

The First Unitarian Universalist Society of Exeter

(Affiliated with the Unitarian Universalist Association)

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OPERATIONS, POLICIES AND COMMITTEES

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Committees: Structure and Purpose

A committee is comprised of a group of volunteers lead by a chairperson(s); two types of committees exist: standing committees and program committees. Standing committees report to and are answerable to the Board of Trustees. The standing committees are Nominating, Ministerial Relations, DLRE Relations, Personnel, Property, Finance, Pledge Drive and Program Council. Program committees report to and are answerable to the Program Council. The program committees are all others that the Program Council considers necessary for the purposes of the Society. All committees are responsible to honor their charges to the congregation; in turn, the congregation should support committee members so that they feel fulfilled by their volunteer contribution.

Committees are expected to prepare and be accountable to an annual budget. Any out-of-the-ordinary large expenses and any over-budget expenditures must be brought to the Board's immediate attention. Committees are responsible for calling their own meetings. The Board designates a liaison for support and assistance, as needed. The liaison may attend standing committee meetings at the request of the committee chair. Each program committee designates a liaison to the Program Council.

If a committee's charge is policy and procedural based rather than task based, or if a committee is overburdened with tasks, then it should consider recruiting a volunteer task force. A task force undertakes a very specific charge over a relatively short duration of time and is accountable to the committee of origin. For instance, the Social Justice Committee has had several task forces to explore and support specific environmental and political causes. Each such group has a designated leader who reports back to the committee. Several task forces can exist simultaneously; each is dissolved when its charge is completed.

An intention to create a task force must be communicated to the Board in writing. Prepare and submit a brief proposal explaining its anticipated function, name and approximate number of volunteers. The Board must know which task forces are active at any given time in order to provide support and information to committees and to the congregation.

The Roles and Responsibilities of Committees

Committees are the vehicle for congregations to accomplish their mission both in the congregation and in the community that they aim to serve. Since ministry is a shared endeavor that engages members in distinct ways in the work of the congregation, congregations need committees that channel the individual talents and qualities of their members into their common work.

Congregational polity is a vital part of the Unitarian Universalist tradition. It informs and inspires our understanding that a congregation is not a geographical parish but a group of people who have covenanted to walk together the path of faith. Congregations are responsible for making decisions that determine their direction. Moreover, a congregation must be responsible in the stewardship of its resources and provide opportunities for "promoting the spiritual growth of its membership, and engaging its membership in an effective witness and service to our Unitarian Universalist values within the community."

Without a way to channel the ideals, talents, and responsibilities of its members, a congregation may never act upon its rhetoric.

One role of a congregation is to develop leadership, service attitudes, and skills among its membership for the sake of the congregation and the community that the congregation aims to serve. Committees are a way to help develop leadership, an undertaking that is often undervalued when a congregation focuses only on its needs and does not claim its full mission in the context of other institutions.

Vision and Mission

Once a congregation has clarified its vision and mission and has outlined ways in which it will live them out, each committee needs to clarify its own role and relationship to the overarching purpose and mission of the congregation. Without this connection to the overarching purpose, a committee can lose focus and feel disconnected or unclear.

Consequently, a process important to each committee is to answer these questions:

- What is the role of our committee in furthering the vision and overall purpose or mission of our congregation?
- What is our purpose and charter as a committee?
- How will we know that we have accomplished this purpose?

Goals

After developing a mission statement or charter that is informed and inspired by the overall mission and vision of a congregation, the committee should ask the following:

- What are the various tasks and responsibilities of our committee that express our charter?
- What are the continuing responsibilities of our committee?
- What are the longer-term goals of our committee?
- What are the goals for this year?
- What are the specific strategies for achieving the longer-term and yearly goals of our committee?

Responsibilities and Roles

With charter and goals clarified, a committee can clarify its responsibilities. These tasks include:

- Establishing the roles and responsibilities of the committee
- Determining what short-term or intermittent task groups need to exist in or outside the committee membership accomplish routine and special projects
- Recruitment of new members for the committee or task groups.

Structure of the Committee

In the process of clarifying its goals and responsibilities, the committee can determine the frequency and length of committee meetings, its responsibilities between committee meetings, and how the committee will communicate with other committees.

A Circular Process

Though a cascading effect may be the ideal, the reality is that committee work is often a circular process. By working on tasks, a committee often becomes clearer about its purpose. Committee members may bring skills and insights that shape the goals and strategies of the committee. A dynamic and effective committee can foster connections among the congregation's overall vision and mission, the committee's charter, and the roles and responsibilities of the membership.

Volunteers: Recruiting and Supporting

The Board of Trustees and the Program Council is committed to working with our committees to enhance the potential for volunteerism within our congregation. Committee Fairs, committee-led coffee hours, FUUSE classes for new members ("Pathways to Membership UU101"), and regular newsletter contributions are offered to promote our committees and keep them in the congregation's presence. The more excitement we can generate, the greater the likelihood of someone saying, "I want to be a part of that!" Recruiting volunteers can be one of the most troublesome undertakings of a committee. How do you do it?

The first step is accomplished within the committee: determine and define your needs. Do you need additional members? Do you need to rally a task force to undertake a gathering or activity? Do you need volunteers to staff booths at an event or contribute food, drinks or supplies? Before you approach potential volunteers, be certain you can tell them exactly what you need, what their commitment entails and over what

duration. Try to break down tasks into small pieces; volunteers (particularly those new to volunteering) are more likely to make future contributions if they're brought on-board in baby steps. Wean them on small jobs of a short duration, over time they'll contribute increasingly more.

Whenever possible, plan to approach people in person (keeping in mind that FUUSE has a "no business" policy for the first 20 minutes of coffee hour); people are statistically much more likely to respond positively if approached directly than if solicited by telephone, by mail or by newsletter/email postings. With your committee, assemble a targeted list of individuals you think would be suited for your needs. Consider their strengths and experience. Think about what you'll say to inspire and motivate people to say "yes."

Be direct and accurately present your needs, misrepresentation of a contribution creates resentment and deters people from assuming other volunteer responsibilities. Don't be afraid to flatter them a bit - tell them why you'd like THEIR help - people like to know their abilities are noticed and appreciated. If they say "no," politely thank them and ask if you can approach them again in the future. This way, at least, you've planted a seed and opened the door for forthcoming requests. If they say "yes," allow them to see your excitement. Let them feel good about their decision. Establish a time to meet or speak with them to provide them with further details.

Make certain your volunteer has a clear understanding of what they are to do before they begin their task(s). Eliminate guesswork - it's stressful for the volunteer and has the potential to leave you dissatisfied with the job they've done. Keep in mind that not all people are comfortable taking initiative; be as perceptive as possible to your volunteer's needs and provide as much or as little support as they seem to need.

When the job has been done, extend your appreciation. Say "thank you," send a note, recognize them in the congregation. After all, you may want their help again.

If your committee has a designated incoming chairperson, it is your responsibility to prepare this person for their term as committee leader. Meet with them to inform them of any relevant history or goals. Discuss in depth the direction the committee is moving. Allow this person to undertake chair tasks, whether to interface with the Board liaison, prepare an agenda or run a meeting. Be intentional in your interactions with your incoming chair so that they'll feel secure in their position when they assume your job and so you'll feel secure about handing it over.

CONDITIONS FOR SUCCESS WHEN WORKING WITH VOLUNTEERS

1. Focus on the Individual - It's not about the committee or even the church. It's about people having a chance to share themselves.
2. Let Them Own It - Set up the conditions for volunteers to invent their contribution as much as possible.
3. Support Them Thoroughly - Make sure they have what they need, which includes a clear understanding between you as to what the intended result is and by when it will be completed. Be sure that details they might not know enough to ask about have been handled in a rigorous timely manner. Then support them by continuing to ask them what they need, monitoring deadlines, following up to make sure all is going well.
4. Set Simple Criteria for Success - Decide on simple concrete measurable goals achieved with everyone feeling delighted.
5. Communicate - Speak about volunteering in a way that has volunteers feel taken care of and appreciated. Then communicate regularly so as to maintain the conditions for success.

6. Allow Time to be Rigorous - Give plenty of lead time for planning to optimize the chance of success, so that nothing is done seat-of-the-pants. There's nothing like seat-of-the-pants management to make new volunteers feel lost, awash, undervalued, and like never volunteering again. Support people in an experience you can all be proud of.
7. Act and Speak with Integrity - As a church leader, do what you say you will do in a timely way. If that becomes impossible, communicate cleanly. Apologize. Request help. Suggest a different commitment on which you can fulfill.
8. Acknowledge Them - Throughout the volunteering and especially upon completion (successful or not) acknowledge the volunteers for being the way they're being (enthusiastic, compassionate, creative ... whatever is true.) Let the congregation know about successes.

Clear Communications Executive Summary

The most important management tool is a request. A request follows the following template: "Will you (specific, named person) please do task X (clearly stated) by time Y (precise date and time)?" If a person, task, or time is not included it is not a request and will only cause confusion.

The person receiving the request can either:

Say no (the requestor has to make it OK to say no - no intimidation or guilt trips!)

Say yes

Negotiate the request (e.g., how about Friday instead of Thursday)

Once you have made a request and had its terms accepted, you (the requestor) incur a sacred obligation.

You must

1. Tell the person immediately if the task is no longer needed
2. Provide encouragement and support while the request is being carried out (e.g. how's it going? Do you need anything?)
3. Check with them as the due date approaches to see if everything is on track
4. Be genuine and lavish with praise when the task is delivered
5. Be supportive of them if they fail.

The single most important thing for an executive to do is to keep track of the requests they have made. This is even more important than one's calendar or address book. Some people create a calendar-like register for themselves to keep track of requests.

There is a lot more such as the effects of unclear requests, the importance of cultivating relationships so that requests are welcome, and the critical importance of always having a name associated with the request. Simply by practicing the above template, though, as the single most important task of management will work wonders.

DOES ANY CONGREGATION EVER HAVE ENOUGH VOLUNTEERS? Author: Don Skinner

Most of us struggle to find enough. It can be one of the most frustrating parts of being a lay leader. But there are ways to make finding and keeping volunteers less of a problem.

Start by asking them the right way. Face to face. I know, I know, the easy way is to just run a newsletter announcement seeking volunteers, But have you noticed that not many people actually respond to that method? People respond better in person. If you ask in person you can explain to them why they'd be good at the job and how it benefits the congregation and benefits them. But before you ask, be prepared with a written job description, including the amount of time involved.

It matters how you ask. Encourage a prospective volunteer to look upon the job as ministry, rather than just a job to be done. Says the Rev. Mark Gallagher of Michael Servetus UU Fellowship, Vancouver, Wash., "Instead of trying to get people to do all the things that need to be done, get in the frame of mind that

what we're here for is to minister to and serve each other. People need to be invited into ministries of leadership and service."

Don't dictate to a volunteer how the job should be done, but do inform the volunteer as to how it was done previously. Allow room for them to do the job their way. And make sure they understand how the job will affect other members.

If possible arrange for volunteers to work with other people rather than alone. That will help them meet new people and become more connected to the life of the church. And they'll have more fun. Can't find a volunteer for a job? Ask yourself if you really need to do it. Or hire someone to do it. Former District Executive Roger Comstock advises, "If you're having trouble filling the job it is likely because the job has become too big. Figure out a way to break it up into smaller pieces." Cultivate co-chairs for committees. Always have a committee chair in training. Also, provide money in the budget to send people to leadership school and to General Assembly and district events. More than one church member has begun to volunteer after becoming inspired at General Assembly or a district event. Take volunteers seriously. When John Blevins was chair of the nominating committee at All Souls UU Church, Kansas City, Missouri, he initiated the practice of interviewing candidates. "We kept it congenial," he says, "But it was very effective in helping candidates take the job more seriously and we actually got to know people better, rather than just finding a person who was willing to say yes. I felt it also raised the level of appreciation for the job in the eyes of the congregation, just by their being aware that interviews were being done."

Start Early. Don't wait until you HAVE to have someone tomorrow. Plant the seed then come back again and again to cultivate it. And keep a file of those folks who say "Not this year." Ask them again in two or three years. If someone says no, find out if it's the position, other people, or a lack of comfort with the role. Sometimes training is available at the church or at a nonprofit in the area. Says Margaret Sanders, former UU A trustee from Florida, "I once sent a church member to a nominating committee training seminar at the Voluntary Action Center and then she agreed, with enthusiasm, to chair our nominating committee."

Start small. Ask someone to usher, perhaps, or do a short, one-time job rather than start out as Membership Chair. If there's someone they're close friends with, ask both of them to do it together. Respect volunteers' time. Start and end meetings on time. Make sure every meeting is necessary and well planned. When you give a volunteer a task make sure they have the resources they need or know where to find them and can find their way through the church bureaucracy. And don't walk away and leave them to flounder. Keep in touch and make sure they're finding their way. Be prepared to rescue them if they need rescuing. In that case, give them something smaller to do. It's also very important to thank volunteers. Thank them in person. Thank them with little note cards. Thank them on Sunday morning. Thank them in the newsletter. At one congregation all volunteers are called forward on a spring Sunday and, as a list of achievements is read off, they are handed paper flowers to pin on a bulletin board, creating a floral tribute to individual and collective beauty. At another, volunteers get "Good Egg" awards (hard boiled and colored) on Easter Sunday. One congregation has a Volunteer Support Committee. It coordinates volunteer recruitment and makes sure volunteers get noticed and thanked. Other congregations have individual volunteer coordinators, people who help match friends and members with available jobs.

The time to plant the seed of volunteerism is when people join the church. Impress on them that they will be expected to do something for the church and that by helping they will be engaging in a ministry that will deepen their connection with the congregation. Do not wait too long before asking them to do something. They will expect to be asked and if they are not, they may think the congregation doesn't need them. And the congregation DOES need them. Volunteers make everything else possible.

Meetings: Facilitation and Strategy

Regular meetings not only provide a forum for planning and visioning, but also create opportunity for committee members to become acquainted with one another. For any group to function effectively, its members must first establish a comfortable working relationship - something that will not happen sitting in front of your computer screen, reading emails. How frequently your committee meets depends largely on how task-heavy your obligations are. Some of our busier committees meet twice a month; most meet once a month. Maintain contact between meetings via email or phone.

All committees should refrain from scheduling meetings on Sundays! in particular during coffee hour. It's important to reserve our Sunday church hours for spiritual and social gathering time. As the chairperson, it is your responsibility to schedule, plan and facilitate meetings. If meeting at FUUSE you must check with the calendar for available space and time and then reserve it with the office. Your job as facilitator actually begins before the meeting. At least several days in advance, prepare an agenda that lists all the topics slated for discussion and distribute it to committee members. This gives members time to mentally prepare for the meeting and provides a reminder for anyone responsible for bringing materials or information.

When preparing an agenda, consider how long you want your meeting to run and plan accordingly. If your group operates effectively for one hour and then tends to fade, plan an agenda that's manageable inside of an hour. If there's more than an hour's worth of material to cover, consider scheduling two shorter meetings rather than one long one. Try to keep meetings to a maximum of two hours. If necessary, keep conversations general; details can be ironed out (i.e. who will handle what and when) via email. Think in terms of what **MUST** be discussed in person vs. items that can easily be handled via computer or phone. In addition to limiting agenda items and keeping conversation general, consider how much time you'll need to cover each item in your agenda. Record the exact time you plan to discuss each point (i.e. 7:00-7:10), and designate a time-minder to keep an eye on time and keep the conversation moving along. If you find yourselves stuck on a topic, agree to addLREss it later. If conversation digresses and you find yourselves talking about unrelated issues, bring the group back on topic. Don't be afraid to interrupt. Most people will appreciate your efforts to respect the value of their time.

Designate someone to record and distribute meeting minutes. This job could rotate among committee members; however, you will probably find it more effective to appoint a committee secretary for a one-year term. A suggested agenda format is included in this binder, which also doubles as a form for minutes and task assignments. If your committee has access to a laptop computer, consider bringing it to the meeting. Minutes can be typed directly into the downloaded format and distributed electronically at the end of the meeting. Task responsibilities and deadlines can be entered directly into the agenda, making it a handy follow-up tool for the chairperson. Contact the Office Administrator to have an electronic copy of this format emailed to you.

Create an amicable and open environment for your meeting. At the start of every meeting go over meeting guidelines, consider sharing snacks, schedule in an opening ritual with chalice lighting, a few centering words and a brief check-in. Have each member take a turn running the opening ritual and providing snacks. Your goal is to create a space where all committee members can come together in a friendly spirit, with open and inspired minds, ready to enjoy the work of church.

Meeting Guidelines

You need to set up structures **BEFORE** you start. Use guidelines, rules:

1. No advice-giving (no "shoulding" on each other)
2. One person speaks at a time (uninterrupted, with about equal time for each, without cross talk)
3. Pay complete attention to each person as s/he is speaking. (eye contact and undivided attention)
4. Listen respectfully and non-judgmentally. (knowing that each person can craft their best solution)
5. All personal information shared within the group is strictly confidential,

6. No put-downs of yourself or others. (Leave out negative labels, i.e. "I'm such a bonehead", and describe the details instead.)
7. Speak from your own experience. (use "I" statements. Speak your truth as opposed to "the truth")
8. Commit to consistent attendance. (plan to come to meetings you've registered for: YOU matter. Or give 24 hour notice when you can't come)
9. Cell phones off please. (there is no way for a cell phone to ring or someone to answer a call without completely derailing the group. Take this time to yourself. Let it be an un-violated time for you away from the world.

Throughout the meeting itself, the chairperson must be both a facilitator and contributor. As the facilitator, you must foster communication between committee members in order to achieve a consensus. If a conflict between members threatens to jeopardize consensus, the chair must intervene in a positive and decisive manner. Strategies for resolving conflict are included in' this binder. Further assistance, if needed, can be received through the Conflict Resolution Task Force, the Minister and (if relevant) the Director of Religious Education or Minister of Music.

If you don't like how things are: change what you can and what you can't change you must change how YOU LOOK at it.

Feed back formula:

"When you _____ (specify what you are talking about) I feel _____ (emotion, happy, sad, scared, excited etc.)

It seems to me _____ (tentative interpretation). What I ask/want is _____ (concrete identification).

Feeling angry is usually not really the true emotion. You need to find what is your most vulnerable emotion.

Facilitator's job

1. Using each person's name empowers them and you.
2. Building on what people say – stop the "yeah but..."
3. Restating essence of someone's sharing

Suggested Meeting Structure

Technique/supplies

- | | |
|---|--|
| 1. Opening (intro if 1 st meeting) | Go around – new and good not timed but keep it brief |
| 2. Guidelines | explanatory lecture – handouts? |
| 3. Topic introductions | handouts, readings, etc. |
| 4. If topic is lengthy this is a digestion | do a speak and listen mini with timer 1 min. (mini is a one on one – dyad. Break into groups of 2) |
| 5. Questions on the topic prepared ahead. | Written on big pad for all to see. Timed go around or mini. |
| 6. Open discussion | timed but not individually. (I'm going to allow 10 mins.) |

Numbers 5 and 6 can be flipped. Using both mini and go around can be useful. 30 sec. minis to get the verbal going, and then longer go arounds.

7. Concluding thoughts verbalize by leader if short on time or go around
8. Vote if any needs to be done 2/3 or majority
Building consensus instead of voting takes more time but there is no winners or losers. First come up with a criteria then use them with the discussion. Talk it through. Some criteria are solid and you work from there. You can use consensus so that when you do vote everyone is voting the same. There are times when you think everyone has come to consensus and you just need to continue discussions.
9. Business setting next meeting date/ assign tasks
10. Highlights go around

With a large group you might want to do new and good at the beginning in mini groups of 4 to keep on track with time. You can also combine questions and open discussions. Big or small the leader must keep the goals, criteria and the big picture in mind at all times. Keep bringing the goals, focus back. Some may be confused. Put it up for everyone to see. Doing new business first will sometimes take care of the old business.

Authoring Questions: not to come to any conclusions but to get everything out: Past, Present, Future. Past: there may be someone in the group who needs to think about the past. Honoring the past to move forward. Some may be carrying baggage and need time. Letting them voice the past will free them up. ie. How was this handled in the past? By offering it a person could have a chance to get it off their minds. Present: How about now? What is hard? Easy? Future: Goal setting. What is good about this situation? What will be hard/easy about it? Leads into/ or another way: Good and hard balance (no bad judgment) What is good about this? What was hard about it? Good is a way into deeper, under the surface.

Other strategies: Open ended: Can't be answered with just a yes or no. "In what way might you..." Neutral language: keep that judgmental spin on the questions out. When someone starts talking without using "I" ask "Can you rephrase that using I?"

Above all, keep your members inspired and enthusiastic. Brainstorm, create goals, and visualize the possibilities. Allow your group the latitude to DLREAm within a clearly defined framework of reality. Generate excitement and shoot for success. Before you know it, the entire congregation will want to know what in the world is going on in your committee - and how they can be a part of it. AND HAVE SOME FUN Laughter is always good.

We Are A Green Society

As UU's we must make every *effort* to live according to our beliefs. Toward that end, our church has adopted a Covenant in consideration of designation as a Green Sanctuary. Remember to *reduce, reuse and recycle*. Photocopies made for church purposes should be doublesided whenever possible. Recycling bins are located throughout the church, including the church office and RE classrooms. The church has a projector that can be hooked up to a lap top to have paperless meetings. It also allows for everyone to be on the same page. Changing documents can be done on the spot. Minutes of the meetings may be taken this way also.

The Roles and Responsibilities of Committees

Developing Effective Committee Meetings

- Develop an agenda for the meeting and share it in advance with participants.
- Ask that reports be prepared in advance in writing. If the business of the meeting becomes too extensive, written reports can help reduce the time needed for meetings.
- Schedule important items early in the meeting. Participants are usually fresh when you adDLREss these issues.
- Begin with a centering exercise, song, reading, or silent meditation.
- Consider the effect of seating arrangements, chairs in blocks, In a circle, or around a table. Be mindful of participants' proximity, so that people are neither sitting too close nor too far apart for comfortable interaction.
- Use methods that will allow committee members to participate. Occasionally, allow committee members to discuss in subgroups. Invite reticent members to participate and perhaps more importantly, invite reticent members to take responsibility for being sure that they receive a fair hearing. Hearing from everyone before anyone speaks twice.
- Committee members need to be conscious of the important roles they play in the group. Study the different roles people can play, analyze the roles each plays, and consciously choose roles that are helpful to the committee's process.
- Provide periodic opportunities for the committee's ongoing evaluation of its process with evaluation sheets, process reports, subgroup discussions, etc. Such evaluation is best done often, briefly, and well.
- The committee needs to be mindful of the needs of individual members. Participants need to get acquainted with each other as persons. Allow some time at each meeting for the development of feelings of interpersonal support within the group. If negative feelings develop, discuss them as openly as you can, trying to resolve them.

Consider your committee's needs for greater flexibility or greater structure. Is your committee hindered by too strict adherence to formal procedures or would greater attention to formalized procedures make it healthier and more productive?

- When a decision needs to be made, ask whose responsibility it is. Is this question best decided by the chair, the Board of Trustees, by another committee or subcommittee, or the whole

group? If the whole group, is it sufficiently weighty to require consensus? Will voting do? Is a formal vote needed to achieve validity, even if consensus has been reached?

- A committee's success is largely a reflection of the proportion of participants who take responsibility for its success.

What proportion of the group identifies with the committee and its goals? While it is neurotic to assume that if the committee fails, it's your fault, it is equally ineffective to assume that the committee's ineffectiveness is the result of other participants' behavior. Rather than searching for someone to blame, energy is better spent asking "How is our interaction effective?" and "How can I add energy to what is effective and withdraw it from what is ineffective?"

TWENTY WAYS TO MAKE MEETINGS WORK

1. Arrive early to turn on the heat and lights and arrange the room.
2. Greet committee members by name, telling them how valuable their contributions are, and how glad you are that they are on the committee.
3. Provide something to eat and drink.
4. Provide committee members with job descriptions, defining the task of the committee, the term of office, and the frequency of meetings.
5. Develop a covenant on your committee about the way you will relate to one another with attention and courtesy. Agree about what you will do if there is conflict or one person becomes disruptive. Then stick to it.
6. Begin each meeting with a brief reading related to the night's work, then light the chalice.
7. Allow time (one minute per person) for a brief check -in: Invite people to say how their day was.
8. Have a printed agenda prepared and e-mailed out in advance with a meeting notice. If not, post the agenda on the wall.
9. Start and end meetings on time.
10. Identify the purpose of each agenda item: information, feedback, decision required, etc.
11. If you have a guest at your meeting, put them first on the agenda, so that they can leave early.
12. Have a timed agenda. Stick to it. Table or agree to extend time on items that run over their allotted time.
13. Encourage everyone to talk once before anyone can talk twice.
14. Encourage pro and con views to alternate in discussions.
15. Record proceedings on newsprint when you are brainstorming or when the whole group needs to see as well as hear.
16. Place action items where they can be seen, on newsprint or a blackboard. Include action items with the name of the person responsible and the date of completion in the minutes.
17. Rotate keeping brief, accurate minutes. Send a copy to your liaison, if you have one.
18. If conflict arises that doesn't seem to go 'away, ask for help from your minister, a board member, your internal conflict team, or your district.
19. Thank everyone graciously for coming. Tell them how glad you are that they are part of this group.
20. Leading groups can be challenging, exhilarating, sticky, fun, rewarding, and all of the above. Find a support person, preferably your board liaison or the minister. You might have a support group of committee chairs that meet two or three times a year with the minister to talk about your work.

Claiming Space on the Calendar

You should check the Calendar that is on the web site www.exeteruu.org to see what is available and then call or email our Office Administrator, email@exeteruu.org or 772-4002 to reserve the room you want, and the time of your event.

If your event is not solely a church event (if it is co-sponsored by an outside group) you may need to fill out a "Building Use Form". Contact the office with any questions.

If you want to use the church for an event that is not church related (Girl Scout Troop, Voter Registration Forum) you do need to fill out a Building use form, contact the office and a form can be mailed or emailed to you.

Communication

Intra-Committee Communication

Talk to your committee members to determine the most effective means of communication. Email can be a valuable tool to track progress between meetings. If your group chooses to use email, make certain all members commit to checking their email regularly and responding promptly.

Committee mailboxes in the Community Room can be used to pass paperwork back and forth between committee members. Continuity Binders provide a record of Committee meetings and tasks from the date of the Committee's inception to the present. It is the responsibility of the Chairperson to keep the continuity binder up-to-date for future incoming chairs.

Inter-Committee Communication

The Program Council, which meets monthly, is comprised of designees from each program committee, and is led by an appointed facilitator. The minister, the DLRE and a representative of the Board serve as ex-officio members of the Program Council. The Program Council's mission is to facilitate the development and coordination of programs at the church by:

1. Enhancing communication, cooperation and calendar coordination;
2. Initiating and advancing programs and activities that meet strategic plan objectives;
3. Ensuring that leaders have the information and resources they need to run their committees;
4. Being a resource for problem solving in all program areas.

Committee - Congregation Communication

It is important to maintain an open line of communication with the congregation at all times. After all, committee chairs and members are the body and voice of the congregation. Consider submitting regular updates to the weekly E-FUUSE - it will keep people informed about what your committee is doing, and perhaps spread enough excitement to motivate others to volunteer their time to your efforts. Updates submitted to the weekly E-FUUSE and Order of Service Insert should conform to guidelines for those publications: ***"received no later than noon on Wednesday of the week in which they are to be published, e-mailed to office at: email@exeteruu.org as an attachment in Times New Roman, #12 font please!! They should include pertinent information of what, where, when for meetings and activities, contact for further information and 50 words maximum descriptive information."*** Our format does not allow for long detailed and descriptive accounts of work, accomplishments, philosophy, etc..

Announcements about any events your committee is sponsoring should be featured in the order of service and weekly emails. If budget allows, consider creating and mailing postcards and hanging posters and putting information on your bulletin board if you have one in the community room. In the world of advertising, a response rate of 1 % from the total market is rule of thumb; 5% to 10% is amazing and even unprecedented. If you want attention, there is no such thing as too much advertising. Committees are responsible for making (or having made) their own copies. They can use the church copy machine, but it is very problematic to print any quantity of information double-sided on this machine. The office does not keep an extensive supply of colored paper/stock in the office. Committees need to supply at least two people to put together a bulk mailing (which must be in excess of 200 pieces.)

Other ways of communication include:

Make a sign up sheet and a post – hang in Community Room with other sign ups

Go around at social hour and invite people, it works!

Depending on the event and your budget, you might consider sending a postcard to people who might interested in this particular event.

If your event has appeal or information for people outside of our community, contact our Public Relations person about getting it in the local papers. You can get this person's information from the office administrator.

If you need to gather information or input from the congregation, consider scheduling a focus group, forum or small group gathering. Distribute surveys or evaluations as needed to gather feedback. Each committee chair is responsible for submitting a summary to the Annual Report. Be sure to include highlights of your committee's accomplishments and any critical issues you might have faced. Summary are submitted to the office at: email@exeteruu.org; you will be notified of the exact due date several weeks in advance.

Committee - Board of Trustees Communication

Committee chairs are encouraged to communicate frequently with the Board. Contact your Board liaison for support, assistance or to convey information. If you feel a need to discuss a matter directly with the Board, contact your liaison to procure a spot on the Board meeting agenda.

Committee Chairs are required to submit an Annual Budget Proposal. The Finance Committee will request budget reports several weeks in advance of the due date; usually during the months of December. If you or a member of the committee need to be reimbursed for a church-related expense, complete and deposit a Disbursement Request along with receipts within 30 days. Check the policy for all the details. Please review your committee's Operating Procedures at least once annually to verify that they accurately reflect your committee's current function. Submit any changes to the Board.

Leadership

Who is the REAL leader? He stands face-to-face with his circumstances and does not flinch. She confronts the challenge head on. He is keenly aware of his strengths, his resources, his options, his limits, his opportunities, and the strengths of his team – for exactly what they are. He uses all of his available skills and talents to create solutions that minimize loss and maximize gain. She faces difficult circumstances with muscular resolve.

Good leadership is essential in order to motivate committee members. mentor an incoming chairperson and inspire the congregation to support and perhaps join your committee. In *The Leadership Challenger* James M. Kouzes and Barry Z. Posner discuss the "five fundamental practices of an excellent leader." An excellent leader will:

1. challenge the status quo,
2. inspire a shared vision,
3. enable others to act,
4. model the way forward by setting an example,
5. and tap individual's inner drives by linking rewards and performance.

Brainstorm ways your committee can make our church more fulfilling, inspiring and exciting. What has your committee done that worked or that didn't work? Can your committee introduce a new approach, event or activity? Make your committee members an integral part of these discussions; empower them to contribute their ideas and use their imaginations. An empowered committee member is much more likely to step forward as a future chairperson. Above all, keep reality clearly defined. Set goals based on realistic time frames and expectations - remember, success is your ultimate goal. A chairperson who leads his/her group to succeed will create a better church and a stronger, more motivated committee.

As you and your group undertake charges and activities, keep the big picture in mind. An effective chairperson should know the entirety of what is happening at all times. It is not your responsibility to do all of the work; although it is an undeniable fact that you will undertake many of the tasks of your committee, it is also your job to delegate tasks, to motivate committee members to undertake any assigned tasks with due diligence, and to followup to ensure that these tasks are being completed in a timely manner. Do not divide your time being an usher, coffee hour host, or undertaking other tasks of the church. The Board prefers that its chairpersons focus on their committee and leave the rest of church work to other volunteers. If your committee sees you hard at work, if they sense your commitment and dedication to your charge, if they feel your enthusiasm, they will work hard on behalf of their chair and their church.

Be knowledgeable about your church and your objectives. "A leader's level of knowledge should be above rank and file members" (*The Almost Church* by Michael Durall). Do some homework, read books, check online sources, talk to people. Learn everything you can. Make decisions from a position of information, not intuition. Don't be a caretaker of your church, be a leader.

And remember, a good chairperson always makes their committee feel good about their efforts. Welcome input. Listen actively, not passively: Be attentive to body language and emotions as well as words. Understand what the speaker is saying from their point of view, rather than from your own. Listen with your whole body: stop what you're doing, shifting as needed to face the speaker and maintain eye contact. Wait until the speaker is finished before making a judgment and responding. Say thank you.

If you perceive that your group is tired or overwhelmed, then slow things down. Let them know it's ok to step back, to take a break. The primary objective is that all of our volunteers feel fulfilled in their tasks. And yes, that includes chairpersons. If a church fails to inspire and support its members, then the church has failed.

Chairperson Support

Several sources of support are available for committee chairpersons. The principal source is the Board of Trustees and Program Council. Each committee has a Board liaison assigned to maintain an open

line of communication and to offer assistance whenever necessary. Please do not hesitate to contact your liaison. For other support the Minister and, for some committees, the Director of Religious Education or Minister of Music, are also available to offer counsel and advice.

Resources are available online at the national UUA office www.uua.org and district UUA office <http://nhvt.uua.org>. Two sites at the UUA office can be particularly helpful: <http://www.uua.org/leaders/leaderslibrary/index.shtml> provides a list of recommended references for committee members and chairs; the search engine allows you to tailor your request to your specific committee. *Interconnections* is an online newsletter produced by the UUA that provides a broad array of interesting and relevant articles. You can reference newsletter issues at www.UUA.org/interconnections/

Spending money for a Church event?

Simple version: **Get a receipt, save your receipt!** There is a Disbursement Request Form – available in the Parsonage – fill it out, leave it at the Office (or the Office Mail Slot) A check will left in your committee mailbox or mailed to you! It's that easy, if you **save your receipt!**

ADDENDUM BUILDINGS USE POLICY

A member may rent space in FUUSE facilities for a fundraising event for an organization she/he represents whose goals are in sympathy with our principles at the Member fee rate. The organization must agree to abide by the stated policy prohibiting the assessment of a mandatory fee (e.g., ticket in a specific amount). Any such charge must be in the form of a “suggested donation” for entrance and participation. An exception to this rule is made for tuition and similar fees levied for educational classes.

(Revised by Board: 3/11/09)

FUUSE Solicitation Policy

1) Individual members of FUUSE or groups of individual members *not constituting a recognized function of the church* cannot solicit the membership for financial support of any cause. Solicitation for causes, charities may be allowed with prior approval from the Board of Trustees.

2) FUUSE Committees and Task Force members within the FUUSE community may not solicit members of the congregation for financial support without prior approval from the Board of Trustees.

3) A FUUSE member may rent space within the FUUSE facility for a fundraising event whose goals are in sympathy with UU principles at the member fee rate. The FUUSE member or organization is to follow the Building Use Fee Schedule for members and fill out an Application for Building Use with the Administrator to reserve the required space. The member/applicant is to abide by the conditions for room(s) use as outlined in the Application Form.

4) A group from outside of the FUUSE community may solicit on church property or at a church function *only* with prior approval from the Board of Trustees.

Approved by Board 4/14/10

Child Care for Church events

If you are having an event outside of Sunday morning, your group or committee is responsible for finding childcare. Our Director of Lifespan Religious Education has a list of approved child care providers for you to call. Folks on this list have paperwork on file already and can simply fill out a time sheet. Sign your name and committee sponsoring on the sheet and the bookkeeper will send them a check!

If you choose to pay childcare providers another way (through donations given at the door) check with a member of the Finance Committee to be sure no one running the events gets in a bind about money.

Date Revised: October 2004

FUUSE Disbursement Request

Charge to (specific budget line item): _____
Program/Committee (if applicable): _____
Description (product, service, etc): _____

Date of expense: _____
Amount: _____

Pay to (Name): _____

(AddDLREss, if needed): _____

Approved by: _____ (Staff or Chair responsible for budget line item) _____ (Date)

Attach Receipts & invoices to this form and submit to Office Administrator within 2 weeks (10 working days).

Notes/Explanation (if mileage is being reimbursed, complete attached mileage log):

For office use:

Date Paid: _____ Amount: _____ Check #: _____

ADULT RELIGIOUS EDUCATION COMMITTEE

PURPOSE

The purpose of this committee is to work with adults of all ages to enhance our common education, whether religious, spiritual, political, social, historical or other.

CHAIRPERSON

The Chair shall be nominated by the Committee. The Chair shall not serve more than 2 term(s) of 2 years.

The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Allocating and tracking funds for committee activities;
- Submitting an annual report and budget recommendations to the Board of Trustees each winter. The budget shall cover expenses related to adult religious education programs.
- Communicating regularly with the Board of Trustees, Program Council and other committees as needed.

MEMBERSHIP

The Adult Religious Education Committee shall be composed of at least 5 members.

Vacancies will be filled by the committee. The Director of Religious Education and the Minister shall be ex-officio members of the committee.

RESPONSIBILITIES

- Setting the philosophy and goals of the religious education program.
- Consider UUA recommended agenda for areas of focus that are selected at each General Assembly
- Consider existing UUA-supported curricula
- Participating in a Search Committee of Society members for the purpose of filling the position of Director of Religious Education and recommending a candidate to the Board of Trustees for approval. The Minister shall participate with the RE Committees in the process of interviewing candidates.
- Supporting and assisting the DLRE in implementing the goals of the religious education programs.
- Providing on-going education for the Society about the Adult Religious Education program.
- Designating a committee member to maintain records of expenditures.
- Designating a committee member to record minutes from each meeting to be kept in a notebook.
- Designating a committee member to communicate RE Committee news to the congregation via, but not limited to, the FUUSE newsletter.
- Recruiting volunteer teachers for various Adult RE courses.
- Conducting a committee self-evaluation.
- Meeting a minimum of one time per month during the church calendar year.

Date Revised/Reviewed: March 2010

BOARD OF TRUSTEES

PURPOSE

The Board of Trustees shall be responsible for the leadership of the Society. To ensure the enactment of the policies, priorities, and objectives of the Society. It shall decide on matters, within the limits set by the By-laws, and shall be responsible for the full range of activities essential to the achievement of the purpose of the Society.

CHAIRPERSON

The Chair-Elect shall be a voting member of the Society. The Chair-Elect shall be nominated by the Nominating Committee and approved at Annual Meeting. The Chair may serve more than one term as stated in the By-laws.

The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Allocating and tracking funds for committee activities;
- Writing a monthly column for the newsletter;
- Submitting an annual report each spring.

MEMBERSHIP

In addition to the Chair, the Board of Trustees shall be composed of five voting members of the Society: the Chair-Elect, the Vice Chair, and three members at large. The Treasurer serves as a non-voting member of the Board of Trustees. A quorum shall consist of three voting members. A majority vote shall decide all questions before the Committee.

RESPONSIBILITIES

1. Conducting the legal affairs of the Society.
2. Executing contracts, including employment agreements, on behalf of the Society.
3. Overseeing the activities of the Minister and staff.
4. Overseeing the evaluations regarding staff performances by the Personnel Committee.
5. Overseeing the property and financial committees, including current operating funds and investment funds.
6. Presenting an annual operating budget to the Society for approval.
7. Administering the annual budget.
8. Approving candidates for vacancies on committees or offices of the Society by appointment for any interim period.
9. Nominating candidates on standing committees per the By-laws.
10. Designating ad hoc committees for any purpose when such committees have not been chosen by the Society.
11. Appointing an auditor who shall examine the books of the Treasurer and the Financial Secretary at intervals, as determined by the Society.

Date Revised/Reviewed: April 2010

PLEDGE DRIVE COMMITTEE

PURPOSE

The purpose of this committee is to organize, conduct and summarize the Society's annual every member Canvass, and report the results to the Board of Trustees prior to its adoption of the annual budget for recommendation to the Annual Congregational Meeting.

CHAIRPERSON

This committee shall be chaired by a member of the Society. The Chair-Elect shall be nominated by the Nominating Committee and approved at Annual Meeting. They will serve three year staggered terms, The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Allocating and tracking funds for committee activities;
- Attending Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Board of Trustees each spring.

MEMBERSHIP

Shall consist of no fewer than three members nominated by the Nominating Committee and approved at Annual Meeting. Terms shall be for three years and shall be staggered.

RESPONSIBILITIES

1. Maintaining motivational and informational communication with the congregation of our Society's shared vision, goals and progress, on a continuing basis, through the following media: newsletter, order of service, announcements, letters, posters, and bulletin board postings.
2. Communicate and consult with the Finance Committee and the Board of Trustees in establishing the annual pledge drive goal and reporting the progress and outcome of the pledge drive.
3. Developing a theme for the current year's Canvass, and communicating the goals and theme of the campaign to the membership.
4. Maintaining confidential records of annual pledge commitments made by members and friends of the Society and provide them to the Treasurer.
5. Canvassing new members in between the annual canvass periods, as deemed appropriate by the Minister.

August 2010

CARING COMMITTEE

PURPOSE

The Caring Committee works with the minister to provide care and support for congregation members in times of need.

CHAIRPERSON

The Committee rotates responsibilities monthly by passing a book with lists of willing volunteers. As the main function is to respond to needs as they arise, the chair's function is different for this committee.

Committee Members need to share these responsibilities:

- Scheduling and attending monthly meetings;
- Bringing the volunteer binder to meetings
- Allocating and tracking funds for committee activities;
- Submitting an annual report and budget recommendations to the Board of Trustees each spring.

MEMBERSHIP

The Caring Committee shall be composed of at least 6 members. Vacancies will be filled by the committee. While 6-8 people are needed on the core committee many members of the congregation are needed as volunteers to provide food, transportation, errands, and general kindness.

RESPONSIBILITIES

Recruit and maintain a pool of church volunteers who had said they are willing to provide meals, rides, visits and other ministries of presence.

Maintain a database that allows tracking of names and dates of participation.

Keep up with general conversations at church.

Stay in good communication with Minister about Pastoral needs.

Keep Congregation informed about their presence and work – through newsletter and other creative ways of reminding people of the Caring Committee's presence.

Date Revised/Reviewed April 2010

DIRECTOR OF RELIGIOUS EDUCATION RELATIONS COMMITTEE

PURPOSE

To strengthen the quality of our Religious Education program, the DLRE Relations Committee serves as a communication network between the DLRE and the congregation. The DLRE Relations Committee functions to offer support to the DLRE, to help him/her think through problems, to advocate for the DLRE, and to relay negative and positive feedback to the DLRE in a constructive manner.

CHAIRPERSON

The Chair shall be the committee member currently serving the third year of his/her term.

The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Attending Council of Committee Chairs Meetings;
- Submitting an annual report to the Board of Trustees each spring.

MEMBERSHIP

The DLRE Relations Committee shall be composed of three Society members, one appointed by the Board of Trustees, one by the Program Council and one by the Nominating Committee. The term of office shall be three years, staggered so that one new member is appointed each year and approved by the Congregation at Annual Meeting. Confidentiality shall be observed by the members of this committee, with the exception of items which by committee consensus must be brought to the attention of the Board of Trustees or the membership of the Society.

RESPONSIBILITIES

1. To aid the DLRE in carrying out an effective Religious Education program by being available for counsel.
2. To discuss with the DLRE conditions in the RE program and in the congregation as they affect the relationship between the DLRE and church families and the congregation in general.
3. To communicate to church school families and to the entire congregation the nature and scope of the work of the DLRE, including clarification of role expectations and realistic priorities.
4. To work with the DLRE on her/his plans for continuing education and other professional development, and to advocate such plans and funding for them to the Board of Trustees and congregation.
5. To participate in the annual evaluation conducted for the DLRE.

August 2010

FINANCE COMMITTEE

PURPOSE

The Finance committee shall propose an annual operating budget to the Board of Trustees, make recommendations to the Board of Trustees on the investment of funds, and provide advice and assistance on financial issues of importance to the society.

CHAIRPERSON

The Chair shall be nominated by the Committee. The Chair shall not serve more than two consecutive terms.

The Chair is responsible for:

- Scheduling and presiding over regular meetings
- Preparing a written agenda for all meetings
- Preparing the meeting minutes for publication on the web
- Forwarding quarterly financial reports to the Board of Trustees (with comments) for review and possible action
- Forwarding timely financial reports dealing with allocating and tracking funds for committee activities and budget managers
- Attending committee meetings or meetings with budget managers as requested or required
- Submitting an annual report and budget recommendations to the Board of Trustees each spring

MEMBERSHIP

The Finance Committee shall be composed of at least 3 members. One member appointed by the Board of Trustees and at-large member(s) nominated by the Nominating Committee and elected at the Annual Meeting for three year terms. The Treasurer of the Society is a member and shall not be eligible to be chair of the Committee.

RESPONSIBILITIES

1. Propose an annual operating budget to the Board of Trustees for the Pledge Drive.
2. Track and monitor other major fund raising events, such as the Service Auction
3. Providing information to the society about planned giving.
4. Monitor pledge income thru the year and provide periodic reports on pledge fulfillment to members.
5. Reviewing the Treasurer's and Bookkeeper's books and records, and working with the Treasurer on preparation of the annual financial report.
6. Work with the Board of Trustees to provide input or changes to policy or operating procedure.
7. Preparing the annual operating budget for submission to the Board of Trustees.

THE GREEN SANCTUARY PROJECT

PURPOSE

The Green Team, or Seventh Principle Project, works for justice regarding the universal rights of all beings to a clean Earth. It inspires Seventh Principle values and practices in worship services, celebrations and religious education programs and as well as in committee work and operations of the church. Its mission is to build educational awareness on ways to live lightly on the Earth and lessen our impact, and it builds environmental justice collaborations to raise awareness on human behaviors that promote the health of the living Earth. Program examples include our (1) ongoing Seabrook Beach Clean Up in which we clear debris and recyclables each month and (2) Adult RE discussions on topics such as Voluntary Simplicity.

In short, The Green Team weaves The Seventh Principle into projects, both small- and large-scale, from individual to church-wide involvement. It serves as a resource and/or a partner for ways to live our faith through showing respect for Earth and all its creatures.

CHAIR RESPONSIBILITIES

Coordinate agendas, call meetings, locate meeting space, take minutes/find someone willing to take minutes.

Help to inspire a continued interest in the life of the committee and its work.

Assure that members have the resources they need to carry out tasks.

Coordinate programs and activities/arrange for a coordinator. Work with project members to find appropriate leaders and collaborators for specific programs and activities.

Track progress and make suggestions to committee members on next steps according to UUA guidelines.

Attend FUUSE Program Council meetings or find someone to represent the voice of the Green Sanctuary Project. Communicate with the other Committees on the goals of the Green Sanctuary Project and how its success is dependent on all committees, operations, and activities of church life.

Attend local community-based meetings, seminars, and forums, such as the seacoast Interfaith Sustainability Team, or find someone who is interested in representing the group.

Update the Green Sanctuary space on the FUUSE website.

April 2010

10/14/2010

MINISTERIAL RELATIONS COMMITTEE

PURPOSE

The purpose of the Ministerial Relations Committee is to ensure that there is open communication between the congregation and the Minister and among the congregation in general.

CHAIRPERSON

The Chair shall be a member of the Society. The Chair shall not serve more than two consecutive terms.

The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Attending Council of Committee Chairs Meetings;
- Submitting an annual report to the Board of Trustees each spring.

MEMBERSHIP

The Ministerial Relations Committee shall be composed of three members, One appointed by the Board of Trustees, one by the Nominating Committee and elected at the annual meeting and one by the Minister. The terms shall be three years and shall be staggered.

RESPONSIBILITIES

1. Meeting with the Minister a minimum of four times each year.
2. Aiding the Minister in carrying on an effective ministry by being available for counsel.
3. Continually interpreting to the congregation the nature and scope of the work of the Minister, including a clarification of role expectations and realistic priorities for the Minister and Society members.
4. Consulting with the Minister and submitting an annual compensation recommendation to the Executive and Finance Committees each spring.
5. Working with the Minister on a continuing education program, sabbatical planning, or other professional development and advocating such plans to the Board of Trustees and congregation, including appropriate funding.
6. Participating with the Minister in an annual performance review and goal setting each spring.

August 2010

NOMINATING COMMITTEE

PURPOSE:

The purpose of the Nominating Committee is to develop a slate of candidates for the following positions: Vice-Chair of the Board of Trustees; Chair-elect of the standing committees; Members-at-large of the Board of Trustee (as needed to fill vacancies); Treasurer/Financial Secretary. This slate of candidates will be presented by the Nominating Committee at the Annual Meeting for approval by the congregation.

CHAIRPERSON:

The Chair shall be a member of FUUSE and shall serve for one year.

The Chair is responsible for:

- *Scheduling and presiding over regular meetings
- *Prepare a written agenda for all meetings;
- *Delegating the responsibility for minutes
- *Attend Program Council meetings
- *Submit an annual report to the Board of Trustees

MEMBERSHIP:

The Nominating committee shall be composed of three members. Each year the Board of Trustees will appoint a chair-elect who will serve as chair the following year and stay on for a third year as past-chair. Vacancies will be filled by the Board of Trustees.

RESPONSIBILITIES:

1. Determine what vacancies will need to be filled each year;
2. Review and become familiar with committee job descriptions;
3. Consult with the Minister and Membership Committee to identify interests and skills of new members;
4. Develop and maintain a spreadsheet showing committee members and their length of service for each committee
5. Send letters to nominees thanking them for accepting nomination
- **6. Request self-evaluations from committee chairs halfway through the year
- **7. Report to the Board of Trustees regarding the self-evaluations and how committee job descriptions might need to be adjusted;
8. Present the sale of nominees at the FUUSE Annual Meeting in the spring.

March 2010

OUTREACH COMMITTEE

Purpose-

The mission of the Outreach Committee is to reach beyond FUUSE walls to provide meaningful ways to connect, support, and enrich others through service, spirit, and financial contributions.

Chairperson-

The chairperson shall:

- *set meetings and prepare an agenda
- *write the annual report and make budget recommendations to the Board of Trustees
- *organize and oversee the activities of the committee

Membership-

The membership will meet once a month. There will be no fewer than five members.

Responsibilities-

The following duties will be divided among the members: investigate and select non-profit organizations as recipients of the monthly Give-It-Away plate, make the congregation aware of the recipients each month, attend Program Council meetings, collect and take food to St. Vincent De Paul Food Pantry, collect and distribute children's clothing to WIC, organize and distribute Thanksgiving Baskets, organize and distribute Santa for Seniors gifts, assist Christ Church in hosting and feeding Seacoast Family Promise families without a home, promote various volunteer activities in the greater Exeter area.

April 2010

PERSONNEL COMMITTEE

Purpose:

The purpose of the personnel committee is to oversee the employment of church staff, excluding the minister.

The Personnel Committee reports to the Board of Trustees

Membership:

The committee will consist of three people with three year staggered terms. One at large member is nominated by the Nominating Committee and approved at the annual meeting, one is appointed by the Finance Committee and one is appointed by Board of Trustees.

Chairperson.:

The chairperson is elected annually by the committee members at the first meeting following the FUUSE annual meeting. The chairperson will be responsible for:

- Scheduling and presiding over regular meetings
- Preparing an agenda for the meetings.
- Delegating responsibility for minutes at the meetings
- Submitting staff compensation recommendations to the Finance Committee
- Preparing annual report of the committee

Responsibilities of the Committee:

1. Maintain current job descriptions
2. Initiate annual staff evaluations
3. Participate in resolution of staff employment concerns
4. Negotiate staff compensation and employment status
5. Maintain current Personnel Policy Manual and insure that staff are aware of this document.
6. Initiate and participate in the hiring procedure when staff vacancies occur.
7. Make recommendations as necessary and appropriate to the Board of Trustees.
8. Provide compensation information to the UUA as requested.

Revised: April 2010

PROGRAM COUNCIL OF COMMITTEE CHAIRS

PURPOSE AND MEMBERSHIP

The Program Council is a standing committee of FUUSE composed of designees from each of the FUUSE program committees in the area of Religious Education, Social Action, Community and Worship. A member of the Board of Trustees, the Minister and the Director of Religious Education will be ex-officio, non-voting members. Consistent attendance at meetings is highly desirable if the Program Council is to meet its mission and goals. The membership list will be updated and revised at the end of each church year for the coming year.

MODERATOR

The Vice Chair of the Board of Trustees shall call the first meeting of the church year and serve as chair of the Council until a chair is voted into place at the first meeting. The Moderator and Secretary will be elected from within the Program Council members at the end of each church year for the following year.

The Moderator is responsible for:

- Establishing a schedule for Welcoming Words for the year, rotating the responsibility among committee chairs.
- Scheduling and presiding over meetings to be held at least twice a year;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Submitting an annual report to the Board of Trustees each spring.

The secretary from the Council will take minutes and provide these to members within 14 days of the meeting. Members will have 1 week to notify the Secretary of any correction to the minutes before they are sent out in final draft to members. Members will be responsible for providing minutes to their committees so that information will be disseminated as widely as possible. The congregation will be kept updated by periodic articles in the newsletter and on the website.

The Program Council will meet once a month from September through June.

THE MISSION

Program Council is to facilitate the development and coordination of programs at the church by:

1. Enhancing communication, cooperation and calendar coordination
2. Initiating and advancing programs and activities that meet strategic plan objectives
3. Ensuring that leaders have the information and resources they need to run their committees
4. Being a resource for problem solving in all program areas

Decision-Making Authority:

The Program Council may vote on issues related to program initiation, restructuring, and development. It should be ensured that committee leaders are present for votes on issues that directly affect their programs.

March 2010

PROPERTY COMMITTEE

PURPOSE

The Committee shall see that the Society's buildings and grounds are appropriately maintained and make recommendations to the Board as to preservation, maintenance, capital improvements and staffing.

MEMBERSHIP

The Committee shall consist of no fewer than three members nominated by the Nominating Committee and elected at the Annual Meeting. Terms shall be for three years and shall be staggered.

RESPONSIBILITIES

Snow Removal The committee is responsible for snow-blowing and/or shoveling. Make a sign-up sheet and solicit volunteers to be responsible for a week. If it doesn't snow, the person will have nothing to do; if it does, he or she must do the job.

There is a good snow blower in the garage for which instructions are posted. Maintain a supply of gasoline (87 octane) and engine oil (10W-30). Fill out a form for reimbursement (see the Property Committee Chair for the forms), attach the receipt, and put in the Finance Committee folder.

Areas to be done:

Parking areas by church. With the snow blower, doing it ourselves seems like an easy task;

Path from garage on Maple St. to Parish Hall main door and kitchen door;

Path from town sidewalk on Elm St. to Parish Hall door;

Path from town sidewalk on Elm St. to front of church;

Path from town sidewalk on Elm St. to parsonage front door;

Handicapped ramp;

All steps: front of church; Parish Hall main door; Parish Hall kitchen door, parsonage front and rear doors;

Clear emergency exit door from the downstairs RE area. This exit is at the back of the Parish Hall.

Note: the parking in front of the garage is hired out but may need a little touchup.

This task needs a regularly assigned person to be in charge of the sign-up sheet.

Lawn Mowing The committee is responsible for lawn mowing. Make a sign-up sheet and solicit volunteers to be responsible for a week. If the grass doesn't grow, the person will have nothing to do; if it does, he or she must do the job. A self-propelled walk-behind mower is available and instructions are posted in the garage. Maintain a supply of gasoline (87 octane) and engine oil (10W-30). Fill out a form for reimbursement (see the Property Committee Chair for the forms), attach the receipt, and put in the Finance Committee folder.

This task needs a regularly assigned person to be in charge of the sign-up sheet.

Bushes and Plantings Bushes and trees must be trimmed once a year and late spring at the spring cleanup is a good time to do it.

Fall Cleanup This should be done by call from the chairman for a leaf-raking day. Leaves should be put in trash cans and taken to the Town Public Works at the transfer station on Cross Road (off of Rt. 111 west of town).

Winter Chores The second or third Sunday of the new year is a good time to hold a winter work party, with everyone bringing his or her own brown-bag lunch.. A brown-bag lunch seems to gets more people to attend.

Spring Cleanup This should be done by call from the chairman to do any odd jobs needed. Window washing, yard pickup, bush trimming, and garage clean-out are examples.

Other Tasks The property committee is responsible for all projects deemed more than routine. (Routine jobs are done by the sexton.) The chairman of the committee will solicit volunteers to handle these special jobs on an *ad hoc* basis, thereby not committing any group of members to continuing duties on the committee.

August 2010

HOSPITALITY COMMITTEE (MEMBERSHIP)

PURPOSE

The purpose of the committee is to welcome newcomers and guests during Sunday services and other FUUSE events, and to integrate them into further participation and membership of the Society.

CHAIRPERSON

The Chair shall be nominated by the Committee. The Chair shall not serve more than two consecutive terms.

The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Allocating and tracking funds for committee activities;
- Attending Program Council meetings;
- Submitting an annual report and budget recommendations to the Board of Trustees each spring.

MEMBERSHIP

The Hospitality Committee shall be composed of at least 6 members. The committee will fill vacancies.

RESPONSIBILITIES

1. Welcoming new members, friends, and guests during regular Sunday services and at all events.
2. Providing a means for newcomers to express interest in contact with the Society, and assist the minister in making follow-up calls to those newcomers who indicate a desire for further contact.
3. Hosting events for newcomers and new members.
4. Setting up information centers at church with written information about FUUSE and Unitarian Universalism. Assembling Newcomer Packets to be made available.
5. Working with the Adult R.E. Committee to guide newcomers through the Pathways to Membership class.
6. Organizing all church events such as potluck dinners, circle dinners, Women and Girls Celebration and the annual retreat.
7. Coordinating volunteers for coffee hour and flowers for the sanctuary.

March 2010

RELIGIOUS EDUCATION COMMITTEE

PURPOSE

The purpose of this committee is to be responsible for the religious education of youth of all ages and act as an advisory committee to the Director of Lifespan Education in overseeing the religious education of children and youth.

CHAIRPERSON

The chair shall be nominated by the committee.. The chair shall not serve more than three years.

CHAIR RESPONSIBILITIES

- Schedule and presiding over regular meetings
- Prepare a written agenda for all meetings
- Delegate the responsibility for meeting minutes to a committee member
- Submit an annual report and budget recommendations to the Board of Trustees each Spring
- Communicate regularly with the Board of Trustees and other committees as needed

MEMBERSHIP

- The RE committee shall be composed of at least 6 members
- Vacancies will be filled by the committee and approved by the Executive Council
- The Director of Lifespan Religious Education and the Minister shall be ex-officio members of the committee

RESPONSIBILITIES OF ALL RE COMMITTEE MEMBERS

- Set the philosophy and goals of the RE program
- Recruit a search committee of FUUSE members for the purpose of filling the position of Director of Lifespan Religious Education and recommending a candidate to the Board of Trustees for approval
- Support and assist the DLRE in implementing the goals of the RE program
- Provide information for the Society about religious education @ FUUSE
- Chair Praxis Circle sub-committee to further expand the education and facilitation of RE goals @ FUUSE
- Provide support and assistance to the DLRE for all teacher orientation and training
- Assist DLRE in the recruitment of volunteers for Sunday curriculum
- Recruit leadership and volunteers for all programs involving children and youth other than Sunday morning
- Support DLRE in implementing and maintaining policies and procedures to ensure the physical safety of all children and youth involved in RE programming
- Meet a minimum of one time per month during the church calendar year

PRAXIS CIRCLE RESPONSIBILITIES

- Social Activities/hospitality
 - Plan and support community building programs
 - Coordinate RE committee and assist DLRE in greeting, enrolling and following up with new families
 - Plan and coordinate volunteer appreciation
- Social Justice

- Plan and coordinate social justice work with DLRE and the work of the Society
- Learning/Curriculum
 - Assist DLRE in the decisions related to curriculum choice
 - Assist DLRE in organizing and maintaining teacher resources and supplies
 - Assist DLRE in organizing and maintaining a library of resource materials for teachers and parents
- Secretary
 - Communicate RE news to the Society
 - Keep meeting minutes
- Budget/Facilities
 - Oversee budget expenditures
 - Report on RE facility needs and maintain communication and coordination with FUUSE facilities and finance committee
- Spirit play
 - Train teachers for Spirit play
 - Insure necessary materials are available for weekly curriculum
- RE liaison
 - Attend program council meeting
 - Liaison with adult RE, social justice, outreach

April 2010

SOCIAL JUSTICE COMMITTEE

PURPOSE:

The purpose of this committee is to help the congregation develop an understanding of its role in a religious community in fostering ethical and just relationships within the congregation and the larger world, and to identify, develop, coordinate and motivate the congregation to accomplish social responsibility activities.

CHAIRPERSON:

The chair shall be nominated by the Social Justice Committee members. The chair shall serve a recommended term of three years.

The chair is responsible for:

- *Schedule and preside over regular meetings;
- *Prepare a written agenda for all meetings;
- *Delegate the responsibility for meeting minutes;
- *Allocate and track funds for committee activities;
- *Attend (or name designee) Program Council meetings;
- *Write and submit annual report to Program Council;
- *Make budget recommendations to the Board of Trustees.

MEMBERSHIP:

The Social Justice Committee will be composed of volunteer and interested members of the congregation. Members will divide responsibilities for task force leadership as issues are developed, such as Peace, Health Care Reform, Environmentalism and Green Sanctuary.

RESPONSIBILITIES:

1. Develop a process for the congregation to decide upon which issue(s) they want to focus on each year, and help to create a plan to bring the chosen issue(s) into focus.
2. Coordinate social justice activities within the congregation.
3. Serve as a clearing house for social justice initiatives that come from outside the Society, such as UUA or district Social Justice Department, NH Council of Churches.
4. Cooperate with Social Justice related activities of FUUSE Task Forces: e.g. Outreach; Green Sanctuary.
5. Provide Social Justice space for sharing information and conducting ongoing activities, such as: bulletin board, letter writing table; bookshelves, FUUSE online update, FUUSE website, e-mails.
6. Work with the Worship Committee and the minister to create one or more social justice services each year.

April 2010

WORSHIP COMMITTEE October 2004

PURPOSE

The purpose of this committee is to act as an advisory committee to the Minister in the handling of the worship service including the presentation of music or special programs.

CHAIRPERSON

The Chair shall be nominated by the Committee. The Chair shall not serve more than two consecutive terms. The Chair is responsible for:

- Scheduling and presiding over regular meetings;
- Preparing a written agenda for all meetings;
- Delegating the responsibility for meeting minutes to one of the members;
- Allocating and tracking funds for committee activities;
- Attending Program Council Meetings;
- Submitting an annual report and budget recommendations to the Board of Trustees each spring. The budget shall cover expenses related to the purchase of music, the tuning and/or repair of the piano and organ, the hiring of guest speakers and musicians, and the salaries of the Organist and Music Director.

MEMBERSHIP

The Worship Committee shall be composed of at least 3 members. Vacancies will be filled by the committee.

RESPONSIBILITIES

Service Tasks:

1. Working with the Minister in assuring that the worship service is responsive to the worship needs of the congregation.
2. Assisting the Minister in planning for and/or by participating in special services to include services at holiday times.
3. Providing and/or planning services for those occasions when the Minister is not scheduled to be in the pulpit.
4. Acting as a master scheduler through which others must schedule services they feel are appropriate e.g., Children's Sunday, U.N. Sunday.

Music Tasks:

1. Recommending the Music Director and Organist for hiring by the Board of Trustees.
2. Supporting the choir, which is a voluntary group utilized at the discretion of the Music Director.
3. Working with the Minister or persons(s) presenting the service in selecting hymns to support the theme of the service.
4. Arranging for special music, including the hiring of performers, in consultation with the Minister.
5. Overseeing the work of the Music Director in the budgeting, selection and purchasing of new music.
6. Arranging for the maintenance and repair of the piano and organ; and working with the Property and Board of Trustees regarding any maintenance/repair needs that go beyond what is regularly budgeted.