

III. COMMITTEE ORGANIZATION OF THE CHURCH

1. Overview

Committees are established by the Board of Trustees to carry out much of the work of the church. As specified in their Committee Descriptions (below), members of certain committees are appointed by the Board of Trustees (Stewardship, Committee on Ministry, Endowment, Personnel, Planned Giving). Other committees recruit their own members. Membership in certain committees (as specified in their Committee Descriptions, and also specified in Section V, “Members and Friends Definition”) is restricted to supporting members of the church, as defined in the Constitution, Article III.

Most standing (i.e., ongoing) committees are grouped and each Committee Group has a Board Liaison and/or staff member assigned to it to ensure overall goals are met. (Any committee may, of course, request assistance from any/all staff members and/or from the Board of Trustees, in general.) Committee Groups are defined by the charges of the committees included in each, as indicated below.

The Board Vice-President is typically assigned to monitor personnel-related committees (Committee on Administration, Committee on the Ministry, Nominating, Personnel).

The Board may also create ad-hoc committees, or task-forces, to accomplish particular time-limited goals.

An index of standing committees, and their descriptions, is included below

2. Committee Groups

2.1. Church Services Group (assigned Staff: Minister; Board Liaison) Committees (Music, Sunday Services) and their Charges

2.1.A. Music:

The Music Committee exists for the purpose of integrating music into the life of People’s Church by overseeing and supporting the church’s music program. The music program includes music provided by choirs and other musicians from within and outside of the congregation, as well as participation in music by the congregation. The music program addresses music in all aspects of church life, but especially in the Sunday Service.

2.1.B. Sunday Services

The Sunday Services Committee works with the Minister to plan meaningful weekly Sunday services, and special services for the church year, and to enrich and support all aspects of the services.

Note: Minister-led Sunday services are the primary responsibility of the Minister.

2.2. Education Group (Assigned Staff: DRE, Board Liaison) Committees (Adult Education, Religious Education, Women's Retreat) and their Charges

2.2.A. Adult Education

Provide classes, workshops, and activities for adult religious growth and learning.

2.2.B. Religious Education

Oversee religious education of children and youth; support families.

2.2.C. Women's Retreat

Plan and facilitate an annual weekend retreat for People's women, and other UU women

Note: Education services are the primary responsibility of the Director of Religious Education (DRE).

2.3. Congregational Services Group (Assigned Staff: Administrator, Board Liaison) Committees (Arms Around, Membership, Library, News and Views) and their Charges

2.3.A. Arms Around

The Arms Around Committee organizes volunteers to provide temporary services to church members who need help in times of illness, injury, and other life events that benefit from support.

2.3.B. Membership

The Membership Committee seeks out visitors on Sundays and welcomes them to People's Church, introduces newcomers to Unitarian Universalism, and for those interested in becoming members, provides guidance and support during their integration into the life of the church.

2.3.C. Library

Maintain library collection and book displays.

2.3.D. News & Views

The Editorial Group makes recommendations to the Board regarding Newsletter Policy, and sets formatting, and publication dates. **Newsletter editors** produce a monthly newsletter featuring upcoming events, and/or other information about the church, using articles submitted (or solicited) from staff, members and friends, according to newsletter policy, formatting guidelines and the annual schedule. The Administrator posts an electronic version on the church's website and manages electronic distribution to those who are subscribed. The **Administrator** copies, or arranges for a volunteer(s) to copy, the newsletter for U.S. mailing. **The Mail Crew** prepares newsletters for bulk mailing; and takes to U.S. Post Office.

2.4. Outreach and Community Relations Group (Assigned Staff: Administrator, Minister, Board Liaison) Committees (ARAOMC, Art Wall, Green Sanctuary, Partner Church, Publicity, Social Justice Coordinating Committee) and their Charges

2.4.A. Anti-Racism Anti-Oppression Multi-Cultural (ARAOMC)

The ARAOMC Committee will promote and lead an integrated commitment to antiracism anti-oppression multicultural work at People's Church.

2.4.B. Art Wall

The Art Wall Committee consults with artists to provide displays of art in the Commons.

2.4.C. Green Sanctuary

The Green Sanctuary Committee will encourage a sustainable life style for People's Church members as individuals and as a faith community.

2.4.D. Partner Church

The Partner Church Committee seeks to facilitate and deepen the partnership between People's Church and our partner congregations in Kozaszna and Burundi.

2.4.E. Publicity

The Publicity Committee seeks to increase the attendance and membership of People's church by publicizing church services, forums and special events.

2.4.F. Social Justice Coordinating Committee

The Social Justice Coordinating Committee serves to facilitate and coordinate the efforts of the congregation to be actively involved in living our values in the community and the world

2.5. Plant Operations Group (Assigned Staff: Administrator, Custodian, Board Liaison) Committees (Aesthetics, Building and Grounds, Memorial Garden) and their Charges

2.5.A. Aesthetics

The Aesthetics Committee's charge is to ensure a welcoming, comfortable, informative, functional and aesthetically pleasing place in which to meet and worship.

2.5.B. Building and Grounds

The Buildings and Grounds Committee coordinates and performs maintenance to the physical plant.

2.5.C. Memorial Garden

The Memorial Garden Committee is responsible for the care and maintenance of the Garden and facilitates memorial plantings and the ordering and placement of plaques.

2.6. Financial Affairs Group (Staff Assigned: Treasurer, Board Liaison) Committees (Endowment, Finance, Planned Giving, Stewardship) and their Charges

2.6.A. Endowment

The Committee will manage the Endowment pursuant to the Endowment Investment and Distribution policy (as outlined in the Church Constitution).

2.6.B. Finance

The Finance Committee maintains the fiscal stability of the church so that the purpose of the church can be fulfilled

2.6.C. Planned Giving

The Planned Giving Committee will serve as a source of information and encouragement to the congregation in building the church's endowment through planned giving.

2.6.D. Stewardship

The Stewardship Committee is responsible for developing and carrying out the annual spring pledge canvass for the church operating budget, and for communicating with new members to encourage them to pledge throughout the year. In addition they will schedule fundraising events and oversee all fundraising for the church.

2.7 Church Operations Group (Assigned staff: Administrator; Board Liaison) Committees (Archives, Audio-Visual, Information Technology,) and their Charges

2.7.A. Archives

The Archives Committee helps to maintain and display church records and artifacts.

2.7.B. Audio-Visual

The Audio-Visual Committee will provide technical support, as needed, for church services, activities and events, and for outside groups using the building.

2.7.C. Information Technology

The Information Technology Committee will advise the Board about current technological issues, provide support to the office and the newsletter teams, and offer website set-up and maintenance.

2.8. Personnel-Related Committees (The Board Vice-President typically acts as liaison.) (Committee on Administration, Committee on Ministry, Nominating, Personnel) and their Charges

2.8.A. Committee on Administration

The Committee acts as an advisory and support group for the Administrator to enhance the effectiveness and efficiency of the administration of the church.

2.8.B. Committee on Ministry

The Committee on Ministry will work to nurture and improve the ministry of the Church, which is a joint responsibility of the congregation and the minister(s), by facilitating education and communication within the congregation about the roles and responsibilities of shared ministry.

2.8.C. Nominating

The Nominating Committee shall seek to fill and present to the congregation a slate of candidates to the Board of Trustees to conform to the election process used at the Annual Meeting. The Committee shall also nominate candidates for a Ministerial Search Committee.

2.8.D. Personnel

The Personnel Committee will implement all personnel policies approved by the Board, and will ensure that procedures are followed in a timely and consistent manner; recommend to the Board any needed changes to the Personnel Manual; and recommend annual staff salary increases.

Standing Committee Alphabetical List

Adult Education
Aesthetics
Archives
Arms Around
Art Wall
Audio Visual
Building & Grounds
Committee on Administration
Committee on Ministry
Dismantling Racism Within People's Church Implementation Team
Endowment
Finance
Green Sanctuary
Information Technology
Library
Membership
Memorial Garden
Music
News & Views
Nominating
Partner Church
Personnel
Planned Giving
Publicity
Religious Education
Social Justice Coordinating Committee
Stewardship
Sunday Services
Women's Retreat

(Adult) Religious Education

Charge: Classes, workshops, and activities for adult religious growth and learning

Responsibilities:

Note: The Adult Education Program is the primary responsibility of the RE Director.

Membership:

The committee recruits its own members* and elects its own chair, with assistance from the RE Director. A board liaison is appointed by the Board of Trustees as an ex-officio member. *A maximum of two three-year consecutive terms is generally recommended, terms to be staggered for continuity, but this may vary according to the committee's purpose and/or history. Please indicate your committee's preference for terms here.*

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Aesthetics Committee

Charge: The Aesthetics Committee's charge is to ensure a welcoming, comfortable, informative, functional and aesthetically pleasing place in which to meet and worship.

Responsibilities:

- ◆ All plans for physical changes within the church must come before the Aesthetics Committee for approval before proceeding.
- ◆ The Committee consults with groups within the church to design improvements to the appearance and function, as needed.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. *A maximum of two three-year consecutive terms is generally recommended, terms to be staggered for continuity, but this may vary according to the committee's purpose and/or history.*

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Archives Committee

Charge: The Archives Committee helps to maintain and display church records and artifacts.

Responsibilities:

- ◆ File material regularly related to the functioning of the church: newsletters, committee reports, pictures, articles, etc.
- ◆ Provide church archival material upon request.
- ◆ Undertake projects of a historical orientation.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members and elects its own chair.* A board liaison is appointed by the Board of Trustees as an ex-officio member. There are no set terms for committee membership. People who are interested are welcomed to the committee and remain members as long as they are interested.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Arms Around Committee

Charge: The Arms Around Committee organizes volunteers to provide temporary services to church members who need help in times of illness, injury, and other life events that benefit from support.

Responsibilities:

- ◆ Several committee members serve as coordinators who, along with the Church Administrator and the Minister, facilitate services to members in need.
- ◆ Coordinators rotate the chairperson position and meet regularly with the Minister for evaluation of services.
- ◆ The Church Administrator passes along member needs to the current chair who then calls volunteers to provide help.
- ◆ Types of services offered: provide food, offer transportation, provide respite care for a caregiver, baby-sit in special situations, respond in an emergency, visit the homebound, visit families with new babies, assist people in church services and help with food or ushering at a memorial service.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Art Wall Committee

Charge: The Art Wall Committee consults with artists to provide displays of art in the Commons.

Responsibilities:

- ◆ *How long exhibits last?*
- ◆ *PR from the committee? To whom?*
- ◆ Normal committee communication is by email.
- ◆ Committee members hang the pictures on the art wall.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. *A maximum of two three-year consecutive terms is generally recommended, terms to be staggered for continuity, but this may vary according to the committee's purpose and/or history. Please indicate your committee's preference for terms here.*

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Audio-Visual Committee

Charge: The Audio-Visual Committee will provide technical support, as needed, for church services, activities and events, and for outside groups using the building.

Responsibilities:

- ◆ Schedule committee members to work at all church events requiring A/V support.
- ◆ Operate the A/V equipment such as CD players, digital projector, DVD player, computers, microphones, speaker systems, overhead projector, etc.
- ◆ Carry out audio and video recording of services, memorials or other events as requested.
- ◆ Create montages.
- ◆ In cooperation with the Archives Committee, archive images and programs created by or for the church.
- ◆ Maintain and improve the equipment, upgrading when possible.
- ◆ Maintain and upgrade skill of committee members in the use of existing and emerging audio-visual technologies.
- ◆ Collaborate and cooperate with the Information Technology Committee, as needed.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. Members may remain on the committee as long as interest and time permit.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Buildings and Grounds Committee

Charge: The Buildings and Grounds Committee coordinates and performs maintenance to the physical plant.

Responsibilities:

- ◆ Meet in the Spring and Fall at church.
- ◆ Maintain building systems and call in outside help as needed.
- ◆ Mow the grass as needed.
- ◆ Shovel walks as needed.
- ◆ Schedule clean-up days and coordinate the work done by volunteers on these days.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Dismantling Racism Within People's Church Implementation Team

Charge: This team, along with the Dismantling Racism Steering Team, promotes the work of claiming and developing an Antiracist-Multicultural identity fully integrated across all aspects of the institution of People's Church.

Using the definition of Racism as "Race Prejudice + the Misuse of Power by Systems and Institutions," it leads the examination of all aspects of church life, including worship, facilities, decision-making, leadership, policies, and practices, to eliminate the biases of the White dominant culture.

Responsibilities:

- ◆ To provide opportunities and experiences for church members to learn and explore their racial identity

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Investment Committee

Charge: The Committee will manage the Endowment pursuant to the Endowment Investment and Distribution policy (as outlined in the Church Constitution).

Responsibilities:

- ◆ Pursuant to the Endowment Investment and Distribution policy the Endowment Committee is empowered, acting through its elected chair, to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, or engage others to do the same, and in all other respects manage and control the assets of the Endowment.
- ◆ A majority vote of the members of the Endowment committee is needed to carry any committee decision.
- ◆ Committee members will not be liable for any losses incurred by the Endowment except to the extent that such losses arise out of acts or omissions of willful misconduct or gross negligence. Each member will be liable for his/her own acts or omissions of willful misconduct or gross negligence and not for the acts or omissions of other members. No member of the committee will engage in any self-dealing or transactions with the Endowment in which the member has a direct or indirect financial interest. Members will refrain at all times from conduct in which his/her personal interest would conflict with the interest of the Endowment.
- ◆ The committee will report to the Board on a quarterly basis or as the Board requires and provide a written report to the congregation at the Annual Meeting.
- ◆ The Board of Trustees of the Church will have the responsibility to accept, reject, or negotiate the terms and conditions of all gifts or bequests given to the Endowment. Any such bequest not earmarked would go to the unrestricted fund unless otherwise determined by the Board.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The Endowment Committee consists of three Supporting Members of the congregation appointed by the Board. The committee elects its own chair. The term of each committee member will be three years in staggered rotation to ensure continuity. No member may serve more than two consecutive three-year terms. After a lapse of one year, former committee members may be reappointed. No member may serve on the Endowment Committee while also serving on the church governing Board or as an elected officer of the congregation. The Board will fill any vacancy on the committee and may remove any member of the committee.

Finance Committee

Charge: The Finance Committee maintains the fiscal stability of the church so that the purpose of the church can be fulfilled.

Responsibilities:

- ◆ Holds regular monthly meetings shortly before each Board meeting.
- ◆ Monthly, receives the Treasurer's report detailing income and expenditures for the past month and an assessment of the general financial standing of the church.
- ◆ Prepares the annual budget for the next church year by soliciting input from committees and office staff about their needs.
- ◆ Copies all committees' annual goal statement (submitted with budget requests) for the Archive Committee.
- ◆ Assists the Canvass Steering Committee as needed.
- ◆ Maintains and updates an assessment of Church property.
- ◆ Reviews and updates insurance coverage for the Church.
- ◆ Prepares an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. Membership is restricted to supporting members of the church (see Constitution, Article III). Members serve three year, staggered terms to ensure continuity. The Church Treasurer serves on the committee. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Green Sanctuary Committee

Charge: The Green Sanctuary Committee will encourage a sustainable life style for People's Church members as individuals and as a faith community.

Responsibilities:

- ◆ Seek out and consult with church members/friends/staff with current interests/commitments relevant to the Green Sanctuary program.
- ◆ Increase individual and organizational awareness and behaviors consistent with Green Sanctuary ideals.
- ◆ Annually, identify specific actions to undertake, across the spectrum of church life, as identified in the Green Sanctuary manual; provide or recruit leadership for these and promote church member/friend participation, as appropriate.
- ◆ Seek connection with organizations in the wider community whose goals and/or programs are consistent with Green Sanctuary values. Promote these to church members, as appropriate (e.g., church newsletter articles)
- ◆ Explore accreditation for People's Church by the UUA's Ministry for Earth as a "Green Sanctuary" congregation.
- ◆ Provide annual reports and budgets as requested.

Membership:

The committee recruits its own members* and selects its own chair and secretary. A board liaison is appointed by the Board of Trustees as an ex-officio member. The committee is composed of five to eight members. Members will serve for three years; initial terms to be staggered. Members may serve consecutive terms.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Library Committee

Charge: Maintain library collection and book display table.

Responsibilities:

- ◆ Make library policy decisions as needed.
- ◆ Evaluate book and AV donations for inclusion/exclusion in collection. (Remainder to be given to Friends of the Kalamazoo Library)
- ◆ Process materials for circulation.
- ◆ Maintain circulation records; retrieve overdue materials.
- ◆ Take inventory.
- ◆ Select and order books for book sale table; keep inventory. (Note: book sale table discontinued in 2007)
- ◆ Station members of committee at table on Sundays.
- ◆ Maintain cassettes of Sunday services.
- ◆ Repair materials as needed.
- ◆ Participate in Community Reading program.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Membership and Connections Committee

Charge: The Membership and Connections Committee:

- ◆ seeks out visitors on Sundays and welcomes them to People's Church, introduces newcomers to Unitarian Universalism, and for those interested in becoming members, provides guidance and support.
- ◆ within its abilities (depending upon committee members' talents, inclinations and time available) promotes functions or activities which enhance connections among new and continuing church members to support integration into the life of the church, to the extent each person desires; coordinating any adult-ed type activities (such as Chalice Circles) with the RE Director and/or Minister.

Responsibilities:

- ◆ Staff the Visitor (downstairs) and Information (upstairs) Desks for all church services to ensure that visitors feel welcome, receive information, and have their questions answered.
 - Offer a visitor nametag, which will help identify them as newcomers, for special welcomes from all.
 - Offer the opportunity to join the newsletter mailing list and/or request further contacts.
 - Collect statistics.
- ◆ Seek out visitors before and after church for conversation. (See 'Welcoming Presence' 'job description'.)
- ◆ Provide visitor follow-up either with a letter, telephone call, or an email.
- ◆ For people who express interest in more involvement in the church, encourage attendance at an Orientation. At that time (or earlier) request a "Membership Information" form, which – if they elect Membership - will be used as the basis of their introduction to the congregation; as well as – for those who express interest in this – referral to a committee or working group.
- ◆ Offer Orientations (1 or more meetings; typically 3 times per year: Fall, Winter & Spring) for anyone interested in church membership or learning more about our church and Unitarian Universalism. These should include pledging information.
- ◆ Offer a Welcoming Ceremony(s) (typically 3 per year: Fall, Winter & Spring); including optional introduction of new members to the congregation during a church service, coordinated with the Minister.
- ◆ Offer new members and friends-of-the-church a mentor. The mentor will assist the new member to become integrated into the life of the church. (2018/2019 program is called "First Friends".)
- ◆ Within its abilities, promote church functions and activities that promote member connections. ('Adult-ed type activities, such as Chalice Circles, should be coordinated with the RE Director and/or Minister).
- ◆ Provide publicity for People's Church membership and connection opportunities through the church Newsletter and Blasts.
- ◆ Order and maintain an inventory of brochures and supplies for the information desk and rack in the foyer.
- ◆ Conduct meetings as necessary, generally monthly unless business can be conducted electronically.

Membership:

The committee recruits its own members and elects its own chair. The Church Administrator serves as staff liaison.

Memorial Garden Committee

Charge: The Memorial Garden Committee is responsible for the care and maintenance of the Garden and facilitates memorial plantings and the ordering and placement of plaques.

Responsibilities:

- ◆ Meet as needed.
- ◆ Maintain a plan for the use of the area occupied by the Memorial Garden.
- ◆ Approve all plantings to be consistent with the plan.
- ◆ Provide regular care and maintenance for the Memorial Garden, such as clean-up, special plantings, etc. Mowing will be done by the Building and Grounds Committee.
- ◆ Make available a list of certified nurseries where donors may purchase plantings.
- ◆ Determine eligibility of people to be memorialized in the Garden, order and place plaques in cooperation with donors. Actual ordering of materials may be done by the Church Administrator. Placement of plaques is done by Building and Grounds.
- ◆ Maintain a comprehensive map of the Memorial Garden on which is located each tree. Interred ashes are also listed.
- ◆ Maintain a list of the persons who have been memorialized with trees planted in the Memorial Garden. This should include the name of the person, the kind of tree, who conducted the Garden service and when, and the location of the tree on the grid.
- ◆ Maintain a list of all persons whose ashes are interred in the Memorial Garden, and send a copy of this to the Archives Committee for permanent retention.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Music Committee

Charge: The Music Committee exists for the purpose of integrating music into the life of People's Church by overseeing and supporting the church's music program. The music program includes music provided by choirs and other musicians from within and outside of the congregation, as well as participation in music by the congregation. The music program addresses music in all aspects of church life, but especially in the Sunday Service.

Responsibilities:

- ◆ Develop goals and plans annually, as well as longer range visions for the music program, in cooperation with the Music Director, and evaluate their achievements.
- ◆ Prepare an annual budget request and an annual report when requested.
- ◆ Oversee the preparation of an annual budget for the music program, advocate for the music program in the budgeting process of the church, explore ways to obtain other funding for the music program, and make recommendations to the Board of Trustees for the use of those funds when obtained.
- ◆ Work cooperatively with the Music Director to provide music for Sunday Services, including assisting in identifying and obtaining musicians for special performances and special services such as weddings and memorials.
- ◆ Provide input to the Lead Administrative Officer/Board for the annual performance review of paid staff who have an impact on the music program.
- ◆ Operate as a church committee, according to the guidelines set forth in the Handbook for committees.
- ◆ Undertake other germane tasks as agreed to by the Committee and the Board of Trustees.

Membership:

The committee recruits its own members* and elects its own chair. Members serve three-year terms, with new members coming on each year to replace retiring members. The minister serves as an ex-officio member of the committee. The Music Director is a permanent member of the committee. A board liaison is appointed by the Board of Trustees as an ex-officio member. One Music Committee member acts as a liaison to the Sunday Services Committee.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Nominating Committee

Charge: The Nominating Committee shall seek to fill and present to the congregation a slate of candidates to the Board of Trustees to conform to the election process used at the Annual Meeting. The committee will ensure that there are at least two candidates presented at the annual meeting for election to next year's Nominating Committee. The Committee shall also nominate candidates for a Ministerial Search Committee.

Responsibilities:

- ◆ Nominate one candidate for each vacancy on the Board of Trustees. Candidates must be Supporting Members of the church.
- ◆ Announce the slate of candidates for the Board of Trustees to the membership by mail at least six weeks before the Annual Meeting. Publicize the alternative nominating procedure: After publication of the Nominating Committee's slate, other consenting candidates to the Board of Trustees may be nominated by petitions signed by five church members. Petitions must be presented to the church Administrator at least four weeks before the Annual Meeting.
- ◆ Publicize the procedure for nominating members for the Nominating Committee in a timely manner. A candidate shall be nominated only by petition containing the signatures of at least five supporting members, the candidate having consented. Petitions must be received by the Church Administrator at least four weeks prior to the annual meeting.
- ◆ If petitions for at least two candidates for election to next year's Nominating Committee have not been presented to the Administrator by four weeks prior to the annual meeting, the committee will ensure that petitions are completed for at least two candidates (in accordance with Article IX, paragraph 2).
- ◆ The committee shall nominate candidates for a Ministerial Search Committee in accordance with Article IX, paragraph 1.
- ◆ Serve as a resource to the Board for recommending or recruiting individuals for Board-appointed positions.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The Nominating Committee shall consist of seven Supporting Members of the Church -- none of who shall be current members of the Board of Trustees, six of whom shall serve three-year staggered terms. The immediate past president of the Board of Trustees, or a recently retired trustee appointed by the Board shall be the seventh member of the committee each year. The minister shall be a non-voting consultant to the committee. The Board Vice President acts as a liaison to the Board of Trustees.

Two members of the Nominating Committee shall be elected at each annual meeting. Candidates for election shall be those church members who submit petitions with signatures of five other members supporting their nomination. No member of the Nominating Committee shall be elected to two terms in succession without an interim term of one year. The Board of Trustees shall fill vacancies on the Nominating Committee that occur during the year.

SUGGESTED GUIDELINES FOR NOMINATING COMMITTEE

It has been the practice and policy at People's Church that candidates:

1. Be pledging members of People's Church with active participation immediately prior to their nomination and be able to attend the monthly Board meetings and accept Board responsibilities as prescribed by the President of the Board.
2. Should not have a spouse on the Board or be a paid employee of the church. (Exceptions have been made to this policy, but generally previous nominating committees have observed this restriction.)
3. No Board member shall succeed him/herself unless filling out a term of a member who has resigned or otherwise created a vacancy on the Board. Each candidate will be given a copy of the Church Constitution, along with a copy of the duties of the committees; be introduced at the Annual Meeting; and submit a typewritten brief biography for inclusion in the newsletter (the biography will be posted with a picture for three weeks before the election).

Religious Education Committee (Youth)

Charge: Oversee religious education of children and youth and support families, as well as provide classes, workshops, and activities for adult religious growth and learning.

Responsibilities:

- ◆ Offer exemplary religious education in a safe, welcoming, and nurturing environment
- ◆ Be a welcoming presence for families
- ◆ Foster intergenerational connections among the congregation
- ◆ Provide ongoing teacher development and support
- ◆ Engage a wide-variety of people from our congregation to share in RE tasks and responsibilities

Note: The Religious Education Program is the primary responsibility of the RE Director.

Membership: The committee recruits its own members* and elects its own chair, with assistance from the RE Director. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Social Justice Coordinating Committee

Charge: The Social Justice Coordinating Committee serves to facilitate and coordinate the efforts of the congregation to be actively involved in living our values in the community and the world

Responsibilities:

- ◆ Plan for monthly meetings and special meetings of the committee for the purpose of carrying out the above charge.
- ◆ Identify to the entire congregation and the community that social justice activities are a vital aspect of our Church life.
- ◆ Provide a social justice structure and process for members of the congregation to use in creating and joining community service and social justice projects.
- ◆ Provide an avenue for new members who bring to People's an interest in social problems to have the opportunity for participation within the church in social justice activities.
- ◆ Provide technical, financial or other reasonable resources to church community service or social action committees reviewed and supported by the SJCC.
- ◆ Develop fund raising projects to meet the SJCC goals noted above.
- ◆ Develop relationships with outside community groups with goals consistent with that of People's Church, e.g., ISAAC.
- ◆ Make recommendations to the Board about Special Collection recipients.
- ◆ Provide SJCC annual reports and budgets and consult with the Board for advice and consent when appropriate.

Membership:

The Committee recruits its own members* and selects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. The SJCC is composed of six to nine members. Members will serve for three years and terms will be staggered. Members may serve consecutive terms. A person appointed to fill a vacant, non-expired term shall be eligible to serve a succeeding full term.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Stewardship Committee

(established 5/07, includes responsibilities of former Canvass and Fundraising committees)

Canvass (prior to 5/07)

Charge: The Canvass Committee is responsible for developing and carrying out the annual spring pledge canvass for the church operating budget, and for communicating with new members to encourage them to pledge throughout the year.

Responsibilities:

- ◆ Convene no later than November 15 for its initial meeting. Elects a chairperson and sets the important dates: canvass kickoff and conclusion.
- ◆ Determine format for canvass and organize any canvass events.
- ◆ Determine who will be canvassed in consultation with the Church Administrator, Religious Education Director, Treasurer and Minister. This will include members and friends of the church.
- ◆ Recruit, organize and train the canvass team.
- ◆ Create printed orientation materials and pledge forms.
- ◆ Publicize the canvass.
- ◆ Keep detailed records and pledging data.
- ◆ Prepare a final canvass report (both narrative and statistical).
- ◆ Distribute canvass form comments to the Minister, Administrator, and Director of Religious Education (with names), and to others as needed (without names). Other groups to get comments or partial lists: Personnel, Financial Affairs, Church Operations and the Board.
- ◆ Communicate with the Church Treasurer as people join the church to determine whether they have made a pledge. Contact new members or families within two months of joining to encourage pledging as part of their membership.
- ◆ Make six copies of a final report in book form containing pledging data, pledging persons, canvassers, orientation materials, and correspondence. The reports will be distributed to each member of the next year's Canvass Committee and to the Board liaison. The sixth book is for the Archives and will not include privileged information.
- ◆ Send the committee chairperson from the previous canvass to the June Board meeting to present the final report (both narrative and statistical).
- ◆ Prepare an annual budget request, annual goals, and a report for the annual meeting when requested.

Membership:

The Canvass Committee is made up of four active working members serving staggered two-year terms. A board liaison is appointed by the Board of Trustees as an ex-officio member. Two new members are recruited and appointed by the Board each year in June. Committee members must be Supporting Members of the church. The committee elects its own chair. Consultants may be asked to serve at the discretion of the committee.

Fundraising Committee (prior to 5/07)

Charge: The Fundraising Committee will schedule fundraising events and will oversee all fundraising for the church.

Responsibilities:

- ◆ The Fundraising Committee will determine what fundraising events will be held each church year. The committee will decide what events to approve based on past experience, and will consider proposals for new events.
- ◆ The Fundraising Committee will attempt to recruit one coordinating person for each event. If the committee is unable to successfully recruit event coordinators, the Board of Trustees will take responsibility.
- ◆ The committee will assist event chairpersons in their planning, provide records from previously held fundraisers, and maintain records for future event chairs.
- ◆ It will keep the number of fundraisers to a minimum to avoid burnout of the event workers and also of the congregation who support these efforts.
- ◆ It will work with the church calendar when planning to manage scheduling and avoidance of conflict.
- ◆ Written record of the committee's work will be kept.
- ◆ The committee will meet monthly and encourage leaders of forthcoming events to attend meetings for the three meetings before the event.
- ◆ The Fundraising Committee will request notes from each fundraising event and will maintain a record of all such events for use by leaders in subsequent years.
- ◆ The committee will oversee on-going fundraising programs and report to the congregation on funds raised through these efforts.
- ◆ All fundraising within the church, except planned giving to the endowment and capital campaigns, must seek approval of the Fundraising Committee before proceeding. This includes the selling of items as well as the scheduling of fundraising events.
- ◆ If advance funds are needed for an event, the event coordinator may seek advance funds by submitting a written request to the Treasurer. The advance funds must be covered first by the proceeds when the event is over.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and selects its own chair and secretary. A board liaison is appointed by the Board of Trustees as an ex-officio member. A maximum of two three-year consecutive terms is recommended, terms to be staggered for continuity.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Sunday Services

Charge: The Sunday Services Committee works with the Minister to plan meaningful weekly Sunday services, and special services for the church year, and to enrich and support all aspects of the services.

Responsibilities:

- ◆ Integrate ministerial and lay participation in church services.
- ◆ Include young people in the Sunday services.
- ◆ Facilitate congregational contributions to the service such as; choirs and performing arts groups, readings, audio-visual presentations, flowers, etc.
- ◆ Provide regularly scheduled lay services.
- ◆ Provide hospitality and orientation for guest speakers and substitute ministers.
- ◆ Provide contingency planning in the event of an unexpected absence of a pulpit speaker.
- ◆ Help plan congregational “rites of passage”.
- ◆ Arrange for audio-visual support personnel for church services, including special services.
- ◆ Be represented on the ad hoc hiring committee when a new choir director and/or organist is being hired.
- ◆ Communicate clerical needs related to church services to the Church Administrator.
- ◆ Recruit House Managers/Ushers for Sunday Services.
- ◆ Recruit coffee makers for Sunday Services.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Note: Minister-led Sunday services are the primary responsibility of the Minister.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.