisor to the Church School and to the Board of Trustees and various Committees of the Society;
  - c. Preparing an Annual Report;
  - d. Performing pastoral duties, such as marriages, ceremonies of union, funerals and memorial services, dedication and naming of children, other rites of passage, and counseling for Members of the Society;
  - e. Undertaking other such responsibilities on behalf of the Society, the Unitarian Universalist Association, and other appropriate organizations as are consistent with the Minister's responsibilities to the Society.

### **Term.**

The Minister is engaged for an indefinite term, but a termination of employment becomes effective three (3) months after resignation or dismissal, unless at some other time arrived at by mutual consent of the Minister and the Board of Trustees.

### **Other Documents**

This description is secondary to the descriptions of this position as stated in the Bylaws of the Society and the Minister's contract of employment.

### ***Director of Religious Education***

The Board of Trustees, on recommendation of the Religious Education Committee (REC), may engage the services of a Director of Religious Education (DRE), who works with and is responsible to the Religious Education Committee.

The DRE, with the support of the REC, recruits teachers and substitutes for the Sunday school. The DRE provides workshops and training sessions for the teachers and, with the assistance and support of the REC, encourages and recognizes volunteer efforts on behalf of the children and youth in the program.

The DRE has the following specific responsibilities:

- Working with the REC to set annual and long-term goals for the RE program, including curriculum mapping and development.
- Administering the Sunday school
- Keeping regular office hours, which are decided in consultation with the REC
- Implementing the goals of the REC
- Attending Board of Trustees meetings and REC meetings and presenting monthly reports to both
- Recruiting, training, and supporting Sunday school teachers, and supplying curricular material and other resources for teachers
- Acting as a resource and liaison to the Adult RE Committee, and attending Adult RE meetings and assisting as necessary
- Initiating RE activities and monitoring the effectiveness of RE programs (both in Sunday school and Adult RE)
- Coordinating at least two forums for parents each year
- Obtaining supplies, purchasing curriculum materials, and submitting expense vouchers according to the financial practices of the Society
- Maintaining registration and attendance files, the RE library, records, and expenditures, and assisting in budgeting as requested
- Keeping the RE program calendar up to date
- Submitting news of the RE calendar to the Newsletter and to Sunday Order of Service announcements
- Maintaining good communication with parents, children, youth, and the congregation and sending mailings as appropriate
- Providing orientation for all parents and guardians of young people eligible for the "About Your Sexuality" curriculum and the "Coming of Age" program

## Other Documents

This description is secondary to the descriptions of this position as stated in the Bylaws of the Society and the DRE's contract of employment.

### ***Music Director (Organist/Choir Director)***

The Music Director provides music for 42 Sunday services from September 1 through July 31, as well as two Christmas Eve services. The ten remaining Sundays of the year include a four-week vacation in August and six lay-led services when the Music Director's presence is not required.

The Music Director is responsible for directing and developing the adult choir, selecting music that is appropriate to the choir's ability and to a worship service, and for scheduling weekly rehearsals from September through June.

The Music Director coordinates with both the Minister and the Worship Committee as needed, in order to plan for the worship service. This can be done through regular staff and committee meetings or one-to-one contacts, as needed.

The Music Director may also serve as a resource person for Religious Education personnel, including the Director, teachers, and Children's Choir Director, and coordinates children's musical participation in the Sunday service when needed.

The Music Director is encouraged to involve congregational musicians (instrumentalists and singers) in worship services when mutually desirable.

The Music Director is also encouraged to maintain communication with both the congregation at large and the Board of Trustees:

- Attending Board meetings as needed
- Writing articles for the monthly Newsletter
- Providing music notes for the Sunday order of service

The Music Director periodically reports to the Music Committee at mutually agreed upon intervals, and may request support and assistance from the Committee as needed. The Music Director also participates in an annual Job Performance Review with the Music Chair. In addition, the committee may request the support and advice of the Music Director concerning concerts and other musical benefit events outside the Sunday service.

All unbudgeted expenditures require the prior approval of the Music Committee. The Music Director makes recommendations to the Music Committee concerning the music budget.

The Music Director is responsible for keeping the musical instruments in good repair (including the organ, piano, and harpsichord in the sanctuary), and for maintaining and developing the music library.

Requests for use of the church for teaching privileges can be made to the Music Committee.

### **Other Documents**

This description is secondary to the descriptions of this position as stated in the Bylaws of the Society and the Music Director's contract of employment.

**Office Administrator**

Answers phones, maintains office records, types Orders of Service and other materials needed for Sunday services, and produces mailing labels.

*We need more description of this position.*

**Other Documents**

This description is secondary to the descriptions of this position as stated in the Bylaws of the Society and the Office Administrator's contract of employment.

## **Sexton**

The Sexton is responsible for keeping the church, building, and grounds clean, repaired, and presentable. In addition to the following noted duties, the Sexton is to use personal initiative, in coordination with the Sexton's supervisor, to correct situations or make repairs as needed and to ensure that a waste recycling program is used.

### Daily duties:

- Pick up the church front and side yards and driveway.
- Vacuum the entrance mats.
- Empty wastebaskets and garbage cans.
- Clean and vacuum offices and any other rooms that are used during the week.
- Clean all bathrooms (including floors in Stevens Wing bathrooms).
- Ensure that both kitchens are cleaned and that trash is recycled.
- Ensure that all paper supplies are available where needed.

### Weekly duties:

- Sweep porches, steps, and sidewalks.
- Dust furniture, shelves, fixtures, sills, pews, and musical instruments in the church buildings.
- Clean floors: damp mop wood floors, vacuum rugs, scrub tile and linoleum floors.
- Clean bathrooms in Sunday school wing thoroughly.
- Scrub all sinks and waste receptacles.
- Clean window and door panels in heavily trafficked areas (especially Stevens Wing entrance).
- Check for missing light bulbs and replace as needed.
- Sweep sanctuary cellar stairs.

### Miscellaneous duties:

- During season, cut grass, trim hedges and shrubs, and weed.
- Pick up garbage area as needed.
- Wash church windows (inside and out) and walls as needed.
- Shampoo carpets as needed and requested.
- Wax floors when needed.
- Remove leaves in season.
- Remove snow from walk and steps in emergency.

The Sexton is also responsible for covering weddings and other special events, such services to be paid by the rentor.

### Work Hours

The Sexton works 25 hours per week during the church year. Other hours may be paid for in addition to these hours, for additional services not described here.

### Supervision

The Sexton reports to the Inside Property Chair, with ultimate responsibility to the Board of Trustees.

### Other Documents

This description is secondary to the descriptions of this position as stated in the Bylaws of the Society and the Sexton's contract of employment.