

Mt Vernon Unitarian Universalist Fellowship

Welcoming and Hospitality Committee

Purpose and Responsibilities

Established December 2005

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: To welcome new visitors and members to the fellowship, thus encouraging their further participation and comfort within the fellowship, as well as creating a hospitable and comfortable environment for those already associating with the fellowship.

Specific Responsibilities:

- ◆ Ensure that a current fellowship member of the fellowship arrives at services no later than 9:45 a.m. each Sunday morning to greet each individual as they arrive at the fellowship for services.
- ◆ Ensure that the kitchen is opened and coffee is prepared each Sunday for the social hour which takes place after each service.
- ◆ Purchases supplies as needed such as fair trade coffee and tea, coffee maker supplies, toilet paper, cleaning supplies and any other items to help maintain and manage a clean and comfortable environment.
- ◆ Ensures that the kitchen is properly cleaned and closed each Sunday after the social hour each Sunday.
- ◆ Ensures that new visitors to the fellowship are added to the mailing list and contacted by a member of the fellowship within one week of their visit date.
- ◆ Works with the publication and library committee in distributing appropriate brochures and church materials to new visitors and members.
- ◆ Organizing church cleaning tasks such as vacuuming, dusting, washing linens and other tasks as needed.
- ◆ To help create a general atmosphere and feeling in the fellowship that is welcoming and comfortable to all.

Mt Vernon Unitarian Universalist Fellowship
Publications and Library (PAL) Committee
Purpose and Responsibilities
Established 2005

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: To manage the various publications and literature that are pertinent to the Mt. Vernon UU Fellowship and to Unitarian Universalism in general.

Specific Responsibilities:

- ◆ Create and distribute up to date brochures for the Mt. Vernon Unitarian Universalist Fellowship after receiving Board of Trustees Approval.
- ◆ Choosing informational brochures from the UUA for purchase by the Board of Trustees, and ensuring adequate stock of these materials.
- ◆ Organizing materials for the fellowship into “New Member Packets” and “Visitor Packets”, and /or “Religious Education Packets”. New membership forms will be generated by the Board of Trustees in addition to other forms that collect personal information from prospective members.
- ◆ Managing the Church lending library by maintaining an up-to-date data base of current library materials, and keeping general tabs on the whereabouts of said materials.
- ◆ The committee may choose an individual as ‘Library Manager’ To manage library functions.
- ◆ Creating a monthly newsletter detailing fellowship events and other related matters. The PAL Committee may choose to appoint an individual as ‘Newsletter Editor’ .
- ◆ Maintain the Fellowship Web Site (if applicable) PAL Committee may choose to appoint an individual as ‘Web Master’ .
- ◆ Follow Facebook page and promote. (if applicable)

Mt Vernon Unitarian Universalist Fellowship
Building and Grounds Committee
Purpose and Responsibilities
Established December 2006

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: To manage the Fellowship building, interior and exterior, and the grounds of the Fellowship building.

Specific Responsibilities:

- ◆ To ensure that the Fellowship building has locks in working order.
- ◆ Ensures that fire extinguishers, smoke detectors, and other safety devices are in working order.
- ◆ Maintains lighting including changing light bulbs.
- ◆ Ensures that the building operating systems (heating, venting, air conditioner, plumbing and electrical) are in working order, including routine and seasonal maintenance.
- ◆ Maintain the Fellowship building grounds, including the parking lot, such as mowing, leaf removal, gutter-cleaning, snow removal and picking up limbs and trash.
- ◆ Effect and oversee any necessary repairs.
- ◆ Make recommendations to the MTUUF Board for capital improvements, such as painting, replacing carpet, remodeling, etc. and supervise any improvements undertaken.
- ◆ Maintain a seasonal and regular maintenance checklist, submit to board with quarterly report.
- ◆ Keys and Security– Maintain an active list of Fellowship members who have a key to Fellowship building.

Mt Vernon Unitarian Universalist Fellowship
Programming Committee
Purpose and Responsibilities
Established January 2007

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: To ensure each Sunday has a planned program and/or facilitator. Works to find special guests for programs throughout the year for Sundays or other special events.

Specific Responsibilities:

- ◆ To recruit and schedule people whether individually or in groups, whether from within the congregation or from the outside, to create and lead services and to present a sermon, performance, or other service core.
- ◆ The committee will program the participation of these people both for Sunday morning services and at other times for special services agreed to or requested by the Board of Trustees.
- ◆ The P.C. will facilitate the production of the 'Order of service if needed.
- ◆ Committee will assist any member who requests assistance in preparing a sermon or service.
- ◆ Schedule programs that do not exceed the yearly budget. In addition follow the procedures for both honorariums and travel expenses.
- ◆ Parameters for special programs will be at the discretion of the committee with final approval by the Board of Trustees.
- ◆ Coordinate programs with other committees as necessary.
- ◆ Committee will monitor service clipboard to ensure there are programs for each Sunday service and will present to the Board.

Programming Committee (continued)

- ◆ Maintain a binder or scrapbook that includes the order of service for each service or special programs.
- ◆ Committee will ensure there is a facilitator for Open Reading services prior to publication in Monthly newsletter.
- ◆ Maintain supplies for Sunday Services,: candles, matches, lighter.
- ◆ Committee will submit a proposal seven days prior to board meeting before scheduling an unbudgeted event.

Mt Vernon Unitarian Universalist Fellowship

Nominating Committee

Purpose and Responsibilities

Established June 2007

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: The goal of the nominating committee is to nominate individuals to run for election to the Board of Trustees.

Specific Responsibilities:

- ◆ Seek out members of the congregation who are willing to serve on the Board of Trustees and stand for election at the annual meeting.
- ◆ In the case if an interim vacancy on the Board of Trustees, they will consult with the Board of Trustees to appoint new board member.

Mt Vernon Unitarian Universalist Fellowship
Religious Education (RE) Committee
Purpose and Responsibilities
Established June 2007

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: The goal of the Religious Education Committee will be to oversee the development of religious education programs within the fellowship for people of all ages, and to work with the intention of creating a sustainable children's religious (CRE) education program.

Specific Responsibilities:

- ◆ Researching and choosing curricula and/or materials to be purchased and used by the fellowship's RE funds.
- ◆ The RE committee shall use UUA materials for this purpose whenever possible.
- ◆ Additional materials selected need to follow current copyright laws.

Mt Vernon Unitarian Universalist Fellowship
Memorial Committee
Purpose and Responsibilities
Established 2005

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: The goal of the Memorial committee is to assist the fellowship in responding to death as it may occur in its various forms throughout the fellowship.

Specific Responsibilities:

- ◆ Upon news of death of any member, regular fellowship visitor, close relation of any member or regular visitor, or other individuals who maintain close connection with the fellowship, this committee will be available to organize an appropriate response to the death on behalf of the fellowship.
- ◆ If funds are solicited from the congregation and/or attendees for a particular memorial fund, the Memorial Committee will see to it that the funds are used in accordance with the terms of the solicitation.
- ◆ Coordinate with treasurer on handling of funds that have been collected for a designated memorial fund (s).

Mt Vernon Unitarian Universalist Fellowship
Music Committee
Purpose and Responsibilities
Established June 2007

The following guidelines pertain to all active committees.

- ◆ Committee members will select a Chairperson (following MVUUF Policy) who will organize and facilitate meetings and will communicate to the Board of Trustees as needed.
- ◆ Work to meet the needs of the fellowship within the area of the committee's responsibility.
- ◆ Submit a progress report quarterly or more frequently if appropriate to the Board of Trustees. Reports can be submitted to any active board member and /or presented in person at a board meeting.
- ◆ Develop and present a written annual budget to the board in February of each year. Fiscal budget year runs from July – June

Goal: The goal of the Music committee is to increase the use and presence of music in the services and other activities of the fellowship.

Specific Responsibilities:

- ◆ Ensuring that the current stereo system and the digital piano are in working order and present for each service activity.
- ◆ Acting as a stepping stone for the expansion of music programs within the fellowship.
- ◆ Maintain inventory of fellowship hymnals and service music CD's.
- ◆ Will follow current copyright laws when selecting music for the Fellowship.

PROPOSED COMMITTEE DESCRIPTION

Mt. Vernon Unitarian Universalist Fellowship
Committee for Lesbian, Gay, Bisexual, and Transgender Concerns
Purpose and Responsibilities
Established (enter date here) *Oct 3, 2012*

(boilerplate here)

Goal: The goal of the Committee for Lesbian, Gay, Bisexual, and Transgender Concerns is to ensure that the commitments of the Welcoming Congregation Covenant are carried out on a continuing basis.

Specific Responsibilities:

Ensure that the Fellowship continues to be aware of, understands, and is encouraged to observe the commitments of the Welcoming Congregation Covenant.

Continue the education of the fellowship on lesbian, gay, bisexual, and transgender (LGBT) issues and concerns.

Report to the board any conflicts, problems, or issues that arise in the Fellowship related to LGBT concerns, and facilitate resolution of those conflicts, problems, or issues.

Lead the fellowship in appropriate action to address (LGBT) issues that arise in the larger community.