

Adult Programs Committee

Mission: To ensure that FUUSB members and friends have access to high quality adult programs which support the FUUSB mission.

Goals:

- Assess the program interests of members
- Develop and implement a variety of educational and social programs in response to member interests
- Regularly offer spiritual development programs from UUA Lifespan Faith Development curricula
- Regularly offer lay leadership training opportunities
- Offer programming to appeal to members of different ages
- Collaborate with other committees to offer programming that supports committee activities
- Make programming accessible to all members by offering childcare, accessibility, and affordability
- Publicize programs (as appropriate) in the broader community as a community service to Burlington and as outreach for new members
- Keep program records of attendance as well as participant evaluations

Roles/Responsibilities:

Guidelines:

- The Committee Chair is appointed by the Board and reports to the UU Council.
- The Chair or a designee will attend all Council meetings.
- Members commit to regular communication with the rest of the committee, attendance at meetings as able, and follow-through on program commitments.

Accountability: The Adult Program Committee is accountable to the Council.

Anti-Racism Action Committee

Mission: To create a special focus on issues related to racism to support our congregation in educating itself to better understand racism and to initiate activities to address racism in our community, state, and country.

Goals:

- Create and support educational programs addressing current issues in which racism is manifested. Activities will include book discussions, films, adult education programs, workshops, and forums.
- Collaborate with other committees within the FUUSB on efforts that are in line with our goals.
- Provide leadership, along with other committees, in support of UUA initiatives that address issues with a racism component (i.e. rebuilding New Orleans, immigration, etc.).
- Seek opportunities to join with other community organizations and faith communities to take action on problems related to racism identified in our community, our state, or nation.
- Support the initiative of members of the school community (e.g. teachers, school counselors, student groups, etc.) to proactively support diversity and challenge racism by providing small grants for projects in the public schools in Chittenden and Franklin counties.

Roles/Responsibilities:

- Co-chairs
 - create agenda,
 - take minutes and distribute to members.
- Members
 - support the agenda activities,
 - place announcements in the community calendars of local papers to solicit participation in scheduled activities from the wider community.

Guidelines:

- Members will be sought from the congregation.
- Best practice would be for co-chairs to have served on the committee. Co-chairs will serve for a one year term and may elect to continue beyond that year as desired or needed.
- The committee will meet as often as needed; need to be determined by events.

Accountability: Committee accomplishments will be communicated to the congregation in the church newsletter and activities will be announced in the order of service .The Anti-Racism Action Committee is accountable to the Church Council.

Care Network Ministry

Mission: To affirm and promote the inherent worth and dignity of every person and to affirm and promote justice, equity and **compassion** in human relations through the concept of shared ministry.

Goals:

- Support those members of our faith community who are in need.
- Be visible to the congregation by participating in Sunday readings of the Joys and Sorrows.
- Communicate in multiple ways to our congregation our availability to care, to listen, and to share in helping others through confusion, stress or loneliness they may be experiencing as they go through difficult times.
- Support and provide opportunities for training of all volunteer members serving on the committee.

Roles/Responsibilities:

- Chair/co-chair
 - facilitates meetings and forwards referrals from the minister(s) as necessary.
- Members
 - share responsibilities for maintaining a schedule for reading Joys and Sorrows, coordinating committee member trainings and organizing a variety of support groups for those in need,
 - provide support to those in need through written correspondence (cards or e-mail), phone calls and visits, and/or assisting in the set-up of meal trains or transportation schedules,
 - assist in appropriate services and other society programs related to promoting a “caring” community.

Guidelines:

- New members will be recruited throughout the year at Volunteer Sunday, and through the newsletter, the Council and other committee interaction.
- The active UU members of the committee will have had experience in the helping professions and have participated in a “Caring and the Art of Listening” training.
- There will be a Chair/Co-Chair with the position(s) rotating among the committee membership at least every 2-3 years.
- The committee receives referrals from and acts at the direction of the senior minister.
- Committee will meet with the minister every month (90 minutes) to confidentially address specific client issues and needs.
- Members of the committee will correspond via e-mail regarding any concerns and updates on visits.
- General notes and e-mail correspondence will maintain confidentiality.

Accountability: An annual report will include a summary of the year’s activities and number of clients served. The chair or a representative of the Care Network will attend the Council meetings. The Committee is accountable to the Council.

COUNCIL OF FUUSB

Mission: To bring together the lay leadership to *coordinate* the programs of the congregation, *communicate* among ourselves regarding program functions, and manage the overall *calendar* of program events. The Council is committed to making sure that the 3 C's (Coordinate, Communicate, Calendar) support of the mission and goals of the FUUSB.

Goals:

- Include the leadership of every program oriented committee and group in our meetings.
- Provide ongoing support and training to members.
- Insure that programming decisions are made with the common good of the congregation in mind.

Roles:

- Chair
 - schedules Council meetings for the year,
 - creates and circulates an agenda in advance of each meeting,
 - facilitates Council meetings,
 - reports to the Board.

Secretary

- keep a record of decisions of the Council,
- take and distribute minutes.

Members

- attend meetings or get a substitute to represent committee/group,
- actively participate in activities of the Council,
- assist in proposing recommendations for succession of Council leadership.

Responsibilities:

- Be on time for each meeting and participate.
- Ensure that the Committee provides a report for the Annual Meeting to the Council.
- Create a coordinated overall calendar of programs and fund-raisers at the beginning of each church year.
- Work cooperatively to make budget recommendations to the board.
- Recommend policy or by-law changes affecting the coordination of program and fund-raising activities to the board.

Guidelines:

Meet regularly at times determined by the members, with input from Board and/or Senior Minister.

Accountability:

At the end of each program year, the Council members will review the work of the Council and assess in terms of agreed upon goals and the over-all goals of the Society and reports to the Board.

Denominational Affairs Committee

Mission: To help our congregation learn about the rich resources available from the Unitarian Universalist Association of Congregations (UUA) and the Unitarian Universalist Service Committee (UUSC), and support our denomination's commitment to UU values, principles and practices.

Goals:

- Increase awareness of, greater respect for, and active engagement in our denomination and its easily accessible programs and materials.
- Introduce FUUSB members to current UUA Congregational Study/Action Issues through sponsorship and co-sponsorship of relevant forums and actions.
- Support the social justice and human rights agenda of the UUSC through Guest at Your Table, and encourage our congregation to increase individual membership in and contributions to our denomination's Service Committee.
- Create links with our UUA Northern New England District (NNED) through committee members and other congregational members participating in NNED conferences as well as by other means.
- Encourage attendance at the UUA General Assembly by sponsoring discussions with prior attendees and publicizing the value and enjoyment of participation in the General Assembly.

Roles and Responsibilities:

- Chair
 - keeps the committee informed through regular e-mails, Sunday morning conversations, and committee meetings,
 - prepares articles or announcements for the -News Blast and Order of Service,
 - sends out meeting notes prepared by a member of the committee,
 - attends Council meetings regularly.
- Members
 - accept various responsibilities, i.e., take minutes, maintain the bulletin boards, monitor the UUA and UUSC websites,
 - encourage UUSC membership,
 - prepare drafts of letters and petitions,
 - write short articles,
 - attend forums and gatherings,
 - share Internet research,
 - involve themselves in all dimensions of congregational life,
 - further the goals of FUUSB and the UU denomination in their efforts.

Guidelines:

- The chair is selected by committee members and will serve for two years and another two years if asked by the committee.
- The chair is formally elected by the congregation at the Annual Meeting in June.
- Rotation of leadership is desirable in order to groom committee members for leadership responsibilities.

Accountability: The committee determines its effectiveness by reviewing the number of congregants who participate in Guest at Your Table or who otherwise support the UUSC through membership and contributions. It reviews the number of people who attend forums and discussion sessions, and evaluates the level of active participation. It sees to what extent attendance and participation at District gatherings and UUA General Assemblies increases. The Committee is accountable to the Council.

Flower and Sanctuary Décor Committee

Mission: To arrange flowers for most Sunday Worship Services and beautify the sanctuary with seasonal flowers and greenery for holidays and with notice, and subject to availability, provide flowers for memorial services and other special events.

Goal:

- Create pleasing and creative arrangements in an appropriate scale for the niche using flowers, green, natural items, artwork, cloth and other decorative objects and, at times, present an arrangement that supports the theme of the service.

Roles:

- Scheduler
 - keeps track of the member sign-up for each Sunday,
 - supplies the list to the Society office for publishing in the weekly order of service.
- Members
 - take turns creating arrangements each week,
 - mentor new members
 - meet occasionally to discuss issues, learn new techniques, and/or brainstorm ideas.

Responsibilities:

- Arrange or provide aesthetically pleasing décor for our meetinghouse sanctuary.

Guidelines:

- The committee shall have five or more members, self-selected or invited by other members of the committee and will serve as long as interest lasts.

Accountability: Feedback from other flower committee members and self-critique will be the primary gauges of success. The Committee is accountable to the Council

Fundraising Committee

Mission: To raise additional funds that will contribute to the internal programming portion of the FUUSB Annual Budget, in a manner that is consistent with the seven principles of Unitarian Universalism and the goals of our society in particular.

Goals:

- Plan and implement either one large fundraising event a year or several smaller events that will raise a targeted amount designated by the FUUSB Finance Committee.
- Seek involvement and support from as many members of the Society's community as possible, if appropriate.
- Make events accessible to as many members as possible.
- Publicize events.
- Focus on activities or events for FUUSB members and friends.

Roles:

- Chair
 - confer with committee members to find appropriate dates and times to meet as a group,
 - prepare and distribute an agenda,
 - track and record decisions that are made.
- Members are active participants.

Responsibilities:

- Chair
 - oversees and track timelines, tasks and progress,
 - guides the meetings while encouraging shared leadership,
 - takes on most or all responsibilities of a committee member
- Members
 - attend meetings,
 - bring observations and ideas to the committee for consideration,
 - participate in discussions and planning,
 - communicate with the rest of the committee between meetings as needed,
 - are responsible for a mutually agreed-upon portion of the work of the committee.

Guidelines:

- Major fundraising activities will be placed on the church calendar prior to the end of the previous fiscal year, but only after consultation with the Council.
- The committee will periodically assess the receptiveness of the UU membership for particular fundraising activities and/or solicit ideas for additional activities.

Accountability: The Committee is accountable to the Council

Green Sanctuary Task Force

Mission: To commit to personal and community action to confront environmental degradation with a special focus on the climate change crisis.

Goals:

- Encourage every member and friend of the congregation to orient their individual lifestyles, resources, and behaviors in all their affairs toward building a more environmentally-friendly world.
- Support our community as a catalyst for sustainable change and a sanctuary of support for an uncertain future.
- Maintain hope, determination and passion for this cause and support of our spiritual practices with UU Seventh Principle as the foundation.

Roles/Responsibilities:

- Members commit to encourage our congregation to take care of the earth by:
 - Encouraging personal lifestyle changes for all congregants that reduce our collective environmental footprint,
 - Attaining accreditation as an official Green Sanctuary through the UUA,
 - Attaining carbon neutral status by 2020 for the FUUSB Meetinghouse,
 - Reinforcing the programs and plans of the wider community that facilitate greater environmental justice and sustainable living,
 - Transforming congregational services, program offerings, and all FUUSB business to increase awareness of environmental issues and to reduce consumption,
 - Helping to build resiliency and a sustainable community in our congregation to prepare for increased risks and uncertainty due to climate change.

Accountability: The Committee is accountable to the Council

Library Committee

Mission: To develop an in-depth and evolving collection of books and resources that will support Unitarian Universalist values and education.

Goals:

- Make the library accessible to all members and friends of FUUSB.
- Ensure ample funding to keep the library collection one which respects our history and is spiritually and socially on the cutting edge.
- Use various outreach methods to increase awareness and use of the library.

Roles/Responsibilities:

- Librarian
 - takes primary responsibility for collection development,
 - takes primary responsibility for developing and implementing systems of organization within the library,
 - performs reference work and provides outreach to the Religious Education program and to all other constituencies within the Society.
- Chair
 - maintains budget or may assign this role,
 - attends Council meetings, but may assign this role, as needed,
 - sets dates for meetings, sets the agenda with input from committee members, and assigns taking of minutes.
- Members
 - contribute ideas for subjects and titles for collection,
 - take active role in fundraising events,
 - participate in library stewardship program,
 - assist in planning and carrying out library-sponsored events,
 - continue updating on-line library catalog,
 - work with the librarian on policies and procedures.

Guidelines:

- At least two members besides chair and librarian.
- Librarian may be the chair.

Accountability: A committee member will attend Council meetings and an annual report will summarize yearly accomplishments. The Committee is accountable to the Council.

Membership Committee

Mission: To attract those who are in sympathy with the principles and purposes of Unitarian Universalism, welcome them, orient them to Unitarian Universalism and this Society, work to integrate them into this religious community and nurture their commitment and involvement.

Goals:

- Determined yearly by the committee during the summer months.

Roles/Responsibilities:

- Chair
 - coordinates the work of the committee, holding the committee accountable to its charge and purpose,
 - creates the agenda and facilitate the committee meetings,
 - serves as committee representative on the Council,
 - is the liaison between the committee, the Board and staff regarding business of the committee,
 - is responsible for recruiting new members to the committee and grooming the next chairperson,
 - assures that the committee follows all fiscal policies and stays within its budget,
 - prepares an annual budget for the committee,
 - compiles an Annual Report for presentation at the Annual Meeting,
 - delegates some of the above responsibilities to committee members to encourage participation and to train new leaders.
- Co-Chair
 - assists the chairperson in his/her role,
 - assumes duties of the chairperson if the chairperson is unable to do them,
 - trains as the next chairperson.
- Members
 - work to fulfill the goals of the committee and oversee subgroups to recruit, train, and coordinate the ushers and greeters who will greet people entering the sanctuary for a service, take the offering, meet and speak with visitors who have questions about Unitarian Universalism and this congregation, and introduce visitors to other people,
 - coordinate the follow up on requests for information from pew cards.
 - be responsible for the Welcome Table and assure that it is welcoming and staffed each Sunday,
 - work with the minister to organize and teach the New UU classes, host the New Member Potluck dinner, and plan New Member Sundays,
 - contact members periodically to ensure all is well with them, and to be a friendly and welcoming presence at the Society,
 - coordinate with the Public Relations Committee to provide outreach to the general public about membership at FUUSB,
 - consult with the minister on requirements for membership that are to be presented to the Board of Trustees,

- present a budget to the Board of Trustees that includes a review of the previous year's expenditures and set goals and estimate the expected costs of supporting those goals,
- prepare and maintain a list of active members, to be done in consultation with the Director of Administration.

Guidelines:

- The committee shall be comprised of a chairperson, co-chairperson, and at least three (3) other members or as many as necessary to fulfill the essential tasks.
- The terms of office shall be for two years. The chair and co-chair may serve in these positions a second term at the will of the committee. Membership on the committee shall be a maximum of six (6) years. The intent of establishing term limits and length of service on the committee is to encourage the development of new leadership and to welcome new ideas and energy.
- The minister is an ex-officio member of this committee.
- This committee will meet throughout the calendar year. It will meet at least quarterly, but shall meet as often as necessary to carry out the tasks for which it is responsible.
- Minutes will be taken at each meeting and a copy of them kept in the committee's file.
- Meetings will begin with a lighting of the chalice and an opening reflection.
- At each meeting, time is set aside for members to share with others what is currently important to them, enabling them to focus on the business at hand.

Accountability: The Committee is accountable to the Council

Music Committee

Mission: To work in partnership with the Music Director to support the mission of the music program which is to enhance the spiritual experience of FUUSB members and friends through the use of music in many forms – live and recorded, vocal and instrumental, listened to and participated in.

Goals:

- Maintain and grow the integral role of live music, both vocal and instrumental, in the society services.
- Maintain a high standard of quality within the FUUSB music program consistent with the mission of enhancing the spiritual experience of FUUSB members and friends.
- Provide a range of music that reflects and even stretches the diversity of our society.
- Provide encouragement and a variety of opportunities for society members to participate in the music program.

Roles:

- Chair
 - facilitates committee meetings,
 - prepares an agenda distributes it to the team in advance of the meeting,
 - represents the committee at Council meetings,
 - prepares an annual budget proposal for the committee to be reviewed and approved by the committee and submitted to the Board in advance of the annual stewardship campaign,
- Members
 - attend monthly meetings as able,
 - participate in discussions and decisions,
 - engage in tasks outside of scheduled meetings to further the committee's mission and goals,
 - volunteer to take minutes at each meeting.

Guidelines:

- Chairperson or co-chairs will be selected typically by and within the existing committee members prior to Annual Meeting. A vote to accept the nomination(s) will take place by FUUSB members at the Annual Meeting. A common interest will prevail in promoting continuity by having the committee chair or at least one of the co-chairs serve as a committee member for at least one year after stepping down as chair.
- Committee members are comprised of FUUSB members and friends who demonstrate interest, motivation, and time availability in working toward the committee mission and goals. Committee members will take responsibility in recruiting potential other members as needed striving to maintain a committee size of 7 to 10 members. No term limits are specified for any on the committee.
- The committee typically meets monthly throughout the main church year of September through June.

- If the chair or co-chair is unable to attend a Council meeting, any committee member may attend in their stead.
- The minutes are reviewed and approved by the committee at the subsequent meeting and then published on the member portion of the society's web site.

Accountability: The committee produces an annual report typically including, but not limited to, the committee's goals for the year, progress against those goals, and goals for the following year. The Committee is accountable to the Council.

Nominating Committee

Mission: To assure strong leadership for our congregation.

Goals:

- * Provide the skills and talents needed by the Board in the present and in the future.
- * Recognize the need for diversity of opinions, age, gender, and social/economic status throughout the leadership of our Society.

Roles/Responsibilities:

- * Chair
 - * with assistance of committee members set meeting dates and develop agendas,
 - * develop time line for accomplishment of tasks and delegate tasks,
 - * provide whatever written or oral information committee needs to accomplish its responsibilities.
- * Members
 - * present at least one nomination for each vacancy among Board officers, Trustees-At-Large, members of the Nominating Committee and chairpersons of Administrative and Activity Committees as required by the By-Laws,
 - * obtain prior consent before nominees are submitted to the Annual Meeting,
 - * keep deliberations confidential until the slate is prepared for presentation to the Board of Trustees and subsequently to the Annual Meeting,
 - * be responsible to the congregation but seek the advice of the Minister and Board of Trustees,
 - * consider the following attributes in the leadership selection process: years of membership in this Society or another UU Society; life and work experience; leadership at the Society; age and stage of life,
 - * collaborate with those committees (e.g. Membership, Adult Programs) charged with leadership development in our congregation.

Guidelines:

- * Chair is chosen by the committee at or after the first organizational meeting.
- * Six people with two committee members serving staggered terms of three years. No member of the Nominating Committee shall serve successive terms on that committee (Article IX, 4.a. By-Laws). Should a vacancy occur before or after an Annual Meeting, the Board appoints a member to fill the expired term.
- * Further nominations for any vacancy may be offered by any FUUSB member from the floor, with prior consent of the nominee, without the necessity of a second.
- * No sitting member of the Nominating Committee is eligible to serve as officer or Trustee of the Society (Article IX, 4.a. By-Laws).

Accountability:

Elected by the congregation, accountable to the congregation (not the council or Board).

Partner Church Committee

Mission: To develop and maintain relationships between our congregation and our Partner Church in Lupeny, Transylvania, Romania

Goal:

- Coordinate a Partner Church recognition activity on at least one Sunday each year.

Roles:

- Chair
 - functions as an activity coordinator to bring people together for a specific function such as trip planning, visitor preparation, or program development.
- Members
 - step up when asked,
 - continue correspondence between our members and the minister and members in Transylvania,
 - learn and convey more about our connection to the historical Unitarian roots in Transylvania,
 - plan and coordinate visitors from our church to Lupeny and for visitors to our congregation,
 - provide financial assistance for projects that increase our partner's ability to sustain Unitarian interest and image as a very small minority in their country.

Guidelines:

- Gather when opportunities arise to plan and act.
- Welcome anyone who is interested and responds to such invitations to be part of committee functions.

Accountability: The Committee is accountable to the Council

Planned Giving Committee

Mission: To secure a strong future through the Legacy Society for the First Unitarian Universalist Society of Burlington and its historic building and ministry by increasing the Society's endowment funds and through bequests and other planned gifts.

Goal:

- Boost our endowment assets over the next twenty years through a sustained initiative, the Bicentennial Planned Giving Campaign, beginning September 2009, that will result in at least 200 members and friends of the First UU Society including our congregation in their estate plans.

Roles/Responsibilities:

- Chair
- Members
 - seek bequests and planned gifts from members and friends of the First UU Society, and the community at large,
 - grow the Society's endowment funds to help preserve and protect the historic building,
 - Perpetuate the ministry and presence of the First UU Society in Burlington.

Guidelines:

- Individuals eligible for membership in the First Unitarian Universalist Legacy Society of Burlington are those who commit to make a contribution, bequest, or other planned gift specifically to the Society's trust or endowment funds, that is separate from and in addition to their regular contribution to the Society's annual stewardship campaign. Special cases may require a broader interpretation of the above statement.
- Tasks and Timelines for the Planned Giving Committee
 - November -April
 - a. Meet Face-to-face with potential donors.
 - b. Host a special event for members of the Legacy Society
 - c. Insure Society Administrator maintains accurate giving records.
 - d. Create a permanent display (e.g. banner or plaque) acknowledging contributions for members of the Legacy Society and decide on a process for maintaining same.
 - May -June
 - a. Recognize members of the Legacy Society in the newsletter and in a public reading of their names during Sunday Service.
 - b. Nominate a slate of names for PGC members, including the Chair from prior year.
 - September -June
 - a. Recognize new members of the Legacy Society in the Spring.
 - b. Host a special event for members of the Legacy Society.
 - c. Insure Society Administrator maintains accurate giving records.

- d. Create a permanent display(e.g. banner or plaque) acknowledging contributions by members of the Legacy Society and decide on a process for maintaining same.
- e. Organize a workshop on Estate Planning in April.
- f. Nominate a slate of names for PGC members , including the Chair for the following year.
- g. Plan workshops for Fall each year.
- h. Determine how to recognize past contributions to the Endowment Fund.

Accountability: The Committee is accountable to the Council.

Religious Education Committee

Mission: To support the mission of the Religious Education Program to engage each other in practicing our UU values in our mystery-affirming faith to make the world a better place and to provide leadership and support toward realizing the program goals, both standing and annual in cooperation with the Director of Religious Education.

Goals:

- Support and provide opportunities for spiritual development of all volunteer program stewards, including teachers.
- Review/monitor/support the relevant curricula that provides a broad range of content, so that over a period of years a learner is exposed to and learns about core UU ideas and values.
- Encourage programming that builds a multigenerational community and fosters and nurtures friendship and learning.
- Pursue synergies and collaboration in other areas of congregational life .
- Provide an environment which is always safe and enriching, and is often fun.
- Create a vision for the future of the RE mission and program.
- Identify and develop leaders within the congregation.
- Foster opportunities for spiritual growth for all ages and all stages of faith development.
- Recognize the importance of educating parents too.

Roles:

- Chair/Council representative
- Vice-Chair - Budget
- Treasurer
- Note-taker (may vary month to month)
- Membership committee liaison
- Adult programs liaison

Responsibilities:

- Chair
 - provides a meeting agenda within 24 hours of the meeting
- Members
 - Attend monthly meetings prepared for discussion of agenda items,
 - take minutes and distribute to whole committee electronically as assigned,
 - communicate with the congregation about RE events/activities/needs, as assigned, using e-blast and the e-newsletter.
 - lead some REC initiatives, which will require work outside of meeting time
 - visit classrooms and support Sunday programming as available when the DRE is away (approximately 5-7 Sundays per year),
 - help with RE steward events, such as the September RE Kickoff Breakfast, January bridging event, and steward Thank You event in May/June,
 - help with recruitment and outreach to families.

Guidelines:

[Return to Beginning](#)

- Members' length of term is three years and are expected to:

Accountability:

The members of the committee will annually develop and track a set of clearly defined and accomplishable priorities to support the goals, survey teachers, parents and kids about their RE experiences and perform an annual self-evaluation of the committee and the curriculum. The Committee is accountable to the Council

Small Group Ministry

Mission: To give members of the society an opportunity to interact within a small group in a safe/confidential atmosphere for approximately two hours, twice a month with discussion topics determined by members.

Goals:

- Help deepen the spirituality of members.
- Coordinate one or two services annually for the community as determined by small group suggestion/discussion.

Roles/Responsibilities:

- Facilitator for each group
 - conducts meeting according to a suggested format,
 - maintains SGM ground rules,
 - assures all members have equal opportunity to speak.
- 10 members
 - bring appropriate readings when requested,
 - participate by sharing and giving feedback to others.
 - may choose to pass on his/her turn at any meeting.
 - abide by established ground rules.

Guidelines:

- Groups are open to all members/friends of FUUSB.
- No one is denied membership based on race, creed or gender, though a waiting list will exist when space within a particular group is limited. To become a member of such a group, there will be a commitment to attending for at least three months.
- Groups are comprised of not more than ten members due to the time constraint of two hours.
- On rare occasions, someone may be asked to leave a group, due to conduct that is not conducive to group harmony, because of willful disregard of group rules.
- Some groups alternate facilitators among members at each meeting while others may choose to keep the same person as facilitator, for a period of time.
- Group meeting times are placed on the society's calendar, but not meeting locations.
- Interested people are expected to speak with a member of the Sm Gr Ministry Steering Committee to gain this information so that groups are not surprised by unannounced visitors
- Ground Rules -
 1. We will not give advice or attempt to fix one another.
 2. To give witness and share, we will try and attend every meeting.
 3. We will respect confidentiality, unless a member speaks of hurting themselves or another. The minister will be informed in such a situation.
 4. Any member has the right to relinquish his/her turn to speak.
 5. Time will be shared equally.
 6. We will assume that every one has good intentions.
 7. We will use "I" statements.
 8. We will start and end on time.

9. We will practice deep listening, as others speak.
 10. We will not invite guests unless they are potential members of the group.
- Sample Meeting Format:

GROUP BUSINESS
CANDLE LIGHTING AND OPENING STATEMENT
A READING ALIGNED WITH THE TOPIC IF POSSIBLE
A MOMENT OF SILENCE FOR CENTERING
SPEAKING, LISTENING AND RESPONSE.
(Generally 5 minutes for speaking and 3 minutes for responding)
BREAK
CLOSING IN CIRCLE WITH "LIKES AND WISHES"

Accountability: The Small Group Ministry Steering committee meets once a month to evaluate all of the above; it is comprised of a representative from each group. The Committee is accountable to the Council.

Welcoming Congregation Committee Charter

Mission: To offer support, education, a place to discuss spirituality, and a chance for socialization through groups and events and to welcome alternative sexual and gender identities.

Goals:

- Sponsor Interweave and promote inclusion of all sexual identities.
- Serve the wider community through programs to improve understanding of the physical facilities needed to accommodate the GLBTQA community.
- Work with leaders of the church providing suggestions and help with sermons that involve Coming Out Day and Pride.

Roles/Responsibilities:

- Chair reports to the Council.
- Members
 - focus on defined goals,
 - facilitate Interweave.

Guidelines:

- Chair will have at least one year of additional experience being on the Welcoming Congregation Committee before assuming the role. An exception, however, can be made if no one member has been on the committee for longer a year and then the members with most seniority are allowed to become chair. After committee members decide within themselves a committee chair a vote will take place at the Annual Meeting confirming the chair selection. No maximum term length is determined.
- Members will meet every 2-3 months in person. E-mail communications can also constitute a meeting.

Accountability: Chair will attend Council meetings and submit an annual report of activities. The Committee is accountable to the Council

Worship Committee

Mission: To provide worship experiences that foster a sense of community connection and continuity with UU faith that are inspirational, spiritually nourishing and intellectually challenging.

Goals:

- Coordinate worship calendar.
- Work with Minister, RE Director, Music Director, Music Committee and Membership Committee to form a cohesive, meaningful worship experience.

Roles/Responsibilities:

- Chair
 - schedules meetings,
 - represents committee on the Council.
- Members
 - welcome and support visiting speakers,
 - plan and implement services when the minister is not in the pulpit,
 - assist the minister during his/her scheduled services,
 - work with all society committees to encourage complimentary forums and talk backs linked with worship topics,
 - coordinate/facilitate the training of worship leaders/associates.

Guidelines:

- Members are welcomed from our Society throughout the year as need and interest occurs.
- The committee will approve new members and choose a chairperson who will then be approved by the Board.
- Record keeping is shared by committee members with notes taken at each meeting and reported back to committee.
- Committee news will be shared with the congregation via current channels of communication as needed.

Accountability: Committee members' contact information will be available to congregation to elicit feedback, ideas, commentary, and critique. Success will be measured by feedback from congregation via talkbacks, surveys and one on one discussion with congregants as well as evaluation by Worship committee members, minister(s), and RE staff. The Committee is accountable to the Council.