

## MEMBERSHIP/CONNECTIONS COMMITTEE

Responsible to: Minister

Subcommittees: Pastoral Care

Memorials

Greeters

Care/Share

Teams: Small Group Ministries (Touchstones, Wellspring, Adult Religious Education, UU Ewes (knitting), Meditation, Book Groups, Seder

The Membership Committee

- Welcomes, orients, and follows up with visitors and new members, and engages congregants in educational, social, and outreach activities.
- Facilitates a minimum of 2 orientations and 2 new member recognitions each year, oversees the signing of the Membership Book and maintains the New Member Bulletin Board.
- Maintains an up-to-date list of members and works with the Minister on the annual certification report to the UUA.
- Works with the Minister to create initiatives to bring in more visitors and members.
- Assures that the Pastoral Care subcommittee is assisting with meeting the pastoral and practical support of members in need.
- Assures that the Memorial subcommittee is organized to support memorial services and internment of members.
- Assures that the Care/Share subcommittee is assisting with meeting the material needs of members.
- Approves all adult education offerings for members until such time as there is an organized adult education committee.
- Sets dates for new member orientation sessions and new member recognitions coordinated with the Minister and the Board President, and develops new membership programs with the advice and consent of the Minister.
- The chairperson will submit a monthly report to the Minister and hold regular committee meetings.
- Submits its proposed plan and budget to the minister in the winter/spring as requested.

Works with:

Minister

Office Administrator

Key Committee Chairs for Orientation Sessions

Board Approved \_\_X\_\_ Date\_\_9/19/23\_\_

Ministry Key Committee Charters

## WORSHIP COMMITTEE

Responsible to: Minister

Subcommittees: Worship Associates; A/V; Ushers

Teams: Hospitality/Potlucks, Chancel Arts

The Worship Committee works with the minister to ensure worship excellence throughout the year. The Worship Committee is responsible for coordinating lay-led/guest speaker services for the Sundays when the minister is not present, including creating the schedule for summer services when the minister is on leave. The Worship Committee provides input into the liturgy for services conducted by lay leaders and guest speakers. The Worship Committee is responsible for the smooth running of all Sundays and holiday worship services, including assuring audio-visual services, ushering, and hospitality following the service. Orders of service for all lay-led and guest services are subject to review by the Minister and will follow the year's OOS template. Requests for additions or upgrades to AV equipment are to be submitted as part of the annual budget process; off year requests are to be submitted to the Treasurer for the Board's approval. The chairperson will submit a monthly report to the Minister and hold at least quarterly committee meetings. The Committee will submit its proposed plan and budget to the minister in the winter/spring as requested.

Works with:

- Minister
- Religious Education
- Office Administrator
- Director of Music

Board Approved \_\_X\_\_ Date\_\_9/19/23\_\_

## SOCIAL JUSTICE

Responsible to: Minister

Subcommittee: Split the Plate

Justice Teams: Climate/Environmental

Free and Fair Elections

LGBTQ+

Racial Justice

Reproductive Justice

Community Teams: Grow to Give Garden

Blood Drive

HiHi

Hungry Basket

The Social Justice Committee provides avenues for UUFH members to live their faith aloud and to live into our mission of helping to heal the world. Justice teams concentrate on issues that people in the Fellowship are passionate about and may change over time to respond to pressing needs. Community teams provide services to help our neighbors and provide a way for congregants to directly engage in services to the community. During the next several years, the primary objective of the Social Justice Committee is to educate the congregation on how to live into the 8<sup>th</sup> Principle and to understand the proposed Article 2 changes in the UUA bylaws. The Social Justice Committee will work with all the UUFH key committees on how to integrate 8<sup>th</sup> principle values into their work. The Social Justice Committee is empowered to take action, sponsor activities, or cohost events with other organizations when the UUFH and/or the UUA has a written policy or position on the issue. The Social Justice Committee is required to submit for Board or Congregation approval actions or sponsorship when there is no position of record. The chairperson will submit a monthly report to the Minister and hold regular committee meetings. The Committee will submit its proposed plan and budget to the minister in the winter/spring as requested.

Works with: Minister

Board of Trustees

RE Committee

Rental/Space subcommittee

All Key Ministry and Governance Committees on 8<sup>th</sup> Principle Focus,

Board Approved \_\_X\_\_ Date\_9/19/23\_\_\_\_

Ministry Key Committee Charters

## RELIGIOUS EDUCATION (RE) COMMITTEE

Responsible to: Minister (who may delegate to DRE)

Subcommittees: None

Teams: None

The Religious Education Committee supports the Religious Education program for preschoolers through high school age youth. The RE Committee works with the UUFH RE staff in teacher orientation, advising and reviewing the plan for curricula for the coming year, and proposing revisions in RE policies to the Minister and Board. The RE committee is directly responsible for conducting a once a month all ages activity instead of an RE curricula-based class and for planning and implementing special activities such as a Halloween party, Egg Hunt, art gallery project, and Mystery Pals. In coordination with the Minister, the Religious Education committee may provide an annual Religious Education Sunday worship service and plan and execute a Christmas Eve pageant. The RE committee coordinates summer RE programming, subject to the approval of the minister and RE staff. The RE committee is to coordinate with the RE staff leadership at all times, and the order of service for worship services are to be approved at least a month in advance by the Minister. The chairperson will submit monthly minutes of its meeting to the Minister and hold monthly committee meetings. The Committee will submit its proposed plan and budget to the minister in the winter/spring as requested.

Works with: Minister  
DRE/Sunday School Coordinator  
Art Gallery Team  
Social Justice Committee and teams

Board approved \_\_\_\_X\_\_\_\_ Date \_\_\_\_9/19/23\_\_\_\_

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## PERSONNEL COMMITTEE

Responsible to: Minister

Board of Trustees on policy recommendations

The Personnel Committee's primary responsibility is to maintain the personnel policies. They function as a general HR advisory committee as to any HR related matters not currently assigned to any employees or the minister. The Personnel Committee is not responsible for hiring, managing, or supervising UUFH staff: they act exclusively as an advisory body. The Personnel Committee will strive to keep UUFH's policies current and will recommend changes in the personnel policies to the Board of Trustees. A member of the Personnel committee may serve on staff search committees and may participate in onboarding staff members. The Minister may consult with the Personnel Committee on issues related to hiring, supervision, evaluating, and firing of staff and implementation of the policies. The Personnel Committee will meet at least twice annually, and at other times at the reasonable request of the minister or the Board.

Work with: BOT

Minister

Office Administrator

Safety and Security Team

Work with: BOT

Minister

Office Administrator

Safety and Security Team on sexual harassment policies

Board approval \_\_\_\_X\_\_\_\_, Date\_\_9/19/23\_\_\_\_\_

## Communications Committee

Responsible to: Minister

The Communications Committee works with the Minister and Office Administrator to advise staff on internal communications with the congregation (the e-newsletter, website, social media pages) and with the Key Ministry Committees to plan public relations activities for UUFH events open to the general community. The chair of the committee will participate in the redo of the UUFH website and any rebranding efforts. Ministry key committee chairs can request that the communication committee prepare press releases, posters, and other outreach to notify the community of upcoming UUFH events or services. Press releases for UUFH are to be approved in advance by the minister or the Board chair or both. The communications committee will offer suggestions on UUFH print materials (brochures, flyers, pamphlets) and may initiate discussions with key committees about materials that need to be updated or developed. The committee will meet as needed but will focus on tasks rather than meetings. The Committee will submit its proposed plan and budget to the minister in the winter/spring as requested.

Work with: Minister

Office Administrator

Ministry Key Committee Chairs or delegates for event promotion

Board approval \_\_\_X\_\_\_, Date\_\_\_9/19/23\_\_\_