



The First Unitarian Society of Exeter
(Affiliated with the Unitarian Universalist Association)
12 Elm Street - PO Box 627
Exeter, New Hampshire 03833 (603) 772-4002

*Celebrating
our 150th Year*

OPERATIONS MANUAL

2005-2006

Rev. Kendra Ford
Minister

Rev. Neal Ferris
Minister Emeritus

Rebecca Kelley-Morgan
Dir. Religious Ed.

Claiming Space on the Calendar

You can write it on the Calendar that hangs in the Community Room but it's even better to call or email our Office Administrator, email@exeteruu.org or 772-4002, to be sure there are no conflicts, to reserve the room you want, and to be sure you can get in at 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 did need to fill out a Building use form, contact the office and one can be mailed or emailed to you.

Letting People know about your event

- t Get it in the newsletter - deadline is a Sunday mid month
send information to: newsletter@exeteruu.org or leave in mail slot in
Community room
- t Get it printed in the Order of Service insert – deadline, Thursday noon
email@exeteruu.org, drop it in the Office Admin. mail slot, or the office
- t Make a sign up sheet and a post – hang in Community Room with other
sign ups
- t Ask our office administrator to send out basic information in our regular
Thursday email update.
- t Go around at social hour and invite people, it works!
- t Depending on the event and your budget, you might consider sending a
postcard to people who might interested in this particular event.
- t If your event has appeal or information for people outside of our community,
contact our Public Relations person
- t (Alex McCallum, 2005-'06) about getting it in the local papers.

Spending money for a Church event?

Simple version: **Get a receipt, save your receipt!** There is a half page reimbursement form – available in the Treasurer mail slot in the Community Room or in the Parsonage office – 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!**

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 Children's 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 (available in 'timesheet' mail slot in Community Room). Sign your name and committee sponsoring on the sheet and Inge 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.

CANVASS 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 Executive Committee prior to its adoption of the annual budget for recommendation to the Annual Congregational Meeting.

CHAIRPERSONS

This committee shall be chaired by two persons who are members of the Society. The Chairs-Elect shall be nominated by the Nominating Committee and approved at Annual Meeting. They each will serve two-year staggered terms, first year as assistant and the second year as leader.

The Chairs are 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 Executive Committee each spring.

MEMBERSHIP

In addition to the Chairs, the Canvass Committee shall be composed of at least five additional voting members of the Society: Executive Committee member, Finance Committee member, Minister, and two members at large. Vacancies will be filled by the committee and the new members will be approved by the Executive Committee.

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. Consulting with the Minister and the Executive Committee Chair to determine the members and friends to be canvassed, developing a theme for the current year's Canvass, and communicating the goals and theme of the campaign to the membership.
3. Recruiting and training canvassers, and assigning them members and friends to be canvassed.
4. Maintaining an account of the canvass results, reporting it to the Executive and Finance Committees and transferring pledge information to the Treasurer.
5. Canvassing new members in between the annual canvass periods, as deemed appropriate by the Minister.

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. One member shall agree to be the contact person for Council of Committee Chairs.

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;
- Attending Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee 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 September 2004

COUNCIL OF COMMITTEE CHAIRS

PURPOSE

The purpose of the Council is to provide for the exchange of ideas among the committees of the Society, and coordinate the communication and functions of all church committees and task forces.

CHAIRPERSON

The Past Chair of the Executive Committee shall serve as chair of the Council.

The Chair 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 Executive Committee each spring.

MEMBERSHIP

The Council shall be composed of the Chairs of all committees and task forces of the Society. *It is desirable that the Minister, DRE, and Music Director attend the meetings.*

RESPONSIBILITIES

1. Meet at least twice a year to review and coordinate the calendar of scheduled events of each committee.
2. Share and discuss goals and priorities for the year.
3. Discuss any issues or problems requiring attention and/or coordination across committees.
4. Share in activities which support and enhance the roles and responsibilities of committee chairs.

Date Revised/Reviewed: August 2004

DIRECTOR OF RELIGIOUS EDUCATION RELATIONS COMMITTEE

PURPOSE

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

MEMBERSHIP

The DRE Relations Committee shall be composed of three Society members, two appointed by the Executive Committee and one by the DRE. 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 Executive Committee or the membership of the Society.

RESPONSIBILITIES

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

EXECUTIVE COMMITTEE

PURPOSE

The Executive Committee shall 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 and shall serve a three-year term on the Executive Committee, first as Chair-Elect, then as Chair, and the third year as Past Chair. The Chair-Elect shall be nominated by the Nominating Committee and approved at Annual Meeting. The Chair may serve more than one term as Chair providing there is first a rotation off the Executive Committee.

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;
- Writing a monthly column for the newsletter;
- Submitting an annual report each spring.

MEMBERSHIP

In addition to the Chair, the Executive Committee shall be composed of five voting members of the Society: the Chair-Elect, the immediate Past Chair, and three members at large. The Treasurer serves as a non-voting member of the Executive Committee. 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 work of any evaluation committee regarding staff performances.
5. Attending to the property and financial resources of the Society, including current operating funds and investment funds.
6. Presenting an annual operating budget to the Society for approval.
7. Administering the annual budget.
8. Overseeing the use of the buildings and grounds of the Society, and formulating policies and guidelines for their use.
9. Approving candidates for vacancies on committees or offices of the Society by appointment for any interim period.
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: August 2004

FELLOWSHIP COMMITTEE

PURPOSE

The purpose of the committee is to publicize Society events in the community, promote fellowship through group activities for the Society, and to sponsor adult activities and educational opportunities.

CHAIRPERSON

The Chair-Elect shall be nominated by the Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring.

MEMBERSHIP

The Fellowship Committee shall be composed of at least five voting members. Vacancies will be filled by the committee and the new members will be approved by the Executive Committee.

RESPONSIBILITIES

1. Promoting fellowship among church members and friends by providing social opportunities for interaction, community spirit, and recreation.
2. Purchasing items as needed for Fellowship events.
3. Planning all-church, adult and family activities.
4. Organizing volunteers to assist in the set up and clean up at events as well as soliciting donated beverage and food items when appropriate.
5. Assisting other committees with church events (e.g. Canvass, Membership, Executive, etc) as needed and/or as able.
6. Keeping records of events which occur, including attendance numbers, special arrangements, and feedback from participants.
7. Organizing the Social Hour on Sunday mornings. One member shall coordinate the volunteers, reporting to the committee Chair. Instructions to volunteers will be provided.

FINANCE COMMITTEE

PURPOSE

The Finance committee shall propose an annual operating budget to the Executive Committee, conduct an annual pledge drive, make recommendations to the Executive Committee 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 Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring.

MEMBERSHIP

The Finance Committee shall be composed of at least 5 members. Vacancies will be filled by the committee.

RESPONSIBILITIES

1. Working with the Executive Committee to establish a Canvass Committee to conduct annual pledge drive, and assisting the Canvass Committee in conjunction the pledge drive.
2. Establishing and assisting in major fund raising events, such as the Service Auction and Flea Market.
3. Providing information to the society about planned giving.
4. Reviewing the treasurer's books and records, and working with the treasurer on preparation of the annual financial report.
5. Preparing the annual operating budget for submission to the Executive Committee.

MEMBERSHIP COMMITTEE

PURPOSE

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

CHAIRPERSON

The Chair shall be nominated by the Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring.

MEMBERSHIP

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

RESPONSIBILITIES

1. Welcoming new members, friends, and guests during regular Sunday services and at all events.
2. Provide 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 at least one Newcomers' Breakfast annually to introduce people to one another, the minister, and other members.
4. Host at least one informational session annually to advise people on how the Society functions and how they may become more involved in the Society.
5. Set up a Membership Committee table at church with written information, and assemble Newcomer Packets to be available.
6. (A subcommittee shall provide and recruit greeters/ushers for Sunday services – we have had nothing to do with this – should it still be a Membership function?).

Date Revised/Reviewed: October 2004

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 and approved at Annual Meeting. 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 Executive Committee each spring.

MEMBERSHIP

The Ministerial Relations Committee shall be composed of three members, two appointed by the Executive Committee and one by the Minister. The terms shall be three years and shall be staggered. Vacancies will be filled by the Executive Committee.

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 Executive Committee and congregation, including appropriate funding.
6. Participating with the Minister in an annual performance review and goal setting each spring.

Date Revised/Reviewed: October 2003

NOMINATING COMMITTEE

PURPOSE

The purpose of the Nominating Committee is to develop a slate of candidates for the following positions: Chair-Elect of the Executive Committee, Chairs-elect of the standing committees, Members-at-large of the Executive Committee, and Treasurer/Financial Secretary. This slate of candidates will be presented by the Nominating Committee at Annual Meeting for approval by the congregation.

CHAIRPERSON

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

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 Executive Committee each spring.

MEMBERSHIP

The Nominating Committee shall be composed of three members. Each year the Executive Committee 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 Executive Committee.

RESPONSIBILITIES

1. Determining what vacancies will need to be filled each year.
2. Reviewing and becoming familiar with committee job descriptions.
3. Consulting with the Minister and the Membership Committee to identify interests and skills of new members.
4. Developing and maintaining a spreadsheet showing committee members and their length of service for each committee.
5. Sending letters to nominees thanking them for accepting the nomination.
6. Requesting self-evaluations from committee chairs halfway through the year.
7. Reporting to the Executive Committee regarding the self-evaluations and how committee job descriptions might need to be adjusted as needed.
8. Presenting the slate of nominees at the Society's Annual Meeting in the spring.

Date Revised/Reviewed: October 2004

PERSONNEL COMMITTEE

PURPOSE

The purpose of this committee is to oversee the employment of the church staff, excluding the Minister.

CHAIRPERSON

The Chair shall be nominated by the Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring.

MEMBERSHIP

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

RESPONSIBILITIES

1. Advertise for positions.
2. Maintain job descriptions.
3. Negotiate terms and agreements relating to compensation and employment status.
4. Solicit input from the DRE Relations Committee regarding the position of Director of Religious Education.
5. Solicit input from the Music and Worship Committee regarding the position of Music Director.
6. Maintain evaluation tools to be used to evaluate church staff.
7. Facilitate the evaluation of the Director of Religious Education by providing tools and time lines to the DRE Relations and RE Committee Chairs.
8. Facilitate the evaluation of the Music Director by providing tools and time lines to the Music and Worship Committee Chair.
9. Facilitate the evaluation of the Office Administrator by providing tools and time lines to the Minister.
10. Develop, facilitate, and maintain a Personnel Policy Manual and ensure that all church staff have a copy and understand the policies and procedures within.
11. Conduct annual compensation negotiations with the DRE, Music Director, and the Office Administrator. All negotiations are subject to Executive Committee approval and a successful annual canvass.
12. Provide compensation information to the UUA as needed.
12. Make recommendations to the Executive Committee and act at the Executive Committee's direction.

Date Revised/Reviewed: October 2004

PROPERTY COMMITTEE
ROUTINE TASKS (latest revision April 19, 2005)

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.

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 Religious Education in overseeing the religious education of children and youth.

CHAIRPERSON

The Chair shall be nominated by the Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring. The budget shall cover expenses related to children's religious education and youth programs.
- Communicating regularly with the Executive Committee and other committees as needed.

MEMBERSHIP

The Religious Education Committee shall be composed of at least 8 members. Vacancies will be filled by the committee and the new members will be approved by the Executive 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.
- Recruiting a Search Committee of Society members for the purpose of filling the position of Director of Religious Education and recommending a candidate to the Executive committee for approval. The Minister shall participate with the RE Committee in the process of interviewing candidates.
- Supporting and assisting the DRE in implementing the goals of the religious education program.
- Providing on-going education for the Society about the religious education program.
- Designating a committee member to maintain records of expenditures, including petty cash.
- Designating a committee member to record minutes from each meeting to be kept in a notebook.
- Designating a committee member to assist the DRE in greeting, enrolling and following up with new families, especially on Sundays when the DRE is not present.
- Designating a committee member to communicate RE Committee news to the congregation via, but not limited to, the FUSE newsletter.
- Recruiting volunteer teachers, substitutes and other needed personnel for the Sunday morning RE program under the direction of the DRE.
- Recruiting leadership and volunteers for programs involving children and youth other than on Sunday mornings.
- Planning and supporting community building programs and events for families involved in the RE program.
- Providing support to the DRE for teacher orientation and training.
- Supporting the DRE in implementing and maintaining policies and procedures to ensure the physical safety of all children and youth involved in RE programming.
- Assisting the DRE in organizing and maintaining teacher resources and supplies.
- Assisting the DRE in organizing and maintaining a library of resource materials for teachers and parents.
- Sponsoring teacher appreciation events. **Making facility and equipment recommendations.
- Conducting an annual review of the religious education program.
- Preparing the Annual Religious Education Prospectus. **Conducting a committee self-evaluation.
- Meeting a minimum of one time per month during the church calendar year.

Date Revised/Reviewed: October 2004

SEXTON'S DUTIES
(New - Feb. 26, 2005)

Trash Removal On Mondays, collect trash from waste baskets in these places:

- Kitchen;
- Community Room;
- Parish Hall;
- DRE office;
- Bathrooms (upper, lower, and handicapped);
- RE room off the Parish Hall, including diaper pail by the nursery changing table;
- RE rooms downstairs (all four rooms);
- Parsonage waste baskets in office, kitchen and two bathrooms;
- Parsonage recycled things in office and recycle bin;
- Garage (look for bagged trash there, checking in the various trash cans).
- Check that all bathrooms have ample paper supplies, both on the holders and in the cabinets. A few towels and toilet paper are kept in the parsonage kitchen wall cabinet to the left of the outside door. More supplies are kept in the garage.
- Replace any white waste basket liners that are picked up. (Reuse the ones already there unless they have become messy.) White liners are kept under the parsonage kitchen sink.
- Pack it all in the Exeter blue bag(s) that are kept under the parsonage kitchen sink, and put the bags out on Maple St. by the garage for early Tuesday morning pickup. Remember that the blue bags cost the church \$1.60 each, so use as few as possible.
- Put out the recycle bins, both parish hall and parsonage. Cardboard boxes must be broken down so they are flat, no larger than 24" by 24", and tied into a bundle. Note that one parish hall bin is marked "PAPER & CARDBOARD" and the other "CANS & BOTTLES."
- The recycle bins need to be returned to the kitchen and parsonage Tuesday after pickup.
- Maintain a supply of liners, Exeter blue bags, and paper goods as required. Store liners and blue bags under the kitchen sink and some toilet paper and towels in the kitchen cupboard to the upper left of the rear exit; store overflow in the garage. Check the bathrooms (parish hall and parsonage) and kitchens each week and re-supply, keeping a backup of several rolls of towels and toilet paper in each bathroom's storage cabinet. Women's sanitary supplies should be kept in the handicapped bathroom.
- On the first Monday of each month, test the emergency lights in the RE area by pressing the red button on the bottom of the panel. Lights are located in the parish hall at the top of the stairs, the bottom of the stairs in the hallway, the room with the outdoor emergency exit, and the stair well outside the emergency exit door. If a light doesn't come on, the probable cause is battery failure. Replace. They can be ordered at Pills.
- Also on the first Monday, check the illuminated EXIT lights in the parish hall basement and replace bulbs as required. Use 7 watt bulbs available at Arjay's.

House Cleaning Judy Archambeault (659-5748) is a private-contractor custodian hired to do routine weekly cleaning in both the sanctuary/Parish Hall and parsonage. She submits bills directly to the treasurer.

Storm Windows Storm Windows should be closed in the fall in the Parish Hall (upstairs and downstairs), Community Room, the back of the Sanctuary, and in the Parsonage. There's no need to open them in the spring since building users do that on their own.

Clocks Set clocks for daylight savings time: ahead one hour the first Sunday in April; back an hour the last Sunday in October. Clocks are located in the parish hall, its kitchen, and the community room. Similarly, reset the programmable thermostat clocks. These five are in the Robinson Room, parish hall, RE area downstairs, sanctuary, and parsonage. Check thermostats for battery replacement. The display indicated when a battery is low. Each thermostat takes two AA cells.

Testing the Fire Alarm System and Fire Drills The system needs to be tested at least once a year and a fire drill conducted. To do this, start by checking with the minister before hand. Then call the fire department on their business phone (772-1212) after 8 a.m. on the agreed-upon Sunday morning and ask for the Fire Officer on duty. Ask him to come and test the system at a *specified time* during the church service.

During the service and before the drill, the congregation must be told what to do:

1. Leave the building through the nearest exit;
2. *Don't* go after your kids; their teachers will be taking them out via their nearest exit;
3. Meet out in the big field and find your kids there. If there's snow on the ground, meet on the sidewalk.
4. If it's only a drill, and not a real fire, come back inside as soon as called.

It is also necessary that the teachers will have been given instructions in advance so each knows the proper exit to use. It will always be the nearest exit, unless blocked by fire. Make sure each teacher knows where the nearest and next-nearest exit is.

At the appointed hour during church, the fire department will disable the master box, then operate one of the pull stations.

Fire Extinguishers These are inspected every year by Seacoast Fire Equipment in Portsmouth, who do it on church property. This is a superficial test only. Every five or six years a more comprehensive test is required and Seacoast will take them away and do it, at extra cost.

The extinguishers are located as follows:

Parish hall by the entrance door;

Parish hall in the RE basement near the door of the room nearest the stairs;

Kitchen on the end of the base cabinet by the telephone;

Church by the front entrance door;

Sanctuary on the back of the pulpit;

Parsonage near the kitchen stove;

Parsonage upstairs hall.

Latest inspection was 2004.

Fire Department Lock Box There is black box mounted outside to the right of the Parish Hall door that can be opened by the fire department and contains a Parish Hall key. If the Parish Hall key should ever be changed, the key in the box should also be changed. Call the fire department for this.

SOCIAL JUSTICE COMMITTEE

PURPOSE

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

CHAIRPERSON

The Chair shall be nominated by the Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring.

MEMBERSHIP

The Social Justice Committee shall be composed of at least three members. Vacancies will be filled by the committee. Each member will preside over one of three task forces: Peace, Environment, and Health/Hunger/Homelessness.

RESPONSIBILITIES

1. Developing and coordinating a process for the congregation to decide upon which issue(s) they want to focus on each year, and helping to create a plan to bring the chosen issue(s) into focus.
2. Coordinating social justice activities within the congregation.
3. Serving as a clearing house for social justice initiatives that come from outside the Society, such as UUA or District Social Justice Departments, NH Council of Churches, Exeter Food Pantry, etc.
4. Providing a social justice space to share information and run ongoing activities, such as a letter writing table, weekly food collection, etc.
5. Working with the Worship Committee and the minister to create one or more social justice services throughout the year.

Date Revised/Reviewed: October 2004

WELCOMING CONGREGATION COMMITTEE

PURPOSE

The purpose of this committee is to help the congregation broaden and deepen its understanding of the experience of gay, lesbian, bisexual, and transgender persons and their families, so that FUSE may sustain a truly welcoming culture.

CHAIRPERSON

The Chair shall be nominated by the Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee each spring.

MEMBERSHIP

The Welcoming Congregation Committee shall be composed of at least four members. Vacancies will be filled by the committee.

RESPONSIBILITIES

1. Working with the minister and the Worship Committee to assure the regular integration of the Welcoming Congregation Committee's concerns into Sunday services through sermons, chalice lighting texts, meditation texts, and announcements. In addition the Welcoming Congregation Committee shall seek primary responsibility for at least one service annually.
2. Preparing letters to elected representatives for signature by interested members of the congregation.
3. Sponsoring educational programming through panels and videos.
4. Contributing informational pieces to the newsletter several times per year.
5. Undertaking outreach initiatives as appropriate for the benefit of the community beyond the church. These may include presenting testimony at legislative hearings not as a formal action on the part of the church but as individual citizens who may refer to the committee's existence and history in their testimony.

Date Revised/Reviewed: October 2004

MUSIC AND WORSHIP COMMITTEE

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 Nominating Committee and approved at Annual Meeting. 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 Council of Committee Chairs Meetings;
- Submitting an annual report and budget recommendations to the Executive Committee 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 Music and 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 Executive Committee.
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 Executive Committees regarding any maintenance/repair needs that go beyond what is regularly budgeted.