

SUPPLEMENT TO POLICY MANUAL

This language was taken out of the congregational bylaws on February 28, 2021. It describes standing committees of the church and was taken out if state law does not require such a description be in our bylaws.

The intent of this supplement is to have the committee descriptions and procedures in the policy manual, but only after review and possible revision. The Board of Trustees is beginning a process of reviewing policies, and, while that is under way, this supplement will serve as a basis for revised policy and for continued operations of those committees.

Please note the RE Committee does not currently exist, but the description can serve as a basis for constituting such a committee if that is what we want. The committees covered in this supplement are Religious Education Committee, Welcome Team, Stewardship Committee, Congregational Life Committee, Personnel Committee, and Committee on Ministry. 1(The Endowment Committee, which is mentioned, is covered in our revised bylaws.)

March 3, 2021

COMMITTEES AND AFFILIATED ORGANIZATIONS

- Section 1. The Board of Trustees is empowered to appoint such committees and affiliated organizations as it deems necessary to carry out the programs and activities of SUUC. Standing committees of Religious Education, Membership, Stewardship, Congregational Life, Personnel, Committee on Ministry, and Endowment shall be established each year.
- Section 2. Each committee and affiliated organization of SUUC will work with and be subject to the approval of the Board of Trustees, unless created to be responsible to the congregation.
- Section 3. The responsibilities of the Board-appointed committees will be determined by the Board of Trustees as set forth in the guidelines to the committee.
- Section 4. The chairpersons of Board-appointed committees will be appointed by the Board of Trustees, or at the direction of the Board, will be elected by their committee.
- Section 5. **Standing Committees.** The assigned function of a Standing Committee is to carry out activities within its area and to advise the Board. The duties shall include but not necessarily be limited to the following:
- a. **The Religious Education Committee** shall conduct the Church School and children/youth educational activities within the church. The Board of Trustees shall appoint and fix the compensation of the Director of Religious Education (DRE). Under the direction of the Religious Education Committee, the DRE shall carry into operation the policies and programs approved by the committee as defined in Article XI, Section 2.
 - b. The Welcome Team is charged with attracting and sustaining membership in SUUC. The Welcome Team shall assist the minister with new member orientations and with the in-gatherings of new members. The Welcome Team shall make personal contacts with Sunday morning visitors, shall follow-up on new members' sense of connection with SUUC, and will make contact with all members who appear to be no longer active in the congregation. The Welcome Team shall meet monthly or as necessary. The Welcome Team also shall oversee the

activities of the greeters, ushers, coffee servers, and any other activities deemed appropriate by the Team to accomplishing their mission.

- c. **The Stewardship Committee** shall be responsible for conducting an annual pledge drive and monitoring pledges and payments throughout the year.
- d. **The Congregational Life Committee** shall be composed of five (5) members elected at each Annual Meeting and shall submit as stipulated in Article VI, Section 1, nominations for Moderator, trustees for the Board of Trustees, and members for the Endowment Committee, Congregational Life Committee, and Search Committee if required.
- e. **The Personnel Committee** shall:
 - (1) develop job descriptions and recruit and recommend non-ministerial candidates for hire to the Board;
 - (2) review SUUC employees' conditions of employment and job descriptions, excluding any ministers;
 - (3) assist in maintaining effective management of personnel affairs by recommending to the Board personnel policies, procedures and persons to implement them;
 - (4) act as mediator and recommend resolutions to the Board.
- f. **The Committee on Ministry** shall:
(update approved at congregational meeting 12/15/2019)

The Committee on Ministry shall support the function, mission, and long-term vision of each ministry of the church, specifically to:

Aid the minister, the board and members of the congregation by listening and responding to ideas and concerns in matters related to the minister and ministries of the church.

Develop and implement a process that includes the minister and the Board of Trustees, to annually assess the work of the minister. The focus of the assessment is to gather information and provide helpful feedback to the minister to facilitate growth. This assessment process is intended to inform the evaluation of the minister which is in the purview of the Board of Trustees.

Assist members of the congregation in conflict resolution pertaining to the minister and ministries of the church. This assistance shall be grounded in the SUUC Covenant of Good Relations

Assist committees and ministries of the church in improving their functioning, as needed.

Be composed of 4-6 members who serve three-year rotating terms. Each year there will be 1 to 2 members rotating into and 1 to 2 members rotating out of the committee. Past members must wait at least one year before rejoining the committee.

Not have members who simultaneously serve on the Board of Trustees or are chairs of committees. Members shall be nominated by the Board of Trustees in consultation with the minister who shall serve as an ex officio member.