



**UNITARIAN UNIVERSALIST COMMUNITY CHURCH
OF WASHINGTON COUNTY (UCCWC)**

Book of Committee Charters
Version 2024.09.02

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Section 1: Introduction

According to the UCCWC Policy Manual (2024.02.22), Section 5: pg 14), Committees, Teams and Affinity Groups, “all chartered committees will have an active charter, approved by the Board of Trustees.

Section 2: The Council of Committees

The Council of Committees

Organized by the Vice President of the Board of Trustees, the Council of Committees is an assembly composed of all committee chairs and other invited parties. It is convened at least quarterly.

Its purpose is to plan, coordinate, calendar, and evaluate committee programs of the church, to provide support for committee chairs, and to identify, arrange, and coordinate congregational services or events that involve multiple committees.

Section 3: Overview - Committee Charters

A. Committee Charters

1. All chartered committees will have an active charter, approved by the Board of Trustees (BOT). Changes to approved charters must also be approved by the BOT. All approved charters shall be stored in the church office files and will be available for the congregation in the UCCWC Book of Committee Charters posted on the church website at uccwc.org/About Us/Our Governance/v.2024.03.22 and on the church intranet - @groups.io).
2. The charter of a committee shall define
 - a. its purpose;
 - b. its goals and responsibilities, including its BOT and congregational reporting process (e.g., newsletter articles as needed, submission of Annual Report);
 - c. its organizational and leadership structure — it is suggested that leadership roles be rotated among the committee membership to help develop new leaders and to ensure long-term continuity within the committee;
 - d. its relationship to the BOT and other committees and teams;
 - e. its decision-making process.
3. Each Committee shall provide, in accordance with our Vision Report, a Long-Range Plan for the delivery of programming services to UCCWC within its area of concern.
4. Each committee will provide, at least 60 days in advance of the Annual Meeting, or upon request of the Financial Services Committee or Treasurer, an annual budget request documenting its need for the upcoming year within the programming services it provides.

SAMPLE (ECT) Elephants Care Team Committee Charter – Mo dd, yyyy

Purpose:

State the essential purpose and/or the vision for the standing Committee. If the Board has charged the Committee, include the essential reasons for establishing the Committee and/or purpose(s) from that charge. This section provides the context, reasoning and justification for the responsibilities and goals.

Responsibilities and Goals:

List the responsibilities and goals for the Committee as specifically as possible. Completely define the scope of Committee responsibilities and the scope of their actions. Specify any budget requirements for the Committee. This section providing scope should be largely strategic, relating to long-term goals and responsibilities, but can also include specific tactical responsibilities, relating to the actual means of achieving goals. Consideration should be given to including only essential details. Non-essential details about how the Committee might do their work can best be defined by internal Committee processes.

Leadership and Organization:

Define Committee size, such as minimum size and maximum size, and conditions or requirements for Committee members. Are volunteers accepted or must new members be appointed, and if so, by what process? Define necessary Committee leadership positions, such as chair or co-chairs and secretary. Specifying terms for Committee leadership positions is recommended. Terms for Committee members may optionally be specified. Indicate the process for replacement of members.

Reference to Covenant and supporting Diversity, Equity and Inclusion is recommended. Include wording such as: “All activities conducted by the committee will comply with the UCCWC Bylaws, UCCWC Policy Manual and the UCCWC Personnel Manual. We reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, we seek to support diversity, equity and inclusion within our community, balancing the needs of both individuals and the community at large”.

Reference to planning for and developing leadership is recommended. Include wording such as: “Take an active role in leadership development, including succession planning for committee leadership.”

Relationship to the BOT and other Committees and teams:

Per Bylaws, the BOT is the governing body of UCCWC, including over Chartered Committees. Include wording to acknowledge, such as “The <name> Committee serves at the direction of the Board”.

Specify how the Committee work relates to the Board of Trustees. This should include:

- *Board responsibility, if any, for membership approval and/or approval of leadership positions.*
- *Board approval authority, if any, for work products of the Committee, actions by the Committee and Committee expenditures.*

Indicate and detail relationships the Committee has to other Committees and teams:

- *This is especially important where the Committee has inter-related accountability or responsibility with other Committees or teams.*
- *Supporting relationships should also be noted, whether the Committee needs support by other Committees or teams or the Committee itself has support responsibilities to other Committees or teams.*

Section 5: Current (2023-2024) Chartered Committees

Charters for the committees below, recorded in the UCCWC Book of Committee Charters for 2023-2024, are as follows:

- (ACC) Administrative Communication Committee Charter – Open
- (FC) Finance Committee Charter - Invited
- (FMC) Facilities Management Charter - Open
- (MSC) Membership Services Committee Charter - Open
- (MST) Music Support Team - Invited
- (PCT) Pastoral Care Team Charter - Invited
- (SC) Stewardship Committee Charter –Invited
- (VAC) Vision Action Committee Charter – Invited
- (WCT) Welcoming Congregational Team - Open
- (WC) Worship Committee Charter – Open

- Invited = Membership by invitation
- Volunteers Considered
- Open = Open to volunteers

(ACC) Administrative Communications Committee Charter – April 07, 2023

Purpose:

The purpose of the Administrative Communication Committee (ACC) is to assist the UCCWC Board of Trustees (BOT), the Office Administrator, and other committees as needed. The ACC will support open communication with the Congregation, and coordinate administrative tasks performed by volunteers. Additionally, they will effectively inform both our congregation and the wider community of events pertaining to UCCWC activities involvement. This will be done using a variety of media in a way that reflects our shared ministry. As one of the primary means of outreach to the greater community, the actions and functioning of the (ACC) Committee will uphold our own and UCCWC Covenants and guiding principles.

Responsibilities and Goals:

ADMINISTRATIVE - The primary goal of (ACC) Administrative Chair is to provide any/all administrative support to the UCCWC Board of Trustees (BOT) and Staff, as requested.

COMMUNICATION -

1. Lead or assist in the preparation, printing, mailing, and electronic mailing of the newsletter, directories, brochures, welcome packets, and service materials.
2. Assist in the preparation of other printed congregational materials and graphics, as requested.
3. Maintain current administrative information in Groups.io and on the UCCWC website. Website is platform for communicating with the greater community and UCCWC members.
4. Manage the historical archival of relevant UCCWC church documents.
5. Attend Council on Committees meetings and respond appropriately to support requests.
6. Provide office coverage as needed.
7. Maintain signboards and organization of the sanctuary.
8. Annually establish and review goals and budget as published in the UCCWC Annual Report.
9. Newsletter used to provide weekly communication to members and potential new members of UCCWC who opt to receive it and any special announcements or Newsflash items.
10. Social Media used to manage and monitor Facebook, Instagram and Groups.io media points of presence.
11. Publicity used to actively promote UCCWC presence in the community using various media.
12. Graphics are created for UCCWC committees, social medias, website, newsletter, and publicity.

Leadership and Organization:

The Committee shall consist of a minimum of 3 volunteer members and will nominate a chair or co-chairs. ACC members and the nominated chair or co-chairs are subject to BOT approval. It is recommended that leadership rotate and that the chair or co-chairs serve at any one time no more than two-year continuous terms and that ACC members serve no more than three two-year terms.

All activities conducted by the committee will comply with the UCCWC: Bylaws, Policy Manual and the Personnel Manual. Committee members reaffirm the UCCWC Covenant of Right Relations, and holding this Covenant in mind, seek to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

Take an active role in leadership development, including succession planning for ACC committee leadership. Monetary funds are at time required to maintain goals; at such time a request is made of the Treasurer during Annual Meeting; allocated to and monitored by Committee Chairs.

Relationship to the BOT and other Committees and teams:

The Committee Chairs will function in close collaboration with, and at the request of, the Board of Trustees (BOT). The BOT is expected to have an active Board liaison to the Committee at all times. The Committee will also function in close collaboration with the Office Administrator.

The goals and responsibilities of the Committee may require collaboration or coordination with many UCCWC Committees and Teams and responding appropriately to requests for administrative support. Of particular importance is working closely with the Council on Committees.

For specific tasks or functions assigned to or developed by the (ACC) Administrative Communication Committee, a task force may be formed on an as needed basis and may involve non-ACC members.

(FC) Finance Committee Charter – May 18, 2024

Purpose:

The Finance Committee assists the Board of Trustees (BOT) and the Treasurer in monitoring and managing the congregation's financial resources by providing reports and making recommendations. The authority to make decisions from this information rests with the board. The Finance Committee will make recommendations that are resonant with Unitarian Universalist values and the UCCWC stated vision and mission. The Finance Committee will be accountable to the Board of Trustees.

Leadership and Organization:

The Finance Committee will consist of 3-5 voting members, including the Treasurer. All voting members must be members in good standing of UCCWC.

The Finance Committee Chair will be appointed by the Board of Trustees for a 1-year term. The Finance Committee Chair should have a minimum of 3 years' experience as a member of the Finance Committee. The FC Chair is a voting member of the Finance Committee. The FC Chair may be removed from the position at any time by a vote of the Board of Trustees.

The Board Appointed members of the Finance Committee are voting members who are experienced lay leaders of the congregation, jointly nominated by the Treasurer and the Finance Committee Chair. They serve 1-year terms and can be re-appointed to 3 additional 1-year terms.

The Office Manager will be non-voting staff support to the Finance Committee.

Decisions of the Finance Committee will be made by consensus. If consensus cannot be reached, the Finance Committee Chair may call for a vote. In the case of a vote, the decision will be reached by a majority vote. Decisions taken by the Finance Committee will be communicated to the Board of Trustees and the Congregation by the Treasurer.

Responsibilities:

The Board of Trustees delegates the following authority and responsibility to the Finance Committee:

- To monitor the fiscal health of the congregation. The Finance Committee, through the Treasurer, will regularly report to the Board of Trustees on the fiscal health of the congregation.
- To develop a Purpose-Based Budget for use with the annual stewardship campaign.
- To develop an annual budget for each fiscal year, to be approved by the Board of Trustees and submitted for congregational approval at the Annual Meeting.
- To review over-budget and off-budget expenditure proposals and provide guidance to the Board of Trustees as to the feasibility of said expenditures and what account, fund, or line-item such expenditures are drawn from.
- To ensure that the financial accounts of the church are balanced and well maintained. The Finance Committee will produce and maintain proper procedures for church bookkeeping. The Finance Committee and the Treasurer share responsibility for maintaining proper banking accounts and savings tools.
- To develop and maintain proper procedures for monitoring and notifying members and pledging friends as to the status of their financial pledge. All members and pledging friends should receive a written notification of their pledge status no less than twice per year. These procedures will include but not be limited to how to regularly contact members and pledging friends who are behind in their pledge.
- To develop and maintain procedures for the counting of donations, and to recruit, train, and supervise the Usher Team to ensure the offering is counted.

Accountability

- The Treasurer will provide a dashboard report (and detailed reports as requested) to the Board of Trustees' agenda monthly.
- The Finance Committee will provide an annual report to the Congregation at the Annual Meeting.
- The Finance Committee is accountable to all decisions of the Congregation at the Congregational Meeting.

- The Finance Committee is accountable to all direction of the Board of Trustees.
- The Finance Committee will produce and maintain all necessary procedures to fulfill these responsibilities.
- All activities conducted by the Finance Committee will comply with the UCCWC Bylaws, UCCWC Policy Manual and the UCCWC Personnel Manual. The FC reaffirms our UCCWC Covenant of Right Relations. Holding this Covenant in mind, the FC seeks to support diversity, equity, and inclusion within our community, balancing the needs of BOT individuals and the community at large.

Relationship to the BOT and other Committees and teams:

Per Bylaws, the Board of Trustees is the governing body of UCCWC, which includes oversight of Chartered Committees.

The FC will work with the Stewardship Committee in developing the Pledge Drive target by providing budgetary needs based on the current budget and expenditures and will provide any committee or team appropriate current budget or expenditure information upon request.

The FC will provide overall financial information or status at the request of any committee, team or UCCWC member.

The FC supports the work of the Internal Finance Review Committee by providing financial documents, policies and/or other information as requested during the annual Internal Financial Review.

The FC consults with and/or supports the recommendations of the Investment Advisory Group as needed. The FC may consult with the Nominating Committee should additional FC members need to be recruited.

(FMC) Facilities Management Committee Charter – November 01, 2021

Purpose:

The purpose of the Facilities Management Committee is to ensure that the *Capital Assets* of the church are maintained and improved in a financially prudent manner, with appropriate consideration for future needs and directions of the church. To accomplish this, the team will ensure the appropriate development, coordination and management of maintenance and improvement projects for *Capital Assets*, including development and implementation of a *Maintenance Plan*.

Definitions – the following definitions are *italicized* throughout:

Capital Assets (Facilities)

UCCWC real property, including grounds and buildings, also referred to as Facilities

Maintenance Plan

Plan detailing maintenance, both yearly and long-term, covering all tasks necessary for maintaining all Capital Assets over at least a 20-year time frame

Responsibilities and Goals:

1. Define detailed processes for management and maintenance of *Capital Assets*: reviewed and approved by the UCCWC Board of Trustees (BOT).
2. Plan for maintenance of all *Capital Assets*: create *Maintenance Plan*, updated yearly.
3. Implement the *Maintenance Plan* including necessary vendor and/or project management.
4. Act as central coordination point for management and maintenance of all *Capital Assets*. This shall include working with all other Committees or groups involved directly or indirectly with maintenance of or projects impacting *Capital Assets* and reporting to the BOT as necessary regarding any such projects.
5. Provide Vendor and/or Project Management services for any UCCWC work effort not specified in the *Maintenance Plan*.
6. Create Proposal for any new *Capital Assets*, or significant upgrade of *Capital Assets*, including:
 - o Requirements
 - o Work summary or Statement of Work
 - o Multiple vendor bids, including cost detail and timeline
 - o Coordinating with all UCCWC stakeholders on Requirements and SOW
7. Work with Stewardship Team and UCCWC Treasurer to ensure that funding exists as necessary for Maintenance and for building or upgrading *Capital Assets*.

Leadership and Organization:

The Committee shall consist of a minimum of five members, who must be members of the congregation. The Committee will nominate a chair or co-chairs, subject to BOT approval, and will recruit new members as necessary to replace retiring members.

Membership is open to interested members of the congregation. There is effectively no limit to the number of members; however, the following knowledge and skills are particularly valuable to the Committee:

- o Knowledge of construction, mechanical and electrical systems
- o Project Planning and Project Management
- o Risk Identification and analysis
- o Vendor Management
- o Estimating and budgeting
- o Communications (with BOT and other Committees and teams)

The Committee reaffirms our UCCWC Covenant of Right Relations. Holding this Covenant in mind, we seek to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

Relationship to the BOT and other Committees and teams:

The Committee serves at the direction of the BOT. Selection of chair or co-chairs are approved by the BOT. The Committee is responsible for developing a *Maintenance Plan*, which must be approved by the BOT, including Treasurer evaluation of maintenance costs. The Committee must also update the *Maintenance Plan* yearly, such updates to be approved by the BOT.

The Committee will work with the Treasurer and the Stewardship Committee to ensure that necessary funding exists for Facilities Maintenance, as specified in the *Maintenance Plan*, and for Facilities upgrades. Such funding sources may include:

- Yearly budget – for planned operational maintenance
- Facilities Maintenance Fund – based on the *Maintenance Plan*, funded by yearly allocations
- Capital Fund – money raised to fund a specific proposal for new or upgraded *Capital Assets*
- Emergency – funds necessary for unplanned emergency maintenance

The Committee will develop detailed plans for any maintenance or upgrade project, including all project costs. Cost approval will be obtained from the Treasurer, and the BOT will approve the final project proposal. The Committee will report status to the BOT as needed on all projects impacting Facilities.

While acting as central coordination point for management and maintenance of all *Capital Assets*, the Committee will work with any other Committee or group involved with maintenance or projects impacting Facilities. This will include, at the least:

- Safety Coalition Team
- Building and Grounds Team (Thursday morning Property Maintenance Group)
- Arts & Aesthetics
- Facility rentals

(MSC) Membership Services Committee Charter – November 03, 2021

Purpose:

The purpose of the Membership Services Committee is to welcome and integrate newcomers into the congregation and to support current members and friends at all stages of membership. We reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, we seek to support diversity, equity and inclusion within our community, balancing the needs of both individuals and the community at large.

Responsibilities and Goals:

1. Welcome newcomers
2. Track newcomers and new member growth
3. Give new member intro classes
4. Member follow-up at all stages of membership
5. Hospitality and Fellowship
6. Maintain database of members and report changes to the Board and church administrator

Leadership and Organization:

The Membership Services Committee will be led by volunteers in Co-Chair. Each Co-Chair will be elected by the Committee and be approved by the Board of Trustees. The Co-Chairs will serve at the direction of the Board of Trustees. Neither Co-Chair of the Membership Services Committee may be a member of the Board of Trustees. It is recommended that no Co-Chair may serve more than two consecutive terms. Term length is normally two years but may be adjusted by Committee consensus to provide flexibility to the volunteers involved. The Co-Chairs will jointly determine their specific areas of ministry and will each support the other's work as necessary. The longest-serving Co-Chair will be replaced by a current Committee member, preferably each year.

The Membership Services Committee is empowered to organize itself in any number of sub-teams, programs, or task forces it considers needed to accomplish its purpose. The leaders of these Committee sub-groups will be appointed by the Committee Chair and serve at the pleasure of the Committee. The Membership Services Committee will develop and document how decisions within the Committee are made, and then follow those procedures.

Relationship to the BOT and other Committees and Teams:

The Co-Chairs are responsible for communication between the Committee and the Board of Trustees, and between the Committee and the Congregation. To facilitate this communication, a Co-Chair will either attend or send a delegate to all meetings of the Board of Trustees where the Board has requested such attendance. A Co-Chair will also attend or send a delegate to any other meetings requested by the Board of Trustees, such as the Council on Committees.

The Membership Services Committee is responsible for keeping the Congregation informed of its activities. This will be done via newsletter articles as needed, and by submitting a written report of the Committee's activities during the church year to the Board of Trustees for inclusion into the church's Annual Report. Any member or friend is encouraged to participate in the Committee's varied activities.

(MST) Music Support Team Charter – March 20, 2024

Purpose:

The purpose of the Music Support Team (MST) is to support, strengthen and expand the music programming at UCCWC. The Team will expand music offerings by acknowledging those groups that are already active and inviting participation by any who express interest in offering music to services, celebrations, and other events.

Responsibilities and Goals:

To plan music incorporating a wide variety of musical genres and multicultural origins for our multigenerational worship services.

The Music Support Team assists the Worship Team in planning music for 52 Sunday worship services and a Christmas Eve service. This includes supporting the weekly choir rehearsals and 2 Choir Sundays per month from mid-August through mid-June. To that end, responsibilities include, but are not limited to:

- Collaborating with the Minister, guest speakers, and church groups to choose music appropriate for the theme of each service and keeping the music portion of the worship calendar updated.
- Securing musicians as necessary for non-choir Sundays
- Maintaining the music portion of the worship calendar and the Music Support Team worksheet
- Supporting choir and small group rehearsals by
 - Distributing sheet music to the choir for rehearsal and performances.
 - Collecting and filing the music after performances.
 - Providing support materials to the choir and small groups (choir roster, upcoming schedules, recordings highlighting individual parts).
- Working with the office administrator to ensure that streamed music is covered and reported under our music license agreements, and that artists are appropriately compensated for copyrighted music.

To support the development of music leadership and participation in our congregation.

The Music Support Team's responsibilities in this area include, but are not limited to:

- Inviting individual and group musicians to contribute their talents to services and events throughout the year.
- Working with Membership and Stewardship to plan music for celebrations and fundraisers (i.e., The Great Fiasco, Stewardship Celebrations, Homecoming Sunday Celebration, PRIDE Sunday, etc.)

Leadership and Organization:

The Music Support Team is comprised of

- Music staff – Choir Director/Accompanist
- Up to five (5) Volunteer Music Leaders (Invited)

Ideally, the MST shall have no fewer than three volunteer team members. As needed, the music staff member(s) and current MST members may invite new members. The MST and music staff determine the criteria for the selection of volunteers; ideally, they will be members of the choir or another music group in the congregation for at least one year and attend Sunday services regularly.

The MST shares leadership by dividing the responsibilities listed in our charter on a volunteer basis.

All members of the MST agree to speak as representatives of the diversity of Unitarian Universalist religious perspectives and spiritual practices. All reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, members seek to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

Relationship to the Board of Trustees and other Committees and Teams:

Per Bylaws, the Board of Trustees is the governing body of UCCWC, which includes oversight of Chartered Committees. The Music Support Team serves at the direction of the Board.

Both the Music Staff person(s) and the Music Support Team communicate with the Board, either directly and/or in coordination with the Board of Trustees liaison to the Music Support Team. The Music Support Team communicates with the congregation through the church newsletter, service announcements, and its UCCWC Annual Report.

(PCT) Pastoral Care Team Charter – November 01, 2021

Purpose:

The purpose of the Pastoral Care Team (PCT) is to support the UCCWC Minister in Pastoral Care duties, by providing vital and caring fellowship and very tangible practical and confidential support for Members and Friends. PCT provides a network within our UCCWC community that can be contacted for support inquiries, such as for counseling or obtaining medical equipment or helping hands support for rides and other home care.

Responsibilities and Goals:

The primary responsibility of the PCT is to support the UCCWC Minister in providing pastoral care and spiritual support to the Congregation Members and Friends. PCT activities are carried out in strict confidence:

- Gather information regarding situations within the church community that may come to the PCT through “Joys & Concerns”, direct personal contact, email, phone or any other means.
- Maintain “Church Community Cupboard” by purchasing gift cards to local grocery stores (Winco & Fred Meyer) to distribute to Persons-In-Need (PINs), upon their request. Make sure the PIN has a way to obtain the groceries they need - provide transportation to the store or a way to order groceries to be delivered or picked up if they have no car.
- Maintain a supply of Church Medical Equipment and provide loans of such equipment to Persons-In-Need (PINs)
- Assist member families with planning and recruiting of volunteers for Memorial Services (Memorial Task Force Group)
- Maintain secure, confidential Emergency Contacts for Members and Friends:
 - At least once yearly invite all Members and Friends to update their information, preferably a week or two after each Ingathering Service
- Administer Helping Hands supportive activities:
 - Helping Hands activities include: providing meals, rides, cards, visits, pet care and other supportive fellowship from Helping Hands volunteers
 - Recruit new volunteers for Helping Hands at the Volunteer Fair or any other time someone requests “membership”
- Provide and maintain First Aid kits, Body Fluid Cleanup kits and AEDs, in coordination with the Safety Coalition & Emergency Response Team
- Communicate closely with the Shawl Ministry, make recommendations, help deliver shawls to Persons-In-Need (PINs)
- Create and maintain a Pastoral Care Bulletin Board to include community resource information and delineate available Pastoral Care services

Leadership and Organization:

The Pastoral Care Team should have at least 4 members and at most 6 members. Proposed new members should be screened by the existing PCT and UCCWC Minister and must be approved by the Board (BOT). A background in counseling, health or nursing, social work, therapy, or teaching is desirable, although not required. Members will be provided Continuing Ed, such as Radical Welcoming and/or Awareness and Diversity training.

The PCT selects a PCT member or members to serve as Chair or co-Chairs, serving limited 2-year terms. The UCCWC Minister serves as an ex-officio member of the PCT. In the absence of a UCCWC Minister, the PCT will help administer the Ministerial Discretionary Fund, as specified in the Policy Manual under Ministerial Discretionary Fund.

The PCT Team, also acting as “first-responders”, will alert the Minister about pastoral care situations that become more acute and need ministerial attention. The PCT should meet at least monthly, communicate confidentially, as needed, via email and phone, and maintain confidential information on Persons-In-Need (PINs).

All activities conducted by the committee will comply with the UCCWC Bylaws, UCCWC Policy Manual and the UCCWC Personnel Manual. We reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, we seek to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

Relationship to the Board of Trustees (BOT) and other Committees and teams:

Members of the Pastoral Care Team must be approved by the BOT.

The scope of the PCT is the entire UCCWC congregation. However, the PCT works closely with the following Committees and teams:

- Safety Coalition & Emergency Response Team – Coordinate to maintain safety equipment, provide training/orientation and any other medical readiness needs on the Church property. Ex: Body Fluid Cleanup Kit and AEDs orientations/trainings annually.
- Shawl Ministry – Provide confidential recommendations to deliver shawls to Persons-In-Need (PINs)
- Communications to the congregation, via Newsletter or UCCWC@Groups.io at PastoralCareTeam@UCCWC.groups.io .

(SC) Stewardship Committee Charter – November 05, 2021

Purpose:

A definition of Stewardship is “the responsible overseeing and protection of something worth caring for and preserving”. Accordingly, the purpose of the Stewardship Committee is to oversee the financial well-being of our UCCWC community. This includes setting aspirational pledge drive goals, planning and conducting fundraising, and encouraging planned giving.

Responsibilities and Goals:

1. Set yearly pledge drive goals based on budgetary requirements and aspirational goals and needs for all UCCWC groups and activities.
2. Plan and conduct the yearly pledge drive and related activities, including canvassing, working with the Minister and the Worship team on Stewardship services and testimonials, and communication of financial needs and pledge drive results to the congregation and the BOT.
3. Plan and conduct any additional fundraising activities that may be needed, including working in support of other committees or teams for their fundraising efforts.
4. Advise and encourage the congregation toward Planned Giving and confidentially support individual congregation members in their planning.
5. Support Capital fund drives by planning and conducting the necessary fundraising activities, working collaboratively with the BOT, the Facilities Management Committee, and any other involved committees.

Leadership and Organization:

Stewardship shall consist of a minimum of 3 members and will nominate a chair or co-chairs, who are expected to be Members of the congregation, subject to BOT approval. It is recommended that leadership rotate and that the chair or co-chairs serve at any one time no more than two-year continuous terms. Stewardship will meet year-round on a regular and as-needed basis.

The Treasurer should act as the active BOT Liaison to the Stewardship.

Stewardship may recruit new members as necessary to replace retiring members or accept volunteers as they deem appropriate, and should take an active role in leadership development, including succession planning for Stewardship leadership. Committee members are not required to be Members of the congregation.

All activities conducted by the Stewardship Committee will comply with the UCCWC Bylaws, UCCWC Policy Manual and the UCCWC Personnel Manual. Stewardship reaffirms our UCCWC Covenant of Right Relations. Holding this Covenant in mind, Stewardship seeks to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

Relationship to the BOT and other Committees and teams:

The Stewardship Committee functions at the direction of the BOT, with the Treasurer serving as an active Board liaison. Selection of chair or co-chairs by Stewardship is subject to approval by the BOT. The Committee chair or a co-chair will attend BOT meetings as requested.

In order to develop the Pledge Drive target, Stewardship will work with the Financial Services Committee (FSC) in determining budgetary needs based on the current budget and expenditures and will collaborate with most UCCWC committees and teams to determine aspirational goals and needs.

While conducting the annual Pledge Drive, Stewardship will work with the Minister and the Worship team on stewardship services and presenting testimonials, and broadly with the congregation to recruit volunteer canvassers and members willing to give testimonials.

Stewardship may collaborate closely with other committees or teams in support of their fundraising efforts or for special fundraising needs.

If the BOT or Facilities Management Committee (FMC) determine the need to raise funds for acquisition of, or upgrade to Capital Assets, Stewardship will collaborate closely for planning and conducting the necessary fundraising activities.

(VAC) Vision Action Committee Charter – April 21, 2021

Purpose:

The purpose of the Vision Action Committee is to keep our UCCWC Vision fresh and current and to guide both the UCCWC Board of Trustees (BOT) and our UCCWC community to respect and act in accordance with our Vision and Mission statements. The Vision Action Committee will work actively and collaboratively with the BOT and other UCCWC Committees to develop and advance our Vision.

Responsibilities and Goals:

1. Keep our UCCWC Vision fresh: poll or survey the congregation on a regular basis and ensure that our mission and vision statements are kept fresh and current; collaborate with UCCWC Committees to promote consistency with and to advance the UCCWC vision.
2. Strategic Planning: leverage visioning work and intra-congregation communication and work with the BOT to develop and maintain strategic plans for our congregation for the near term and longer term.
3. Specific Initiatives: at the request of the BOT, take on specific initiatives:
 - To be achieved, depending on the nature of the initiative, by planning and collaborating with existing committees, by building new teams to take on initiatives, or by direct action by members of the Vision Action Committee.
 - In all cases, assume accountability for initiative completion and reporting to the BOT and congregation.
 - Support the BOT by vetting ideas for new initiatives.
4. Intra-congregation Communication: work with the BOT, the Council on Committees, and the Communications committee, to promote regular and transparent communication among committees and teams and to the congregation as a whole.
5. Leadership Development: work with the BOT and other committees to promote diversity, equity, and inclusion throughout our congregation; to encourage new leaders; and to promote leadership development across our committees and teams.

Leadership and Organization:

The Committee shall consist of a minimum of 5 members and will nominate a chair or co-chairs, subject to BOT approval. It is recommended that leadership rotate and that the chair or co-chairs serve at any one time no more than two-year continuous terms.

The size of the Committee is not limited. The Committee will recruit new members as necessary to replace retiring members and may recruit new members or accept volunteers as they deem appropriate. Committee members are not required to be Members of the congregation.

The Committee will uphold diversity, equity, and inclusion in recruiting new members, while also developing leadership skills among the committee membership. The actions and functioning of the Committee will uphold our own and UCCWC Covenants and guiding principles.

Relationship to the BOT and other Committees and teams:

The Vision Action Committee will function in close collaboration with, and at the request of, the BOT. The BOT is expected to have an active Board liaison to the Committee at all times and may assign additional Board liaisons for specific initiatives.

The very nature of the goals and responsibilities of the Vision Action Committee require the Committee to potentially collaborate with many UCCWC Committees and Teams.

Of particular importance is working closely with the Communications Committee and the Council on Committees regarding transparent congregational communication, and the Nominating Committee regarding leadership development.

The Vision Action Committee may take on a specific initiative at the request of the BOT, and to complete that initiative, may work with existing Committee(s) or with a newly established team. In such cases, the Vision Action Committee will work collaboratively with those Committee(s) or teams but will retain accountability for initiative completion and reporting to the BOT and congregation.

(WCT) Welcoming Congregation Charter – May 15, 2024

Purpose:

We are a committed and passionate group that serves to promote the dignity and worth of all in the spirit of our principles and values.

The purpose of the Welcoming Congregation Team is:

- To ensure the Unitarian Universalist Community Church of Washington County is recertified annually by meeting “The Five Pillars or Five Practices of Welcome Renewal.”
- We, as a Congregation will take intentional steps to be more welcoming showing diversity, equity, and inclusion to people of all sexual orientations and gender identities for LGBTQ+ and BIPOC people.
- To promote an active, energized, and open volunteer program, in conjunction with support from our Congregation and the Board of Trustees with intentional steps and Radical Welcome.

Definitions and links:

LGBTQ+/BIPOC

- The term LGBTQ+ stands for lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual or androgynous, pansexual, and Two Spirit.
- The term BIPOC stands for Black, Indigenous, People of Color

Five Practices of Welcome Renewal

- The Five Practices of Welcome Renewal are five activities that every congregation will need to integrate into congregational life. We will follow the five practices as stated on the UUA website.

Intentional Steps

- Learning what it means to truly be welcoming. Theoretical welcoming is very different from lived welcoming. We will follow the guidelines and action steps as described on the UUA website under the Welcoming Congregation Section.

Radical Welcome

- Means that we understand that we are a great religious fit for many people, and that we’re not just willing to “let in” those who are “like us,” but we find ways to make sure that we welcome all people fully. This means that folks do not have to hide parts of themselves. It extends beyond simply letting folks in the door. It means that the congregation is willing to be changed by those who come in. And it also means that we understand we do not all see the world the same way — that our brains function differently, and so we try to make all things accessible.
- Radical hospitality is when we say, “All are fully welcome in the spirit of our principles and values.”
- A feeling that “you are spiritually home and that you are safe.”

Responsibilities and Goals:

- Handle tracking and coordinating a plan to fulfill the five pillars of the Welcoming Congregation annually.
- Update the Board or its liaison on the status of the renewal process.
- Encourage other committees and groups to examine how they promote a Welcoming Congregation.
- Encourage Radical Welcome from all.
- Encourage wording changes within all governing documents to include diversity, equity, and inclusion toward a more Welcoming Congregation.
- Respect the right of each person to decide whether to make their pronouns known by using gender-neutral language rather than making assumptions.
- Consistently use pronouns a person shares with us, including when they are not present.
- Share our own pronouns and encourage the congregation to share theirs, respecting all who wish to keep theirs private.

Leadership and Organization:

The Chair and Co-Chair will be members of the congregation. An optional Secretary position as well as all other committee members can be members or friends of the church who follow our covenant.

All activities conducted by the committee will comply with the UCCWC Policy Manual. It is our goal that leadership term limits be held for no more than 3 years at a time, staggered so only one office turns over each year.

We reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, we seek to support diversity, equity and inclusion within our community, balancing the needs of both individuals and the community at large.

Relationship to the Board and other Committees and teams:

The Committee works at the direction of the Board of Trustees.

- The Board approves the appointment of the committee Chair/Co-Chair.
- The Board approves the Committee budget, then it is the responsibility of the Committee to manage their own expenditures within that budget.

The Committee will work with the Congregation and other Committees and teams:

- Worship Team to plan services around LGBTQ+ topics.
- Just Act to plan Pride Parade and other LGBTQ+/BIPOC events.
- Membership to train ushers and greeters on Radical Welcome.
- Communications to help get the word out in all forms of media.
- Learning Explorations to hold workshops and discussions around LGBTQ+/BIPOC issues.
- RE to help RE Coordinator with lessons around LGBTQ+/BIPOC issues.

(WC) Worship Committee Charter – May 05, 2024

Purpose:

The purpose of the Worship Committee is to envision, plan, and officiate at worship services for our congregation — services that strengthen kind fellowship and deepen our connection to our church.

Responsibilities and Goals:

Our goal is to offer worship services that are intellectually and spiritually meaningful and that:

- nurture the spiritual growth of members, friends, and visitors
- explore and honor the diversity of the sources of our faith and of theological beliefs in our church community
- inform us more deeply about our Unitarian Universalist heritage
- employ a diversity of Worship formats throughout the church year

The Committee is in charge of 52 Sunday worship services and a Christmas Eve service. To that end, responsibilities include, but are not limited to:

- supporting and collaborating with the Minister, guest speakers, and church groups
- developing themes and researching readings and other worship components
- securing readers as necessary
- developing worship scripts
- conducting rehearsals (for online services)
- preparing the Sanctuary (for in-person services)
- officiating at segments of the worship and other rituals and ceremonies
- maintaining the worship calendar

Leadership and Organization:

The Worship Committee is comprised of

- the Minister
- the Music Director
- volunteer Worship Leaders

Ideally, the Committee shall have no fewer than eight volunteer Worship Leaders. As needed, the Minister and current Worship Leaders may invite new members. The Worship Committee and Minister determine the criteria for the selection of volunteers; ideally, they will be members of the church for at least one year and attend Sunday services regularly. Worship Leaders serve under the spiritual guidance and at the will of the Minister.

The Committee is led by a Chair who is selected by the Committee from its senior members (three of more years of participation). The responsibilities of Secretary are fulfilled by members on a rotating volunteer basis.

All members of the Committee agree to speak as representatives of the diversity of Unitarian Universalist religious perspectives and spiritual practices. All reaffirm our UCCWC Covenant of Right Relations. Holding this Covenant in mind, members seek to support diversity, equity, and inclusion within our community, balancing the needs of both individuals and the community at large.

Relationship to the Board of Trustees and other Committees and Teams:

Per Bylaws, the Board of Trustees is the governing body of UCCWC, which includes oversight of Chartered Committees. The Worship Committee serves at the direction of the Board.

Both the Minister and Committee Chair communicate with the Board, either directly and/or in coordination with the Board of Trustees liaison to the Worship Committee. The Worship Committee communicates with the congregation through the church newsletter, service announcements, and its annual report.