

# Starr King Unitarian Universalist Committee Descriptions

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## Activities Committee

**Revision Date:**

**Committee Purpose:** The Activities Committee plans and facilitates activities that promote opportunities for meaningful interaction among Fellowship members and friends.

**Responsibilities.** Activities co-chairs functions include:

- Solicit and implement suggestions from members and friends for activities in which they want to participate.
- Work with Hospitality and Fundraising committees when appropriate.
- Organize activities for different groups and ages.
- Organize and lead Second Sunday hikes, paddling events, and other outdoor activities for all ages.
- Organize Circle Dinners.
- Submit a report for Annual Meeting.

## Adult Education Committee

**Revision Date:** 2015

**Committee Purpose:** Provide informative talks and discussion topics after the Sunday Service.

**Responsibilities.** After the Sunday sermon, SKUUFers enjoy Coffee Hour; light refreshments and beverages in our Fellowship Hall. Then, at 11AM, Adult Religious Education begins in Sanctuary; all adults and teens are invited to join in. The Adult Education Committee organizes these one hour weekly gatherings in the Sanctuary throughout the church year. Most often we sit in a circle. The atmosphere is informal and intimate and there is always time for interactive discussion.

A sampling of some of the topics we have presented at Adult Religious Education:

- Sunday Sermon Discussions
- Emotional Freedom Techniques, or EFT (often known as Tapping or EFT Tapping)
- Restorative Justice for First Time Juvenile Criminal Offenders
- Youth Service Trips to Africa and South America
- The Paranormal
- The Origin of Popular Sayings
- Green Burial Options
- Sharing Family Stories, the Value of Oral Tradition
- How Your Birth Order in Your Family Shapes Your Personality
- Social Justice Discussions

## Budget and Finance Committee

**Revision Date:** December 2015

**Committee Purpose:** The Budget and Finance Committee manages the financial affairs of the Fellowship.

**Responsibilities.** The committee have specific responsibilities in the following areas:

1. Financial Reporting
  - a. Provide periodic financial reports to the Governing Board.
  - b. Provide periodic financial reports to Committees.
  - c. Provide financial reports for the Annual Meeting.
  - d. Audit financial information reported by the Bookkeeper.
2. Policies
  - a. Assure that established policies of the Fellowship are followed.
  - b. Advise the Governing Board of potential variances from policies.
  - c. Recommend changes to policies of the Fellowship when warranted.
3. Budgeting
  - a. Prepare a preliminary budget to establish annual stewardship goals.
  - b. Solicit input from Committees to formulate the annual budget.
  - c. Present proposed budget to the Governing Board for their review.
  - d. Finalize annual budget for consideration at the Annual Meeting.
4. Stewardship
  - a. Provide financial information to the Stewardship Committee.
  - b. Assist the Stewardship Committee in its annual work.
  - c. Coordinate the periodic reporting of payments on Pledges.
5. Collections
  - a. Assist in tallying the collections from Sunday services.
  - b. Assist in the management of collections at Fund Raisers.
  - c. Assist the Treasurer in the collection of Pledges.
6. Investments
  - a. Act as Trustee of invested funds.
  - b. Advise the Governing Board and Endowment Committee of amounts available for disbursement.
  - c. Ensure compliance with Policies for disbursements from Investments.
  - d. Please see the "A Current Policies Conglomeration" document for a description of Endowment Investment responsibilities.
7. Chairperson of Budget & Finance (or his/her designee)
  - a. Attends meetings of the Committee Chairs.
  - b. Attends meetings of the Stewardship Committee.

## Endowment Committee

Please see the Bylaws for a full description of Endowment Committee responsibilities.

Please see the A Current Policies Conglomeration document for a description of Endowment Investment responsibilities.

## Fund Raising Committee

**Revision Date:** August 2012

**Committee Purpose:** The Fund Raising Committee is responsible for overall planning, organizing and implementing annual fundraising.

**Responsibilities:**

1. Set programs and goals for the year.
2. Establish calendar events for the year.
3. Recruit workers as needed.
4. Oversee preparations and planning of programs.
5. Chairperson is responsible for
  - a. conducting monthly meetings
  - b. maintaining contact with Governing Board liaison
  - c. submitting a written report for the Annual Meeting

## Membership Committee

**Revision Date:** January 2018

**Committee Purpose:** The Membership Committee promotes and sustains growth of the Fellowship. The Membership Committee consists of three subcommittees operating cooperatively: Administration, Sunday, and New Members.

**Responsibilities:** Each subcommittee has its own responsibilities as follows:

### Administration Subcommittee

1. Maintain the Simple Church Member database with member and friend information.
2. Furnish name and address changes to UUA media as necessary.
  - a. <https://my.uua.org/> - our Member number is 5917.
3. Annually review the Membership list for individuals who are no longer involved with SKUUF at any level and make recommendations to the Board to contact them to determine their intention to remain connected to SKUUF.
4. Report statistical information to the board in January for submission to

UUA.

5. Contact newsletter editor with names of people interested in receiving the newsletter by mail (with assistance from the Office Administrator).
6. Attend monthly Committee Chairs meetings.
7. Submit funding requirements to the Budget Committee.
8. Submit articles for the newsletter.
9. Update and maintain membership documents on the MS 365 shared drive.
10. Submit an annual report for the Annual Meeting.

#### Sunday Subcommittee:

1. Enter Sunday Service Attendance counts in Simple Church.
2. Collect the Welcome Cards after the Sunday service and pass any requests for information along to the appropriate person or committee.
3. Compile New Visitor packets as needed.
  - a. Order UUA pamphlets, print history and labels for packets.
4. Keep and order supply of temporary paper nametags for visitors.

#### New Members Subcommittee:

1. Along with the Minister, present the Membership Book for those who wish to sign as members.
2. Plan and direct periodic classes, currently known as Path To Membership, for those interested in exploring the possibility of membership.
3. Prepare information packets as needed for PATH classes.
4. Send Welcome letters to new members.
5. Arrange for recognition of new members once or twice a year or within 3-4 weeks of receiving new members.
6. Invite new members and friends to contribute their creative energy to the life of the Fellowship.
7. Notify Smooth Sunday organizers of new Members or Friends to add to a Sunday Team.

#### Nominating

Please see the bylaws Article 11.

#### Pastoral Care

#### Property Management Committee

##### **Revision Date: August 2012**

**Committee Purpose:** The Property Management Committee consists of three subcommittees operating cooperatively; House and Property Subcommittee, Landscaping Subcommittee and Art Subcommittee.

- A. The House and Property Subcommittee is responsible for the upkeep of the building; its subsystems, equipment and furnishings in good repair and

- operating condition.
- B. The Landscaping Subcommittee is responsible for maintaining landscaping decorating the exterior Starr King property.
  - C. The Art Subcommittee is responsible for selecting and displaying art pieces to enhance the beauty of the sanctuary and the interior of the building.

### **Responsibilities:**

#### House and Property Subcommittee:

1. Monitor the building on a regular basis insuring that all systems are operating and that furniture and equipment are in good repair.
2. Respond to requests for repairs, making repairs as necessary or hiring, coordinating and supervising professional work as required.
3. Maintain an adequate supply of janitorial/housekeeping supplies, building maintenance supplies and tools, replenishing as required.
4. Keep bathrooms and kitchen supplied with necessary soap and paper goods.
5. Monitor cleanliness of building, taking corrective action as necessary.
6. Arrange for periodic floor and carpet cleaning.
7. Establish and monitor contracts for snow plowing and sanding. Arrange for volunteers to clear walkways and entrances of snow and ice. Maintain an adequate supply of sand and ice melting materials for walkways and entrances.
8. Arrange for periodic transport of waste to the Plymouth Recycling Center.
9. Manage the Property Management Committee's expenditures within the Annual Budget and monitor expenditures, especially heating and electrical power costs and advise the Budget and Finance Committee when problems are anticipated.
10. Arrange for annual inspections of the Fire Sprinkler System and the Elevator.
11. Arrange for annual servicing of the heating system.
12. Provide an annual committee report to the Office Assistant encompassing the year's committee activities.
13. Provide a Property Management budget request (for the upcoming year) when requested to the Budget & Finance Committee.
14. Attend monthly Committee Chairs and annual Fellowship meetings presenting pertinent data to the membership on matters relating to buildings, land and equipment.

#### Landscaping Subcommittee:

1. Monitor the exterior grounds maintaining health and appearance of landscape plantings, replacing as needed.
2. Organize spring and fall grounds clean-up events or more frequently if needed.

3. Organize and supervise seasonal plantings.
4. Maintain Labyrinth.
5. Provide budget request for landscape materials to the property Management Chair when requested.
6. Submit an annual report in conjunction with the chair of the Property Management Committee

#### Art Subcommittee:

1. Select and arrange art displays to be viewed in the Meetinghouse.
2. Maintain an aesthetic order in the foyer, sanctuary and fellowship hall to include arrangement of furniture, plants and artwork or crafts.
3. Together with the Minister and the Worship & Music Committee determine how the sanctuary will be decorated throughout the year.
4. Submit an annual report in conjunction with the chair of the Property Management Committee.

## Public Relations Committee

**Revision Date:** August 2012

**Committee Purpose:** The Public Relations Committee is responsible for maintaining a flow of information to the SKUUF members and friends, as well as the greater Plymouth Community about the Sunday services, events and activities at the Fellowship.

#### **Responsibilities:**

1. Wayside Pulpit: This outdoor, weather-proof sign space is separately positioned below the Starr King sign on the corner of Fairgrounds Road and Morgan Drive. The sign is printed on large paper on a large format printer and changed monthly. It expresses a short, thoughtful and humorous adage. The lettering is large so that it may be easily read by people driving by.
2. The monthly newsletter, *Starr King View*, is compiled by the editor who receives information, usually by email, from the minister, the board, and committee chairpersons about what is happening at SKUUF and among our members and what is scheduled for the coming month. It is created in hard copy for members without computer access and visitors to SKUUF and is available in the foyer. It is also available by email if requested by a member.
3. Excerpts from *Starr King View* are sent out weekly on Fridays from the fellowship office. The minister selects items of timely interest for the Administrative Assistant to format by using Mailchimp. Additional information may be added if received in the office by Wednesday. The Administrative Assistant keeps an updated email list for Mailchimp. People can also self-subscribe through the [www.starrkingfellowship.org](http://www.starrkingfellowship.org) website.
4. SKUUF's website, [www.starrkingfellowship.org](http://www.starrkingfellowship.org) is maintained by the webmaster.

5. Sunday Service videos are made during the regular church year for posting to the website, and formatted for inclusion on the local pbACT Channel 20 in Plymouth and Vimeo. An audio podcast for Podbean is also created of the sermon.. This work is done by the Technology Committee.
6. An article is submitted each week year round, to the Record Enterprise for inclusion in the church news column. In addition paid ads are created for local newspapers from time to time. The UUA is used as a source for ideas for the paid ad.
7. Submit an annual report prior to the annual meeting.

## Religious Education Committee

**Committee Purpose:** The Religious Education Committee, in coordination with and supporting the Director Religious Education (DRE), is responsible for implementation and operation of the Religious Education Program.

**Responsibilities:**

1. Encourage all adults to support children in the Fellowship.
2. Coordinate consistent nursery coverage.
3. Help find adults to teach in RE.
4. Cover RE duties once a month on the DRE's Sunday off.
5. Explain and administer the Youth Protection Policy.
6. Maintain contact with the Governing Board.
7. Evaluate the past year's programming each spring.
8. Submit a budget to the Finance Committee.
9. Submit a written report for the Annual Meeting.
10. Coordinate with other committees as needed.
11. Meet monthly to assist the DRE in planning and providing coverage for RE programs.

## Smooth Sunday Teams

**Revision Date:** March 2018

**Committee Purpose:** Attend to all tasks related to worship and fellowship on Sunday mornings.

**Responsibilities:**

There are 10 Smooth Sunday teams, each with a leader. Each team is responsible for about 4 Sundays a year. The organizing team assigns members and friends to teams and creates a schedule. Each team lead contacts members and assigns tasks. See the Smooth Sunday Task Manual for complete descriptions of each task.

1. Set up Sanctuary.
2. Set up and Clean up Fellowship Hall.
3. Greet members and visitors.



4. Pass offertory basket and count attendees.
5. Supply snacks.
6. Supply flowers.

## Social Justice

**Revision Date:** December 2015

**Committee Purpose:** The Social Justice Committee is responsible for...

**Responsibilities:**

## Stewardship Committee

**Revision Date:** April, 2018

**Committee Purpose:** The Stewardship Committee is entrusted with conducting the annual pledge drive, the most visible aspect of the Fellowship's stewardship. In its quest to promote and cultivate generous giving, the committee encourages congregational ownership of giving as a means toward fulfilling the Fellowship's mission and achieving its vision.

**Committee Organization:** The Committee will be led by two co-chairs with overlapping two-year terms.

**Responsibilities:** The committee has specific responsibilities as follows:

1. Provides opportunities for the committee to cultivate an understanding and awareness of both giving as a spiritual foundation and the common impediments to giving.
2. Provides opportunities for the Fellowship to participate in discussions regarding beliefs and attitudes toward money, and the spiritual aspects of generous giving.
3. Proposes the annual Stewardship dollar goal to the Governing Board, with input from the Budget and Finance Committee and Minister.
4. Creates and produces the literature used to promote and conduct the annual pledge drive.
5. Creates events associated with the pledge drive.
6. Carries out and monitors all aspects of the annual drive.
7. Provides liaison to the Budget and Finance Committee and Governing Board as may be needed throughout the year.
8. Provides leadership and support as may be needed for the Fellowship's activities in Planned Giving.
9. Submits report of activities for inclusion in the Annual Report of the Fellowship.
10. Attends monthly Committee Chairs meetings.



## Technology Committee

**Revision Date:** March 2018

**Committee Purpose:**

The Technology Committee supports the needs of the church technologically, with audio/visual and other technical equipment and skills.

**Responsibilities:**

1. Use technology to facilitate efforts to live out our principles and values.
2. Use technology to help create connections among SKUUF members and the local communities.
3. Utilize technology both during Sunday services and in other programming to facilitate our offerings both on our own premises and as outreach.
4. Maintain Sanctuary sound and video equipment.
5. Facilitate sound and video equipment purchases and upgrades as needed.
6. Record Sunday Services, edit and upload service videos and podcasts to social media sites and the local cable channel.
7. Facilitate maintenance of the starrkingfellowship.org Web site.
8. Maintain security in Simple Church and Simple Church Giving applications.
9. Assist in maintain members and groups in the Simple Church application.
10. Assist in maintenance of Mailchimp.
11. Assist SKUUF Office Administrator in updating office software, keeping track of licenses, and file management.
12. Assist and train committee chairs in technology needed to maintain and store SKUUF documents and files.

## Worship Associates

**Revision Date:** March 2018

**Committee Purpose:** To make a congregation's worship experiences more meaningful and memorable through clergy-lay collaboration.

**Description:**

Worship Associates are lay members of Starr King Fellowship who work with a minister or lay leader to plan and put on Sunday morning worship for the benefit of the whole congregation. When the congregation enters church on Sunday morning and sees one of their own in the sanctuary, it heightens their sense of participation in the service – it creates ownership of the process, week by week. If the worship associate is a friend or acquaintance of theirs so much the better. It makes visible and real the so-called conversation between the worship leaders and those in the chairs. Part of the excitement of coming to church on Sunday involves seeing and hearing one of their own participating in and leading the worship.

Worship Associates meet monthly with the minister to review the past month's

services, plan the following month and discuss possible changes to the service. Each associate assists the minister once a month by delivering welcomes and readings, assisting with Joys and Sorrows, and, when the minister is not in the pulpit, working closely with the guest minister or lay leader to coordinate and lead services.

The Worship Associates are also responsible for securing the services of a guest minister or lay-leader on the Sundays when the minister is not scheduled to be in the pulpit.