

# UUSM Governance Outline for Committee, Staff and Programs

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## Roles and Responsibilities of Committees

### Committees Reporting to the Congregation

#### Nominating Committee

- **Charter**

According to Section 8.2 of the By-Laws, The Nominating Committee presents candidates for the Board of Directors, the Operations group and for the succeeding Nominating Committee members.

- **How the work supports the mission of UUSM**

Their work supports the democratic process and ensures the growth and development of the leadership.

- **Responsibilities**

The Nominating Committee is responsible for the candidate slate and elections.

- **Membership**

The five candidates for the Nominating Committee receiving the highest number of votes will be elected to the Nominating Committee, and will assume duties upon election. These duties include selecting enough candidates to provide the required Officers and members of the Board of Trustees in addition to the necessary members of the Nominating Committee. (We suggest that 2 new members be elected on the even years and 3 on the odd years so that there is continuity to the

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committee and the full term is 2 years) The Nominating Committee, when elected, shall meet and elect their chairperson. Nominations for every position on the general slate may be made from the floor. Only members of the congregation may serve as Officers, Trustees, Nominating Committee members, Ministerial Search Committee members, Chairpersons of committees, and delegates to the Pacific Central District and the Unitarian Universalist Association meetings.

- **Groups that report to the committee**

Subcommittees deemed appropriate by the committee.

- **To whom the committee reports**

The Nominating Committee reports to the congregation and coordinates activities with the Board.

## **Ministerial Search Committee**

### **1. Charter**

According to Section 9.5 of the By-Laws, the Ministerial Search Committee can be established by the congregation members at a regular meeting of the congregation or a special meeting called for the purpose of nominating a new minister.

### **2. How the work supports the mission of UUSM**

The Ministerial Search Committee ensures smooth transition from one ministry to the next.

### **3. Responsibilities**

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The Ministerial Search Committee is responsible for completing the required portfolio of data about the church and its members as described by the Association and in selecting a candidate for a settled minister to be presented to the congregation for final approval or rejection.

## 4. Membership

Members shall number seven individuals.(Two alternates may also be elected.) Nominations shall be made by Congregation members at a meeting called for that purpose. The Ministerial Search Committee shall elect its own chairperson.

## 5. Groups that report to the committee

Congregation.(?)

## 6. To whom the committee reports

Board and Congregation

## Committees Reporting to the Board

### Operations Group

#### 1. Charter

According to Section 9.2 of the By-Laws, The Operations Group shall have administrative and operational responsibility for implementation of the approved purposes and programs of the congregation.(This is currently under discussion)

#### 2. How the work supports the mission of UUSM

The Operations Group has broad responsibility for carrying out the mission of the church as represented by the UUSM Governance Graphic.

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## 3. Responsibilities

Operations and the Board work together, with Operations focused more on details, and the Board focused more on policy and strategic issues. With a member of the Operations Group present at all Board meetings reporting on activities of the Operations Group, good communication between these groups is maintained. The Operations Group shall be in ongoing conversation and collaboration with the Minister and the Board to evaluate progress, process, and success in their work.

## 4. Membership

The Operations Group shall consist of a lay chair, the Minister, 4 or 5 members of the congregation, and may include other members of the staff. The Board shall affirm new lay persons appointed to the Operations group on an annual basis.

## 5. Groups that report to the committee

Administry

Finance Committee

Others

## 6. To whom the committee reports

Operations Group reports to the Board of Trustees.

## Executive Committee

### 1. Charter

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According to Section 9.1 of the By-Laws, This Committee shall have emergency power to act for the Board of Trustees between meetings of the Board.

## **2. How the work supports the mission of UUSM**

This group works to make decisions for the congregation in times of emergencies.

## **3. Responsibilities**

The Committee has emergency power to act for the Board of Trustees.

## **4. Membership**

The Executive Committee is composed of the President, Vice-President, Treasurer, and two Trustees designated by the Board.

## **5. Groups that report to the committee**

Any one individual or group of the congregation may present issues requiring emergency resolution between Board meetings.

## **6. To whom the committee reports**

The committee reports to the Board of Trustees at its next meeting.

## **Compensation and Benefits Committee**

### **1. Charter**

According to Section 9.7 of the By-laws, the Committee reviews compensation and benefits in order to comply with UU and other legal policies and regulations.



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## **2. How the work supports the mission of UUSM**

This committee provides a smoothly functioning staff who are aware of, and operating in accordance with, the Mission.

## **3. Responsibilities**

- Reviewing and recommending ministerial compensation and benefits
- Review of staff compensation to ensure compliance with UU policies and procedures, and all applicable state and federal regulations.

## **4. Membership**

Members of the congregation, the Treasurer or a Trustee designated by the Treasurer, and a member of Operations shall serve on the committee. The congregational members will be appointed to staggered terms of membership according to a formula approved by the Board of Trustees, but not to exceed five (5) consecutive years. The Treasurer will recommend the congregational members for approval by the Board of Trustees.

## **5. Groups that report to the committee**

## **6. To whom the committee reports**

The Committee reports to the Board of Trustees.

## **Finance Oversight Committee (Finance Committee)**

### **1. Charter**

According to Section 9.6 of the By-Laws, the Finance Oversight Committee shall have financial oversight functions.

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## 2. How the work supports the mission of UUSM

The Finance Oversight Committee ensures the financial health of the congregation.

## 3. Responsibilities

- Oversight of budget preparation and performance;
- Establishment and oversight of cash flow management;
- Recommendation of financial policies and procedures to the Board.

## 4. Membership

Three congregation members, the Treasurer and a member of Operations shall serve on the committee. The congregational members will be appointed to staggered terms of membership according to a formula approved by the Board of Trustees, but not to exceed five (5) consecutive years. The Treasurer will recommend the congregational members for approval by the Board of Trustees.

## 5. Groups that report to the committee

## 6. To whom the committee reports

The Committee reports to the Board of Trustees.

## Committee on Right Relations (Inactive at present)

### 1. Charter

According to Section 9.9 of the By-Laws, The Minister may convene a Committee on Right Relations if a disagreement occurs between members of the congregation and cannot be resolved by the parties involved.

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## 2. How the work supports the mission of UUSM

The Committee works to restore balance in the community so that UUSM can focus on the mission.

## 3. Responsibilities

Conflict resolution of disputes within the congregation

## 4. Membership

Leaders as called for by the Minister.

## 5. Groups that report to the committee

## 6. To whom the committee reports

The Committee reports to the Board of Trustees.

## Membership Committee

### 1. Charter

This group is a traditional committee that is responsible, along with the minister, for ensuring that UUSM is a vibrant, healthy community.

### 2. How the work supports the mission of UUSM

The Membership Committee is responsible for communication to visitors about the path to UUSM membership.

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## **3. Responsibilities**

This committee hosts Newcomers Circle once per month, helps plan and carry out educational events for new and potential members (such as “Getting to know UU”), recommends policies to the Board (e.g. honorific designation of Lifetime member), plans and carries out social events for new members, tracks people who are ready to join, makes sure new members fill out paperwork and make a pledge, and assists the minister with the joining ritual at Sunday services. By assigning a mentor to each new member or member family, this group ensures good stewardship of new members and the rapid integration into the community.

## **4. Membership**

The Membership Committee currently has a chair, 2 members and 1 ex-officio member. The Welcoming Team has 5 members.

## **5. Groups that report to the committee**

An ad hoc subgroup of this committee, entitled the Welcoming Team, ensures that visitors to Sunday services feel welcomed by the congregation. They inquire about visitors’ interests and talents, invite them to events, and help assess visitors’ inclination to join UUSM formally as members.

## **6. To whom the committee reports**

Membership reports to the Board.

## **Committees Reporting to the Operations Group**

### **Facilities Committee**

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## 1. Charter

This is a traditional committee that provides a physical space appropriate for worship and other related activities that is safe, comfortable and appropriate for all present.

## 2. How the work supports the mission of UUSM

This honors the worth and dignity of every person.

## 3. Responsibilities

This committee maintains the building in a safe, comfortable manner; making such repairs and improvements as needed.

## 4. Membership

Volunteers and invited members with an interest or experience in maintaining facilities.

## 5. Groups that report to the committee

The Sexton works collaboratively with the Facilities Committee.

## 6. To whom the committee reports

Operations Group.

Other new ones:

RE Committee ?

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Planned Giving Program

Stewardship Committee ?

Building Use /Facility Rental Program

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## Roles and Responsibilities of Staff and Programs

### Worshiping: Reports to the Board through the Minister

#### Music Director

##### PURPOSE OF POSITION

In partnership with the minister, to vitalize the worship experience through music. To develop, coordinate and administer an inspirational music program, and to provide leadership to and supervision of volunteers and participants. To provide opportunities for congregational enrichment through participation in the music program.

##### SPECIFICS

Duties include overseeing the entire music program in consultation with the Minister, including regular choral rehearsals and direction for 2-3 Sunday services per month, supervising and coordinating with the Accompanist, coordinating with the children's choir director, performing or arranging for guest musicians, encouraging ad hoc choirs or other musical groups to expand the musical experience within the congregation.

##### QUALIFICATIONS

\*Experience in choral direction and knowledge of choral repertoire.

\*Able to read music, play the piano and organ, and accompany other musicians.

(Composing ability a plus.)

\*Able to select and/or create appropriate music to develop a theme and deepen the spiritual experience.

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- \*Able to excel in a variety of musical genres including: World Music, gospel, classical, meditative, and traditional.
- \*Familiarity with current keyboard and computer technology, including programming, sequencing, and projection.
- \*Skilled at working with others to create energy, enthusiasm, creativity, and good will.
- \*Able to work independently as well as a part of a team.
- \*Knowledge of sound system operation, LCD projection, and Power Point creation a plus.
- \*Familiarity with Unitarian Universalism is a tremendous plus.

## PRIMARY DUTIES AND RESPONSIBILITIES:

In close consultation with the Minister, articulate a vision for the developing music program at UUSM. Establish goals and objectives for the adult choir, children's choir, outside performers and other musical events.

Consult with the Minister regarding the theme of each worship service, special programs, and selection of solo, ensemble, and instrumental music.

Recruit, audition and direct the adult choir, and train them in choral techniques, as well as leadership and participation in worship.



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Plan and monitor the music budget. Work in conjunction with the Music Committee to delegate tasks and evaluate progress toward goals of the music program.

Select, purchase and maintain the music library.

Coordinate with Children's Choir Director.

Recruit the services of outside vocal and instrumental musicians.

## Accompanist

The UUSM accompanist contributes to the worship life of the congregation through the music created at the piano and organ. The accompanist supports and accompanies the choir and soloists. The accompanist contributes to the worship life at UUSM by preparing musical selections to enhance personal and congregational worship. The accompanist collaborates with the Minister of Music and the Pastor to cultivate creative moments in worship as well as supports and assists the work of the Music Director with the choir.

## House Band

UU San Mateo's House Band (drums, bass, guitar and other instruments as musicians are available) accompanies the congregation one or two times a month. This group of instrumentalists and singers provide leadership for congregational singing in worship as well as presenting its own special musical offering from time to time.

## Choir

The UU San Mateo choir offers musical ministry three to four Sundays a month during the church year, September to June. The choir season culminates in June with a Sunday morning festival service celebrating music in worship. **Children's Choir**

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This choir is open to children in K-8th grade. They sing in our worship services monthly. Many instruments are also used from the percussion family.

## Sunday Services

- **Worship Associates**—assist with the worship service by opening the service, guiding the chalice lighter, reading announcements, providing a meditation reading and other service elements as requested. Usually volunteers serve 3 to 4 times during any one church year.
- **Greeters/Ushers**—perform a list of services relating to distributing bulletins, assisting people in finding seats, collecting and counting the offering, providing visitors with nametags and information, other similar tasks as may be needed
- **Coffee Hour**—provides healthy, substantial finger food for the social hour following worship.
- **Kids' Snacks**—provides appropriate snacks for the children during their social hour
- **Aesthetics**—creates flower arrangements for the sanctuary and other places as needed. They may advise the Facilities group on general aesthetics.

Participation in any of the above activities is voluntary.

**Acting: Reports to the Board through the Minister in collaboration with  
Chair of Social Justice Council**

## Home and Hope

Home and Hope (formerly Interfaith Hospitality Network) affords UUSM members and friends the opportunity to provide shelter, meals, and support services to families without homes.

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Hosting rotates weekly among the host congregations in our network. In turn, each host congregation provides lodging, three meals daily, and welcoming care.

Volunteers provide various services, including

- Cooking and serving meals

- Playing with children or helping them with homework

- Interacting with guests, with respect and compassion

Home and Hope programs vary from community to community, reflecting local needs and resources. To find out more about San Mateo Home and Hope, please see their website.

## **Habitat for Humanity**

Habitat for Humanity Greater San Francisco builds affordable homes in our community. Trained staff and volunteers, aged 16 and older, work together during the week or on a Saturday. In order to be a volunteer, you need not have prior building experience and you don't need to be a star athlete. There are all kinds of jobs to do, some simple, some complex. Habitat personnel will train and supervise volunteers in safety and work projects. The goal is to match a volunteer's ability and interests with the requirements of a particular building task.

## **Second Harvest Food Bank**

Second Harvest Food Bank has been serving the community since 1974. The Food Bank in San Mateo County currently feeds 42,500 people a month. 60% of these are families with children and 20% are seniors. Programs include:

- Family Harvest

- Brown Bag

- Partners in Need

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Nutrition Education

Mobile Food Bank

We also provide breakfast, lunch and a snack to 20,000 low-income children during the summer months when school is out. 96 cents of every dollar donated is used to feed hungry people in our community. For \$1, Second Harvest can provide 2 nutritious meals to the hungry.

The food reaches the hungry through 800 partner non-profit agencies and distribution sites. Each year volunteers provide the workforce essential to the success of the Second Harvest Food Bank program. During the most recent year, volunteers donated an equivalent of approximately \$3 million in work hours. The Food Bank in San Mateo and Santa Clara County is the 7th largest in the United States.

## Homework Central

Homework Central is an after-school tutoring program serving third, fourth and fifth graders at three sites in North Central San Mateo. Teachers from Sunnybrae, Horrall, and San Mateo Park Elementary School refer students; parents then enroll their children in the program, and students attend their homework center four days a week.

Our congregation is host to those students from San Mateo Park Elementary School. Our Site Coordinator, Jill Wagner, is the daily constant welcoming the students and assigning the rotating staff of volunteer tutors. Tutors work with students on their homework, strengthening math, writing and reading skills.

In addition, families attend evening classes that provide information on such topics of concern such as gang prevention, middle school transition, and positive discipline.

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## **Peace Action**

San Mateo Peace Action has meetings with educational programs monthly, usually in Beck Hall. Recent events include showings of the films "Plan Colombia: Cashing in on the Drug War Failure" and "The Trials of Henry Kissinger." Among other actions, we do tabling at local shopping centers and community events, participate in demonstrations, write letters to representatives and newspapers and publish an informative newsletter to keep you up to date on the local peace movement. We have also worked with the Aragon High School Peace Club to limit access of military recruiters to local high schools.

See their website for current events or contact Peace Action San Mateo for more information.

## **Open Door Committee**

The Open Door Committee exists to promote interaction communication and understanding among members of our congregation and the local African-American community and to build bridges across racial lines through working together, sharing interests and ideas, and socializing.

We provide a vehicle for social activism through community involvement and participation.

Our major event occurs on the Saturday before the Dr. Martin Luther King Jr. national holiday. We host a large community reception as part of the local Dr. King Day Poetry and Essay Contest.

## **Partner Church Committee**

The Unitarian Universalist Church of the Philippines in Ulay

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In the island of Negros in the middle of the Philippine archipelago, in the rural town of Ulay, is a small Unitarian Universalist chapel – UUSM’s Partner Church. The Ulay chapel is a one story, one room building with two covered patios for RE and sharing meals. Its congregation consists of about two dozen families, with more than 30 youth and children. Many of our Congregation participate in any of several activities supporting the church in Ulay Including: Contributing to a specific child so that he or she will have what is needed to go to school; purchases through the alternative gift faire which support capacity building in Ulay; visits to the church carrying other gifts.

## **Social Justice Letters**

A simple but powerful act for social justice is to write a letter expressing your views and send it to people in power who are in a position to act – a legislator, a government leader, an executive of a business or government agency - even a letter to the editor.

The Social Justice Council regularly organizes letter writing campaigns. People in positions of power are more impressed when they receive a real letter signed by a real person - and more likely to act. Hand-written notes are even more powerful.

## **UUSM PIA Group**

Peninsula Interfaith Action is reorganizing and it is not clear at this time exactly what UUSM’s involvement will be; however, the social justice areas of particular concern to PIA reflect those also primary to UUSM members.

## **Social Justice Council**

The Social Justice Council leads, organizes, educates, and inspires the congregation to fulfill our Acting Purpose through the creation of justice-making opportunities that

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are accessible to people of all ages and physical abilities. The Council works with both UUSM-led projects and external social justice organizations and collaborates with ministers, staff, lay leaders, and congregants to carry out social actions in the UUSM community and beyond.

The Social Justice Council (SJC) has partnered with a range of local service organizations to support them with time, talent, and funding from UUSM. We reach out to the UUSM community to let everyone know what they can do to help. Individual involvement can be big, small, or in between in accordance with personal level of interest and commitment to acting.

## **Caring: Reports to the Board through the Minister**

### **Congregational Support Services**

UUSM often has volunteers available to help infirm members with transportation to church.

Also, volunteers are usually available to deliver meals on a temporary basis for members who are ill.

### **Baby Brigade → NOT IN DIRECTORY**

Families who are bringing home new babies, or other children or youth, into their home can experience stress and overwhelm. Genuine kindness seems to be an important facet of assistance to these families, therefore UUSM provides a specialized “meal ministry”.

### **Lay Chaplains**

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Our Lay Chaplain program offers a means of members providing assistance and comfort to one another in times of illness, family crisis or celebration so that no one should feel alone.

Lay Chaplains receive extensive training in preparation for this form of lay ministry. They offer careful and confidential listening, emotional support and practical information about community services that may be appropriate for special needs.

## **Love Wraps**

Dedicated fabric artists design and create “UUSM Love Wraps” to enfold church folks in the warm embrace of our community.

## **Connecting: Reports to the Board through Membership Committee in collaboration with the Minister**

## **Women’s Chalice Oval**

This is a group that grew out of a traditional Chalice Circle. When the time for that Circle was over they voted to continue as an “Oval”. They meet regularly to discuss topics of spirituality.

## **Walkie Talkies**

Walkie Talkies is an unstructured group of UUSM members who enjoy camaraderie and nature. We simply walk and talk. Conversations are usually about anything that happens to come up. They meet twice a month at 9:00 am on the 1st and 3rd Monday of each month at the Ryder Park playground parking lot on East Third Avenue in San Mateo. Their walks usually last about one and a half hours and sometimes they go for coffee afterwards.



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## **Circle Dinners**

Circle Dinners is a series of 4 potluck dinners, in changing groups of 8, in homes, with good food and stimulating conversation. Participants enjoy an opportunity to get better acquainted with other UUSM members and friends in a relaxed atmosphere. Circle Dinners usually occur during the first four months of the year.

## **Chalice Circles**

Chalice Circles are one response to this yearning. Chalice Circles are groups of 7-10 people who meet once or twice a month to explore meaningful topics, to speak and listen well, and to deepen relationships with one another. An integral part of Chalice Circles is an act of service the group offers to UUSM or the larger community. Chalice Circles are open groups (though not drop-in) so that anyone can join at any time or be invited to join. A Chalice Circle Facilitator guides the sessions and helps the members remember their covenant to one another. Session topics vary from meeting to meeting. Meetings are held at UUSM or in private homes. Members are asked to make their Chalice Circle a priority in their lives and to attend gatherings on a regular basis.

## **Women's Potluck**

The Women's Potluck provides a venue whereby the women of UUSM have an opportunity to get to know each other and develop or strengthen friendships. The group meets on the first Monday of each month in Beck Hall. Our primary activity is socializing and sharing potluck dinners. Our gatherings are mostly unstructured.

## **Men's BBQ Night**

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The group meets once a month to barbecue steaks or other lesser comestibles and converse. The group not only provides a social outlet, but also responds to needs of the church.

## **Knitters' Group**

This group meets during coffee hour to knit, or do other handwork and visit.

## **Annual Picnic**

The Annual picnic is held in local children-friendly park. Reservations need to be made early, as January, if possible. It's an all generation event. A great place for traditional picnic games such as egg toss, water balloons, tug of war and more, prepared by our great religious education team.

It's a potluck event where people bring their own (non-alcoholic) beverages and treats - coals kept hot by the Men's BBQ Knights. All guidance and details are published ahead of time for comfort and convenience of members and friends who wish to attend. About 100 people come to take advantage of the start of the new church year and the chance to share fun, food and fellowship. Picnic is also a relaxed, comfortable way to get to know new people -

We at UUSM do a lot of good work together. Our annual picnic is one of our fellowship activities that bonds and refreshes us for that heavy lifting.

## **Pacific Central District**

The Pacific Central District of the Unitarian Universalist Association (UUA) serves the 38 Unitarian Universalist congregations in northern Nevada, northern California, and Hawaii.

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The mission of the Pacific Central District of the UUA is to provide services and resources that will the District attain its goals in terms of membership, the deepening of our faith, the effectiveness of our structures, and the power of our service to the wider world.

## UUA Denominational Connections

### (A) UUA

- (i) UUA resources (education, congregational growth, social action, etc.)
- (ii) General Assembly (delegates, elections, policies, study areas, etc.)
- (iii) District and Regions (Pacific Central District and Pacific Western Region -- delegates, boards, and overlap with other UUA areas)
- (iv) Church of the Larger Fellowship (CLF is the largest congregation within the UUA and the largest online presence)
- (v) Standing on the Side of Love

### (B) International UU Activities

- (i) UU Partner Church Committee (not part of the UUA, but a separate UU organization)
- (ii) UU-United Nations Office (UU-UNO is now a part of the UUA, but that is new)

### (C) UU Service Opportunities

- (i) UU Service Committee (not part of the UUA)
- (ii) UU College of Social Justice (a shared activity of the UUA and UUSC)

### (D) UU Professional Organizations

- (i) UU Minister's Association (UUMA) primarily continuing education for ministers, independent of UUA
- (ii) LREDA (Liberal Religious Educators Association), continuing education for RE, independent of UUA
- (iii) UU Musician's Network, part of UUA (I think)

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## Giving: Reports to the Board through the Treasurer

### Pledge Drive

The pledge drive takes place every spring, usually over a period of 3-6 weeks. It is an opportunity for members to make their decision about their support for UUSM for the upcoming fiscal year which begins July 1. A lay chair or co-chairs organize the various elements of the pledge drive, in coordination with the minister. It could be many small gatherings in private homes, or it could be one big “celebration Sunday” with a rousing service and extra music. Whatever the structure, the pledge drive must be completed by early April. This allows the budget to be developed with complete knowledge of the total amount pledged (UUSM’s primary income source).

### Annual Auction

The UUSM auction is an annual tradition for our community. It’s both a fun social event and an important fund-raiser. Members and friends give two ways at the auction; they donate auction items such as dinner parties or a week’s rental at a condo and they donate their money by way of bidding generously on the auction items.

### Planned Giving Program

Planned Giving fits into the broader category of Estate Planning. At UUSM this has taken the form of members naming UUSM in their Wills or Living Trusts as well as contributions to our Pooled Income Fund.

The Pooled Income Fund is a professionally-managed fund that provides current income to the donor or their designee during their lifetime, a tax deduction to the donor at the time of the donation, and the principal becomes the property of UUSM when the donor or designee passes away.

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Members making Planned Giving decisions that incorporate UUSM can designate the funds be used for a specific purpose, such as the New Building Fund, or can designate the funds to be unrestricted, in which case the Board of Trustees would manage the funds.

## **eScrip**

E-Scrip is a painless way to raise money for our community by way of our daily shopping, and it all happens behind the scenes.

Members simply register their debit or credit cards with e-Scrip and then proceed to shop at merchants which have signed-up with e-Scrip. Each merchant then donates to UUSM an amount based on a percentage of money spent by our members, sometimes as much as 5 or 10%.

This effort typically raises several thousand dollars a year and requires very little effort beyond the card registration process.

## **New Building Fund**

The New Building Fund is an investment in our future. The balance in the fund, currently approximately \$500,000 as of January 2013, has grown over the years thanks to the generosity of our members and friends.

As the name suggests, the New Building Fund is a restricted fund and can only be used for the purchase or development of a new facility and not for the maintenance of our existing facility. The interest earned by these funds is being considered for use in maintaining the current building which is in need of major repairs.

## **Learning: Reports to the Board through the Minister**

# UUSM Governance Outline for Committee, Staff and Programs

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## Co-Director of Religious Education

1. Leadership and Philosophy (20%; 5 hrs/wk)
  - Provide leadership in visioning, prioritizing and goal-setting for the RE program as part of the larger UUSM community.
  - Maintain personal reflection and study in areas related to lifespan faith development and congregational dynamics, sharing knowledge and philosophy obtained from training and reflection with congregational and RE program leaders.
  - Communicate program philosophy, format, and content with RE families and UUSM community through the UUSM Journal, Religious Education Handbook, materials for visitors, and regular emails.
  
2. Program Planning and Development (20%; 5 hrs/wk)
  7. Plan for effective curriculum sequences for each age group from year to year for primary grades, including Our Whole Lives Sexuality Education.
  8. Provide programming that meets the needs of the whole child and recognizes multiple intelligences and different learning styles.
  9. Promote, coordinate, and monitor family & congregational involvement.
  10. Assist in planning multigenerational segments of worship; develop and lead several Children's Chapels each year.
  11. Plan and supervise multigenerational events, (e.g., Mystery Friends, Sundaes Sunday and UUSM picnic games.)
  
3. Leadership Development and Support (15%; 3.75 hrs/wk)
  - Recruit, train and supervise RE leaders and assistants (paid and unpaid)
  - Communicate program philosophy, expectations, and content to RE leaders
  - Receive and offer feedback to leaders and assistants for classes and events.
  - Enhance lesson/activities by connecting leaders to additional resources (activities, media, books, music, speakers, etc.)
  - Support RE Council by providing guidance, support and clear communication
  - Acknowledge contributions of RE leaders

# UUSM Governance Outline for Committee, Staff and Programs

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- Develop and maintain consistent safety and behavior policies
- Assist RE leaders in dealing with specific behavior and class management issues as needed.

## 4. Ministry to Children and Families (10%; 2.5 hrs/wk)

- Advocate for the inclusion of children and youth throughout the life of the congregation (worship, social action, annual picnic, etc.)
- Nurture an environment that is safe, physically and emotionally, for all children
- Recognize the worth and dignity of each child and youth by getting to know them and their interests and handling behavior issues in gentle, honest and respectful manner.
- Act as protector of children as a mandated reporter of child abuse and neglect, contacting Child Protective Services when necessary
- Welcome families on Sunday mornings, reach out to new families as appropriate, and facilitate relationships between children and between families.
- Serve as a resource on UU beliefs, history, and institutions
- Be aware of pastoral concerns of families (especially of children and youth, but also including larger family dynamics,) becoming involved where appropriate and necessary.

## 5. Administration (30%; 7.5 hrs/wk)

- Manage Sunday Morning Religious Education classes on a weekly basis by staffing classes, communicating lesson plans to RE leaders, and acquiring program curriculum, supplies, and resources.
  1. Oversee enrollment: Register families, develop and maintain RE program database;, and monitor attendance, class size, and attendance patterns
  2. Oversee finances: Develop and monitor program budget; track staff hours and provide payroll data to office manager.
- Secure facilities to adequately meet program needs
- Maintain resources for program such as supplies, equipment, and a library of resources for parents, teachers, and committee members.

# UUSM Governance Outline for Committee, Staff and Programs

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6. Participation in Professional Organizations and Relationships (5%; 1.25 hrs/wk)
  - Participate in regional meetings and leadership-development programs of LREDA, the PCD and the UUA

## **Part-Time Co-DRE, with a focus on Youth Ministry**

The Director of Youth Ministry would have primary responsibility for middle and high school youth programs, as well as shared responsibility for other aspects of the religious education program as a whole. He or she would collaborate with our current Director of Religious Education

### Responsibilities:

- Administer high school youth group (meetings twice monthly)
- Administer middle school youth group (meetings every 1-3 months)
- Administer Our Whole Lives comprehensive sexuality education curriculum for youth in grades 7-9. (alternating years)
- Administer Coming of Age rite of passage program for youth in grades 8-10 (alternating years)
- Administer Summer Religious Education program
- During program year (Sept-May), substitute for Co-DRE on periodic Sundays
- Lead periodic intergenerational worship services and/or collaborate with worship team to craft such services (e.g. Winter Holiday Pageant, Coming of Age service for youth, etc.)
- Organize periodic intergenerational fellowship opportunities (e.g. “Hanging of the Greens in early December, annual Summer Picnic, and a bi-annual Passover Seder in spring)
- Recruit lay leaders to fill key Religious Education Leader, Youth Advisor, and Mentor positions
- Supervise hired Youth Advisor



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- Communicate with children, youth, families and the congregation as a whole, through direct communication, quarterly journal articles, and other media
- Provide additional general support with the Religious Education program, as needed, especially for special events (e.g. Spring Egg Hunt)

The Co-DRE works closely with a second part-time Director of Religious Education, and meets regularly with her to plan and collaborate. Both Co-DRE's report to the Minister and meet regularly with him/her. The Co-DRE must remain in compliance with the UUSM RE Supervision Policy, the Classroom Behavior Policy, and the UUSM general Safety Policy.

## **Children's Religious Education (RE)**

Our program is based on the idea that children and youth learn, grow and flourish in an environment that recognizes and meets different learning styles, individual interests and developmental stages. Because of this, we offer a variety of experiences for exploring faith and spirituality, including age-specific classroom-based curricula, child-centered, youth-created and multi-generational worship, opportunities for creative expression and social action, and time for fun and fellowship.

## **Adult Religious Education**

Our Adult Religious Education program allows us to discern, explore, celebrate and be challenged by our spiritual yearnings. We provide opportunities to learn more about Unitarian Universalism, spiritual practice and personal theology, along with a variety of other topics such as current events and world religions. Adult Education includes a book group, Great Decisions, Chalice Circles (commonly known as Small

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Group Ministry), Aging to Saging, an "In Her Name" Circle, and informational sessions for newcomers about UU each month.

## **In Her Name Circle**

In Her Name Circles offer programs on Feminine Wisdom supporting female empowerment and expanded consciousness. It meets monthly and hosts a number of interesting speakers on a variety of topics.

## **Newcomers' Circle**

This basic introduction to our community allows people a chance to get to know one another better and learn more about what it means to be a part of UUSM.

Our gatherings normally occur on Sunday mornings during social hour in the Hemingway Lounge, just across from the entrance to the sanctuary. Please check the calendar for upcoming dates, or contact the office for more information.

## **Getting to Know UU**

Are you a visitor interested in learning more? Have you been considering membership? We'll gather to get to know one another and learn more about Unitarian Universalism (and this congregation in particular) and the process of becoming a member.

## **UUSM Book Group**

We read both fiction and non-fiction so that we can share and enhance our reading experiences, build friendships, and provide intellectual stimulation. Books are chosen by the group. Book discussions are facilitated by the individual who

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suggests the book or another volunteer. Members bring their own questions or comments about the book. In addition to the books we discuss, we provide a forum to share suggestions for other books that participants have enjoyed. We usually meet the fourth Sunday of every month (see schedule for specific dates), after the second service, in Hemingway Lounge. Participants bring a brown bag lunch

## Great Decisions

Great Decisions is America's largest discussion program on world affairs. The name is shared by a national civic-education program, briefing book and television series administered and produced by the Foreign Policy Association. The Great Decisions program highlights eight of the most thought-provoking foreign policy challenges facing Americans each year. Great Decisions provides background information, current data and policy options for each issue and serves as the focal text for discussion groups. A group of UUSM members meet twice each month, beginning in January to discuss the topics provided by FPA.

## Aging to Sageing

The Aging to Sageing (Tuesday, PM) is currently co-led by Kim Mortyn and Dick Davis. This group composed of older women and men meets biweekly for two hours and discusses a great range of subjects particularly those of concern or interest to more senior individuals.

We function as a closed group primarily because of space limitations; attempts to meet in larger spaces have not been socially successful. We have added new members as space is available.

We "time out" for snacks and tea at our half-way point. These are provided on a rotating basis by our members.

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## Women's Aging to Sageing

– Randi Paynter, leader

### **Administry: Reports to the Board through Operations**

#### **Custodian/Sexton**

The Sexton is responsible for the cleaning, minor repair and security of the UUSM buildings. He/She will perform these duties in ways that facilitate a harmonious and cooperative church environment, mindful that the church is a place of mission, service and hospitality, wherein members and guests are welcomed and affirmed.

#### Duties:

- Maintain the UUSM building's interior in a clean and orderly condition. Affect minor repairs. Alert the Office Manager to larger repair needs.
- Maintain the building exterior, decks and sidewalks in a clean, safe and inviting condition.
- Set up facilities for Sunday services.
- Provide building and grounds security; lock the buildings at night.
- Provide support for scheduled church activities, as assigned by Office Manager.
- Purchase supplies for cleaning, kitchen and office needs on an "as-needed" basis. (This duty will require the Sexton to own an automobile, a valid California driver's license and liability insurance.)

#### Hours/Remuneration:

The Sexton is expected to work an average of 20 hours per week. The Sexton shall have at least one full day off (Friday) per week. The day may vary upon consultation with the Office Administrator.

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Hours of work for special events (such as weddings, memorial services and non-church meetings & events) shall be in addition to the 20 hours and may be assigned by the Office Administrator. The Sexton will be paid at a rate of \$15.00 per hour for these events.

The Sexton shall have two weeks paid vacation per year, to be arranged with and approved by the supervisor, at least six weeks in advance. These weeks need not be taken consecutively.

The Sexton's hourly rate of pay is \$15.00 / hour.

UUSM shall provide worker's compensation insurance, as required by law.

Accountability:

The Sexton shall work under the supervision of the Facilities Committee Representative and the Minister. Day to day task assignments, scheduling, dealing with repairs, etc. will be overseen by the Office Administrator. Issues will be communicated to the Minister and the Facilities Committee Representative. Larger

The Sexton shall be given a current copy of the Employee Handbook.

## **Office Assistant Job Description**

Part-time position (16 hours a week), Tuesday-Friday mornings. Position requires excellent general office skills, good communication and interpersonal skills, attention to detail, and organizational abilities. Knowledge of Unitarian Universalist church polity a plus but not required.

Duties include:

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Phones – answering phones, routing messages, making follow-up calls, changing phone messages

Mail – opening and routing mail, preparing mailings

Organization – filing, maintaining and organizing records and supplies, ordering supplies

Copying – copying, collating documents and publications

Data entry – entering information in databases and other files

Facilities – light upkeep (tidying up Sanctuary, updating signboards, posting signs, adjusting thermostats, etc.)

Scheduling – scheduling room use and updating calendars

Plus other clerical and administrative work in support of Minister, Religious Education Directors, other staff members, and committee heads

Computer requirements:

Proficient in Microsoft Office programs such as Word, Excel, and Outlook.

Knowledge of Filemaker Pro and Publisher a plus. Willing to learn other programs, including web-based programs.

## **Office Manager**

### Administrative

Manage UUSM's office administrative functions, including welcoming of visitors, phone communications, maintenance and updating of database, routing of mail, mailings, replenishment of supplies (office and building), updating of signage and name badges, scheduling of childcare, providing membership lists as requested, maintenance and upgrading of office equipment, various filings and subscription, printings, scheduling and calendaring of events, maintaining files, etc.

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## Bookkeeping/Financials

Perform bookkeeping functions, including deposits, issuing of checks, payroll, processing of credit cards, entering of pledges and other financial information in Quickbooks, sending of financial statements to members, providing reports and financial information as needed, maintaining financial files, etc. Provide budget recommendations for budget items for which I am responsible.

## Publications and Communications

Draft, produce, lay out, edit, and disseminate UUSM's various publications, including the weekly Midweek Mediations(not currently), weekly E-announcements, weekly Order of Service, quarterly Compass Rose journal (print and online), and annual Directory; do a large portion of the website updates; design and produce other publications as may be necessary, such as the pledge brochures and other materials, Capital Campaign materials, Homecoming brochure, Holiday brochure, memorial service and wedding Orders of Service, posters, flyers, Order of Service inserts, tickets, postcards, congregational election materials, forms, certificates, etc.; send off congregational emails as necessary; etc.

## Facilities

Coordinate facilities set-ups and other event needs with event organizers and custodian; report maintenance and repair needs to Facilities Committee; attend to emergency repairs as necessary; manage specific building maintenance tasks; coordinate reservations for various room uses; coordinate facilities use by outside parties; etc.

## Board Support and Leadership Support

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Provide monthly attendance and membership reports; provide other reports and information as may be needed; support Board transitions; post minutes in website; send Board and other leadership communications to congregation; oversee some of the congregational ballots and provide support for the others; etc.

## Membership Support

Manage the office's functions supporting the membership process, including capturing visitors' information, passing on information to the Welcome Team, preparing materials for various membership events (such as the Newcomers' Circle and Membership Sundays), updating membership statuses in the database, maintaining membership materials, etc.

## Miscellaneous

Provide human resources support, such as processing incoming employees and overseeing employee benefits; manage or coordinate specific events, projects or activities as may necessary; provide support to other members of the staff, various committees, groups, and activities as needed; coordinate volunteers who support office functions; etc.