

Personnel Committee Charter

Mission: To support the Board of Trustees and the chief of staff to ensure appropriate personnel policies and procedures.

Goals:

- Communicate to the congregation regarding matters of personnel procedures and systems.
- Ensure that personnel policies and documents (i.e. position descriptions, salary surveys, employee manuals) are up-to-date and accurate.

Roles/Responsibilities:

- **Chair**
 - Is a member of the Board of Trustees, in accordance with the FUUSB Bylaws.
- **Members**
 - Review all personnel documents and policies on a three-year rotation with no document being more than three years old. Changes to the rotation schedule can be made in the event of any legal organizational restructuring.

Guidelines:

- Works in collaboration with the chief of staff
- The Personnel Committee will consist of at least 3 members. Terms are three years in length with appointments staggered to ensure that one member will be brought on each year.
- The position of Chair of the committee will be the individual in their final (third) year of service unless that individual is unable to serve, in which case, the position of Chair will go to the member with two years of service on the committee and is directly responsible to the Board of Trustees.
- The committee will meet a minimum of 3x/year for meetings (October, January, April).
- Additional work will be completed online via email and agreed upon technologies.
- Communicating with the congregation will consist of newsletter articles (2x/year) and use of the FUUSB website.

Accountability:

- The personnel committee is a committee of the Board of Trustees and is accountable to the board.

Approved by the Board of Trustees – October 2012

Property Committee Charter

Mission: We work collaboratively with the FUUSB facilities manager and staff to respect and preserve the historic integrity and appearance of our 200 year old Meeting House and its setting, while also introducing improvements and new technology that make the components of our buildings more efficient and environmentally friendly.

Goals:

- Maintain in good repair and in a dignified, attractive appearance, the interiors and exteriors of the buildings and the grounds.

Roles/Responsibilities:

- The Property Committee will be composed of approximately 10 members who may serve as long as they are interested and willing to actively participate in the projects and decisions of the committee.
- A chairperson or two co-chairpersons are elected annually to conduct meetings and to act as the principle contact with the facilities manager, with whom the committee works closely. In the case of two co-chairs, one will be designated to serve on the Board of Trustees.
- Two subcommittees work with and advise the Property Committee as needed:
 - The Memorial Garden Subcommittee oversees the maintenance and plantings of the Memorial Garden and the flower beds, trees and shrubs on the grounds.
 - The Sanctuary Subcommittee offers design advice, especially on matters related to the appearance of the Meeting House interior and furnishings.
- To periodically perform and update a Capital Needs Assessment to identify, prioritize and plan for major capital improvements and maintenance projects.
 - A maintenance and capital improvement project plan will be developed from the Capital Needs Assessment and updated at least annually.

Guidelines:

- Meetings are held monthly and minutes will be taken and kept for all meetings.

Accountability:

- The property committee is a committee of the Board of Trustees and is accountable to the board.
- A report summarizing the year's activities is submitted to the FUUSB annual report.

Approved by the Board of Trustees – October 2012

Stewardship Committee Charter

Mission: To plan and implement the annual stewardship drive for the FUUSB. The campaign will provide an avenue for members and friends to reflect on the personal meaningfulness of our Society in our lives. Resulting pledging, based on Fair Share standards, will be a core piece in the annual budget for that fiscal year.

Goals:

- Engage the Community in expressing a commitment to the Society with generous financial contributions based on Fair Share pledging.
- Promote a cultural environment in which members and friends feel a personal responsibility and desire to translate gratitude for the Society into annual pledging toward the budget. These contributions are a key indicator of the overall health of FUUSB.
- Balance the budget by accepting a goal based on Finance Committee determination.
- Contribute to enhanced congregational health by motivating members and friends to pledge percentages generous enough to fund payroll/benefits, buildings/site, worship/ministry/outreach, operating, and programs budgets that reflect the values and ideals of the Community.

Roles/Responsibilities:

- The Stewardship 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. The rest of the committee is comprised of FUUSB members who demonstrate interest, motivation, and time availability in working to achieve stewardship campaign completion for the next fiscal year. A common interest will prevail in promoting continuity by at least some committee members to volunteer and serve the successive year(s). Committee members will take responsibility to recruit potential other members as needed. No term limits are specified for any on the committee.
- The chairperson or co-chairs will facilitate committee meetings that will take place as needed in an attempt to ensure campaign goals are achieved. Typically, the committee begins to meet in early fall and generally concludes duties for the year by late spring. The Board president and minister will be informed of campaign progress as needed; an open invitation to attend committee meetings will be offered to them.

- The chairperson(s) will represent the committee at both Council and Financial Committee meetings. The chair(s) will act as the liaison between the committee, the Board and staff. The chair(s) will prepare an annual budget for the committee and monitor expenditures during the campaign so as to stay within budget and follow FUUSB fiscal policies.

Guidelines:

- Meetings are held monthly and minutes will be taken and kept for all meetings.
- A designated committee member will take meeting minutes and a copy kept in the committee folder in the Meeting House copy room.

Accountability:

- The stewardship committee is a committee of the Board of Trustees and is accountable to the board.
- The chair(s) will complete an annual report for presentation at the Annual Meeting.

Approved by the Board of Trustees – October 2012

Finance Committee Charter

I. Purpose and Responsibility

The Finance Committee is chartered by and reports to the Board of Trustees.

The Finance Committee is primarily responsible for:

- Overseeing the Society's finances and budget,
- Regular (monthly) review of actual financial performance vs. annual budget prior to the Board of Trustees monthly meeting.
- Production of the annual budget which is presented to the Board of Trustees for review with sufficient time to distribute it to the Congregation in advance of the Annual Meeting.

II. Composition.

A. The Finance Committee shall consist of the Treasurer, who is chair, the Assistant Treasurer, a Trust Fund representative and a Stewardship Committee representative plus the Senior Minister and the Society Administrator as ex officio members.

B. The Treasurer is to a two year term.

C. Vacancies are filled by appointment by the Board of Trustees.

III. Meetings.

The Committee shall meet monthly, prior to the Board of Trustees meeting, and more frequently as deemed necessary. A majority of those members present shall carry any motion or resolution.

All meetings shall be open to church members.

IV. Responsibilities

Detailed responsibilities are outlined in two documents:

“FUUB Annual Budget Preparation Steps”

“Volunteer Leadership Position Description – Treasurer”

And in the June 2010 By-Laws sections regarding Treasurer's Duties and Functions.

Approved by the Board of Trustees – November 2012

CHARTER OF THE 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 the Mission and Goals of the FUUSB.

Goals:

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

Roles:

- The Council Chair schedules Council meetings for the year, creates and circulates an agenda in advance of each meeting, facilitates Council meetings, and reports to the Board of Trustees.
- The Council Secretary takes and distributes minutes and keeps a record of decisions of the Council.
- Council members will attend monthly meetings or get a substitute to represent committee/group, actively participate in activities of the Council, and assist in proposing recommendations for succession of Council leadership.

Responsibilities:

- Member:
 - Be on time for each meeting and participate.
 - Ensure that your Committee provides a Report for the Annual Meeting
- Council:
 - At the beginning of each church year, create a coordinated overall calendar of programs and fund-raisers for the church year
 - Work cooperatively to make budget recommendations to the Board of Trustees
 - Make recommendations to the Board of Trustees for policy or by-law changes affecting the coordination of program and fund-raising activities.

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 review the work of the Council and assess in terms of agreed upon goals and the over-all goals of the Society.

Approved by the Board of Trustees – October 2012

CHARTER FOR THE COMMITTEE ON MINISTRY

June 1, 2012

Grounding Principle Of The Committee On Ministry

One central feature of our association as Unitarian Universalists is that we promise to one another our mutual trust and support; shared ministry is a grounding principle of the Committee on Ministry (COM). This promise recognizes the relationship of congregation to congregation and, within each congregation, from congregant to congregant.

We respect the inherent worth and dignity of every person; we commit ourselves to foster spiritual growth and religious development for each and every one of us and for each of our congregational communities. In our free and responsible search for truth and meaning, we respect the interdependent web of all existence of which we are a part. This means that we are each accountable for and to each other and to our religious communities.

Definition Of The Committee On Ministry (COM)

Our Committee on Ministry focuses will focus on all aspects of the congregation's ministry, including professional leadership, music, social justice, religious education, spiritual care, small group ministry and so on. The Committee on Ministry functions as a vision or oversight group.

- A COM functions at its highest level when the church's mission, covenant and policies are well thought out and clearly documented.
- It has no formal governance, administrative or organizational management functions. Its primary purpose, based in the mission and covenants, is to assess the entire Society's effectiveness in fulfilling its mission.
- It views all aspects of ministry through the lens of heritage, values, mission, vision statement and covenants.
- The COM practices the ministry of presence and its effectiveness lies in the fact that it has no agenda. It assesses the quality of the congregation's ministry.
- It acts as the "conscience" of the congregation.
- The COM tends to the whole ministry: all we do together for the good of the community.
- The COM becomes the ombudsman or process-observer of the congregation.
- The COM's role is simply to "be", noticing and sharing with the congregation what it observes and hears as "viewed from the balcony."
- The COM is visible in the life and ministry of the congregation.
- It has no authority beyond making recommendations.
- It is ultimately accountable to the congregation, reporting to the Board between congregational meetings.
- The COM reflects back from its own observations and the input of others.

Role Of The Committee On Ministry

- Assessment
 - Regular mission-oriented review of the effectiveness of all facets of the congregation's ministry
 - Recognizes that assessment is a year-round responsibility
- Education
 - The COM is vigilant related to the educational needs of the congregation.
 - The COM promotes awareness.
 - COM members will take turns observing Council meetings.
 - The COM presents periodic reports to the Board and delivers an annual State of the Ministry Report to the congregation, reflecting upon all ministries.
- Consultation
 - The COM consults with the minister related to effective leadership.
 - Recommendations may be made by the COM to decision-making bodies, committees or individuals. These recommendations will be based on assessments, feedback and dialogue.
- Conflict Management
 - The COM will respond promptly and with maximum objectivity to any conflict or behavior that threatens or has an adverse effect on the integrity of the congregation's ministry. This will always be done in the best interest of the mission and ministry of the congregation as a whole. It may include consultation, exploration, and recommendation in seeking resolution.

Criteria For Committee On Ministry Membership

- Members of the COM will:
 - have been affiliated with a Unitarian Universalist congregation for at least five years, with at least three of those years with this congregation.
 - have signed the Book of Members
 - be a trusted, respected member of the congregation who has demonstrated a commitment to the mission of the congregation.
 - have high standards of personal integrity
 - be committed to mutual honesty with an ability to work in a confidential, but not secretive, manner.
 - be able to listen with understanding and compassion
 - have the ability to see past the parts to account for the whole.
 - be willing to make tough recommendations when necessary relinquish any other position of leadership within the congregation while on the COM

Committee On Ministry Operational Guidelines

- Membership and Terms for Committee on Ministry Members
 - The COM will consist of six members, each serving a three year term.

- Annually, names will be submitted to the Board for the positions opening on the committee. The Board will make the final decision on the candidates to be asked to join the COM.
 - Terms will begin in September of each year.
 - Terms will be staggered, thus allowing new members to be guided by the experience of seasoned committee members.
 - The Chair of the COM will be in the second or third year of his or her term.
 - When a member's three year term is completed, a two year break must be taken before consideration for an additional three year term.
 - Initially, two members of the Provisional COM will take one year positions on the newly formed COM to aid transition.
- Committee On Ministry Meetings
 - Meetings will be held monthly during the church year and once during the summer.
 - Meeting agendas will assure that all aspects of ministry will be reviewed regularly.
 - A congregant may contact individual members of the COM at any time with ideas, concerns or potential agenda items.
 - The COM will annually host an open meeting for congregational input.
 - Additional meeting/s, if necessary, may be called by the Chair at any time.
 - To promote confidentiality, it is recommended that meetings be held in a private off-site space.
 - The minister is expected to participate in each COM meeting; however, a portion of each meeting will be set aside for COM members only, without the minister present.

Submitted May 2012 by
Provisional Committee on Ministry Committee Members
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Approved by the Board of Trustees - May 2012