

Starr King Unitarian Universalist Committee Descriptions

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Activities Committee

Committee Purpose: The Activities Committee plans and facilitates activities that promote opportunities for meaningful interaction among SKUUF 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

Committee Purpose: To 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....and many more!

Our intrepid Adult RE Committee is always on the prowl for interesting topics to present at our Adult RE hours. SO if YOU or someone you know have a topic you would like to present or an idea for a topic you feel would make for a great discussion in general, please do not hesitate to contact our Adult RE Committee, they are ready and eager to hear and discuss your ideas.

The more people we have in the room, the better the discussion gets; please join us!

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

Hospitality Committee

Revision Date: August 2012

Committee Purpose: The Hospitality Committee is responsible for promoting fellowship among members and friends by providing refreshments as needed following Sunday services and special events.

Responsibilities:

1. Arrange for and coordinate volunteers to host the Fellowship Hour following Sunday services.
2. Provide coffee, tea and juice for the Fellowship Hour during the year.
3. Stock paper staples, coffee, tea, sugar.
4. Organize volunteers, coordinate and provide refreshments as needed for special events.
5. Submit funding requirements to the Budget Committee.
6. Chairperson will;
 - a. Maintain contact with Governing Board liaison.
 - b. Submit a written annual report for the Annual Meeting.

Membership Committee

Revision Date: December 2015

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

Responsibilities: Each subcommittee has its own responsibilities as follows:

Administration Subcommittee

1. Updating the Member and Friend Directory annually.
2. Furnishing name and address changes to UUA media as necessary.
3. Annually reviewing the Membership list for individuals who are no longer involved with SKUUF at any level and making recommendations to the Board to contact them to determine their intention to remain connected to SKUUF.
4. Reporting statistical information to the UUA in January of each year.
5. Contacting newsletter editor with names of people interested in receiving the newsletter by mail (with assistance from the Office Administrator).
6. Attending monthly Committee Chairs meetings.
7. Submitting funding requirements to the Budget Committee.
8. Submitting articles for the newsletter.
9. Submitting an annual report for the Annual Meeting.

Sunday Greeting Subcommittee:

1. Arranging for greeters to welcome visitors to Sunday services and make introductions.
2. Passing out Orders of Service.
3. Admitting latecomers into the service.
4. Providing the guestbook for visitors to sign.
5. Providing temporary paper nametags for visitors.
6. Counting attendance of adults in the Sanctuary and conference room and recording this number in the Attendance Book. (Note: Children, including those in the RE programs are accounted for by the Director of Religious Education).
7. Collecting the Welcome Cards after the Sunday service and passing any requests for information along to the appropriate person or committee.
8. Furnishing permanent nametags for Members and Friends (with assistance from the Office Administrator).
9. Having UUA pamphlets available in the foyer and re-ordering when necessary.
10. Along with the Minister, presenting the Membership Book for those who wish to sign as members.
11. Passing the collection baskets during the service.

New Members Subcommittee:

1. Planning and directing periodic classes, currently known as Path To Membership, for those interested in exploring the possibility of membership.
2. Preparing information packets as needed for PATH classes.
3. Sending welcoming letters to new members.
4. Arranging for recognition of new members once or twice a year or within 3-4 weeks of receiving new members.
5. Inviting new members and friends to contribute their creative energy to the life of the Fellowship.

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 Constant Contact. Additional information may be added if received in the office by Wednesday. The Administrative Assistant keeps an updated email list for Constant Contact.
4. SKUUF's website, 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. Two people are trained for this work at present. An audio podcast is also created of the sermon for the website.
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. Find and train teachers for each class grouping.
2. Encourage non-teaching adults to take more interest in the program.
3. Explain and administrate the Youth Protection Policy.
4. Establish group sizes and ages for each class.
5. Provide/supervise consistent nursery coverage.
6. Choose curriculum for the classes.

7. Coordinate services involving children.
8. Plan and execute RE Sundays.
9. Support the DRE.
10. Plan monthly articles for the SKUUF newsletter on religious education.
11. Cover RE duties once a month on the DRE's Sunday off.
12. Evaluate the program each spring.
13. Submit a budget to the Finance Committee.
14. Maintain contact with the Governing Board.
15. Submit a written report for the Annual Meeting.
16. Coordinate with other committees such as Long Range Planning and Worship and Music.

Social Justice

Revision Date: December, 2015

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

Responsibilities:

- 1.

Stewardship Committee

Revision Date: August 2012

Committee Purpose: The Stewardship Committee is responsible for creating and implementing a plan of action for the annual financial pledge drive for the operation and maintenance of the Fellowship and at the same time recognizing the hundreds of volunteer hours provided by members.

Responsibilities:

- A. With overlapping two-year terms, two co-chairs will work with committee members and the Minister to plan and administer all aspects of an action timeline to meet the financial goal. This goal is set by the Board of Directors, with input from the Budget and Finance Committee and the Minister. The co-chairs will set meeting dates and agendas, monitor all aspects of the campaign to ensure smooth continuity of events, and prepare a Stewardship report for Annual meeting. The Treasurer will be a member of the committee and act as liaison to the Board. A designer for the brochure will be recruited from among the membership.
- B. Starting in the early fall, monthly meeting dates will be established and a timeline created for accomplishing the following:
 1. Campaign theme
 2. Pledge goal

3. Brochure design components
4. Board's budget review
5. Brochure design completion
6. Set date for leadership event (breakfast, afternoon reception, or dinner) and send invitations.
7. Brochure to print
8. Leadership event w/brochures & pledge forms in late January
9. Recruit visitors or hosts from among leadership and active members
10. Mail brochure and letter to explanation for stewardship contact (home visits, small dinners, evening coffee, etc.), or a brochure and letter designed for those away for the winter or out of town
11. Provide announcements at services
12. Possible kick-off dinner to distribute brochures and raise awareness of the need for our volunteer organization to raise sufficient funds to maintain our programs and fulfill our goals from the most recent long range plan, and emphasize and acknowledge the importance of volunteer work
13. Recruit workers as dinner/coffee hosts or to make visits, as necessary
14. Schedule for dinners or visits (for February and March)
15. Set date for end of pledge drive
16. Set date for to finish a "mop-up" campaign of members/friends who have not responded or been contacted
17. Conduct a final wrap-up session with evaluation of the campaign results and a final financial report to submit as an annual report

C. Attend monthly Committee Chairs meeting and Annual Fellowship meeting.

Technology Committee

Revision Date: December, 2015

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. Assist SKUUF Office Administrator in updating office software, keeping track of licenses, and file management.
9. Assist and train committee chairs in technology needed to maintain and store SKUUF documents and files.

Worship Associates

Revision Date: 2013

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

Description:

Worship Associates is a program that was introduced to SKUUF by Rev. Sarah Stewart in 2013. Members are invited to apply to become Worship Associates. They are trained by the minister, and engage in regular meetings with him/her to plan worship themes, liturgical flow, special services, and lay-led services. At these meetings they also reflect on previous services, offering feedback and ideas for improvement or changes. 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 associate meets with the minister two to three weeks prior to the service for which he/she is the scheduled Worship Associate. Currently there are eight Worship Associates.