

**UUFB Committee Charges**  
Board Approved 5/14/2024

**General Charge (for all committees)**

1. Formulate goals and an action plan for the committee to accomplish the committee charge.
2. Develop annual budget as requested by Finance Committee, and track expenditures through the year.
3. Assign individual(s) to serve as chair (or cochairs).
4. Assign an individual to take meeting notes or rotate this task.
5. Send a representative – the chair or designee – to attend Leadership Council meetings to share activities and learn from the experiences of others.
6. Provide a short summary of committee activities annually, as requested by the Board, to be included in the UUFB Annual Report.
7. Set meeting times as needed and schedule with Office Administrator to prevent conflicts.
8. Keep in mind the UU Principles and the UUFB Vision, Mission and Covenant.

**Adult LRE SubCommittee**

1. Provide opportunities for Adult Lifespan Religious Education.

**Building Sub-Committees:**

Building Maintenance

Building Use

Grounds Maintenance

Interior Design

1. Arrange for general upkeep and repair of the building.
2. Snow and ice removal.
3. Cleaning and grounds maintenance.
4. Determine the process by which needed repairs and services will be reported to the committee.
5. Set a schedule for regular inspection of the portions of the building and its components.

**Caring Committee**

The Caring Committee works in close coordination with the minister to respond to pastoral needs in times of grief and loss, illness, changes in relationship of employment and other transitions. Among its activities the committee is to:

1. Visit the ill.
2. Send cards and prayer flags.
3. Maintain supportive contact with those who are unable to attend services.
4. Arrange for meals and/or transportation as necessary.
5. Function as the clearinghouse of community assistance resources.

6. May coordinate support groups if needed.
7. Respond to any other requests for help on an ad hoc basis.

### **Communications Committee**

1. Develop and implement strategies for internal communications, to better engage members and friends, and external communications, to present UUFB to the broader community. Areas of focus include webpage design and content, social media, branding, email, newsletters, and announcements.
2. Suggest new policies or revisions to policies for Board approval.

**Relevant Policies and Documents:** UUFB Email Group Policy

### **Finance Committee**

The UUFB Finance Committee assists the UUFB Board in managing the financial resources of the Fellowship and overseeing the general financial health of the congregation. Specifically, the Finance Committee is charged with:

1. Developing an annual Budget for the Board and membership's approval.
2. Working with the Office Administrator in the preparation and review of monthly financial reports.
3. Reviewing the financial status of UUFB with the Board at least semiannually.
4. Making recommendations to the UUFB Board on key financial issues and policies including internal controls.
5. Conducting or coordinating Financial Reviews of the Fellowship every 3 years.
6. Managing UUFB's cash including investing excess cash in short term investment vehicles such as CDs.
7. Preparing historical and long-range financial plans in support of UUFB activities.
8. Recommending internal control policies to the Board, consistent with sound financial practices recognized by the accounting industry.
9. Managing financial relationships in conjunction with the Board and the Investment Committee as needed.
10. Maintaining minutes of its meetings and making them available to the Office Administrator
11. Meeting monthly or at least quarterly to monitor UUFB's financial condition and addressing financial issues as they arise.

### **Governance and Leadership Committee**

1. Work on year-round basis.
2. Identify potential leaders.
3. Recruit committee chairs and assist committees in recruiting new members when/or as needed.
4. Propose candidates for vacant Board positions.
5. Provide leadership training for Board, committees, task forces, and other volunteers as needed

and/or requested.

6. Compile a list of all volunteer positions in the congregation from information provided by the committees and other groups.
7. Become aware of interest and talents of current and new members and friends through various data collection methods (interviews, surveys, focus groups, etc.). Coordinate with the Membership Committee.
8. Assist Board with other duties related to Governance/Leadership as needed and/or requested.

### **Historian**

1. Document various UUF B activities.
2. Keep a photo record book.

### **Hospitality and Membership Committee (1/7/26)**

1. Welcome visitors, members, and friends each Sunday morning.
2. Follow up with first-time visitors.
3. Contact potential new members.
4. Offer UU membership classes and ingathering ceremonies.
5. Recognize and help integrate new members into the life of the congregation.
6. Keep the membership list current and accurate and share with the Board prior to annual meetings
7. Produce a members and friends directory, updating it each year.
8. Contact members and friends, new members, and visitors who drop away.
9. Holds regular monthly meetings and additional meetings as needed.
10. Prepare Hospitality and Membership portion of UUF B Annual Report

### **Duties of a Team Member:**

- Attend monthly Team meetings.
- Greet at services, learn UUF B system to relate information to new folks, engage in one-on-one conversations to learn about visitors' and newcomers' interests. Email and phone congregation to keep in touch.

### **Approximate time per month for Team Meetings:**

Meetings take 1 to 1-1/2 hours per month and are held in-person and by Zoom. Duties of taking minutes and creating the agenda for meetings rotate among members. Those activities take about 2 hours in the month prior to the meeting.

We spend 20 minutes prior to, then during the first 10 minutes of each service to greet and answer questions and help people with any needs they have coming into service. We generally also pass the offering plates. We each serve at 2-4 services per month. We are responsible for locking the front door after the service

### **Approximate additional time for other Teamwork or activities:**

We each spend 6-8 hours on the phone each fall, calling members and friends to just keep in touch, but also to ascertain correct contact information. We turn our data over to UUFb Administrator for incorporation into the Membership Directory, which she maintains.

### **Investment Committee**

The charge to the Investment Committee is based on the Investment Policy for the UUFb adopted March 15, 2021.

1. Propose investments to the UUFb Board according to these broad guidelines provided by the organization:
  - a. Preservation of capital.
  - b. Attain a return on investment above the rate of inflation.
  - c. Invest across a spectrum of stocks, bond and funds to diversify risk.
  - d. Invest consistent with UUA principles and purpose.
2. Review these investment guidelines annually.
3. Recommend any changes to these investment guidelines to the UUFb Board.

### **Leadership Council**

1. Leadership Council consists of representatives from the various committees , the Minister, the CRE and other representatives of groups within the Fellowship
2. Coordinates programs and scheduling.
3. Responds creatively to common concerns.
4. Provides and opportunity to reflect together on ways to live our mission through programming.
5. Provides leadership growth opportunities for Fellowship leaders and potential leaders.
6. Collaborates on shared projects.
7. Collaborates with the Board, the Governance and Leadership Committee, the Minister and Lay Leaders.
8. Offers suggestions as well as practical support when a leader is encountering a challenge.

### **Legacy Giving Committee**

1. Regularly Communicate with the Fellowship about Legacy Giving.
2. Discuss potential gifts with individual donors and document the gifts with a Donor Intent Form.
3. Make decisions to either accept routine gifts or refer targeted gifts to the Board.
4. Establish and maintain a record keeping system to document and track Legacy Gifts.
5. Develop a recognition process for Gift donors.

### **Lifespan Religious Exploration Committee (LREC)**

1. Formulate philosophy and goals for Lifespan Religious Exploration programs in light of our

UUFB Mission and in conjunction with the Coordinator of Religious Exploration (CRE) and the Minister.

2. Review and approve religious exploration curricula for children and youth.
3. Help recruit assistants and substitutes for the youth and children's RE programs in conjunction with the CRE.
4. Receive periodic updates from the Adult RE subcommittee and Minister.
5. Receive periodic updates from other possible in-house sexuality program coordinators.
6. Review reports of expenditures of LRE funds to stay within the budgeted amounts.
7. Cooperate with various Fellowship groups that wish to develop multigenerational activities.
8. Provide LRE updates and issues to discuss with appropriate groups.
9. Implement a follow-up plan for families who have stopped coming.
10. Develop an effective outreach program for new families within the next 2-3 years in consultation with the Hospitality and Membership Committee.

### **Personnel Committee**

1. Review the personnel handbook for revisions at least every two years.
2. Ensure that job descriptions accurately reflect the work being done in the position.
3. Make recommendations to the Board for new staff in cooperation with the Minister.
4. Review and revise employee evaluations forms as needed.
5. Participate in grievance procedures when necessary (see handbook).
6. Conduct exit interviews with employees.
7. Participate in employee evaluations when necessary.

### **Safety Committee Charge**

1. Address the safety and security of our congregation, including child protection, health threats, building security, and other potential risks.
2. Evaluate and recommend revisions to relevant policies, recommend and create new policies as needed, subject to Board approval.
3. Engage with others in UUFB to provide education on safety issues.

#### **Relevant Policies and Documents:**

Existing documents:

UUFB Safety Policy for Children and Youth  
UUFB Building Access Codes Policy  
Healthy Relations  
Covid Pandemic Protection Policy  
Covid Covenant / Healthy Congregation Policy

Proposed new policies:

Disruptive Visitor

Active Shooter  
Emergency Management  
Designated Person

### **Social Activities Committee**

1. Encourage and provide opportunities for meaningful and enjoyable social interaction among the members and friends of the UUFB Fellowship.
2. Assist the Board, Minister and other UUFB committees with the planning of other Fellowship activities such as food for funerals or memorial services, retreats, fundraisers and stewardship events.
3. The Social Activities Committee does not assist member families with the planning, preparation or delivery of personal parties such as weddings, graduation or family reunions.

### **Social Justice Action Committee**

1. Provide the congregation with opportunities to participate in social justice activities.
2. Provide education to the congregation about social justice opportunities and issues.
3. Enable the congregation to witness about social justice issues.
4. Choose and coordinate with organizations to receive the special offering collected on the 2nd Sunday of the month. On any 5th Sunday of the month, SJAC (unless superseded by the Board) will choose and coordinate with organizations to receive the special offering. These organizations must align with UUFB's mission and may be local, national, or international in scope.
5. Oversee UUFB's on-going commitment to existing groups that align with UUFB's mission: Gallatin Valley Food Bank, Fork & Spoon, Family Promise, and Montana Interfaith Power & Light.
6. Review SJAC projects at least once a year to see if the service groups are on task and recommend any changes to the project coordinator or the Board. Adopted by SJAC 3/20/2024

### **Sunday Service Committee**

1. Work with the minister to create Sunday Services that are inspiring, informative, stimulating.
2. Provide and train volunteers to serve as lay leaders for Sunday services.
3. Provide guest speakers, storytellers, musicians and altar set up as needed.
4. Meet at least monthly to plan services.
5. Provide the Office Administrator with a list of participants in the upcoming series and other information as needed or requested.
6. Evaluate services and recommend changes as needed.
7. Keep in mind the UU Principles and the UUFB Vision, Mission and Covenant.