

Introduction

The manual is a work in process. It contains information that I know and have been able to find. The Board and committee chairs need to continue working to fill in gaps and change anything that becomes outmoded as a way of operating. The logic of the organization of the manual is to present first those volunteer bodies responsible for the day-to-day administration of the church – the Board, Building and Grounds, Finance, Long Range Planning, and Membership. Then come the groups that plan, support, and implement aspects of our worship services and religious exploration, followed by community building functions – Caring Committee, Communications, Compassionate Relations, Hospitality, MENZ Group, Small Group Ministries; and then justice action projects.

Any suggestions that would make this manual more user friendly or more complete are always welcome.

Diane Farone
Outgoing President
June 2014

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Board of Directors

FY 2013-2014

Article VI, Section 1 of the Bylaws provides:

The Board of Directors, subject to the prime authority of the congregation is the policy-forming and administrative body of the church. The Board has full authority and responsibility, except as limited by these bylaws, to act on the business and programs of the church.

The Board shall develop appropriate policies and procedures, subject to revision or repeal by the Congregation, and maintain same in an official Policies and Procedures Manual. The Board also shall have general charge of the finances and property of the Congregation, the conduct of business affairs, the hiring of staff, and the administration of routine matters.

Members of the Board of Directors

President: Ann Rangos

Vice President: Charles Findeisen

Secretary: Nancy Murphy

Treasurer: Diane Farone

Members at Large:

Barbara Brusstar

Judy Harmer

Marcia Weary

Ex-Officio: Rev. Matthew Crary

Members of the Building & Grounds Committee

Chairs: Joanna Brunso, Ginny Hardt

Members:

Ted Farone

Walt Gerzevitz

Jim Hoy

Gloria Johnson

Sally Nagel

Lloyd Perry

Custodian: Charles Deeby

**Representative to the Amado Territory Ranch Owners Association
(ATROA): Sally Nagel**

THE UUCGV BOARD OF DIRECTORS CHARGE TO THE BUILDING AND GROUNDS COMMITTEE **DRAFT**

The Building and Grounds Committee of the UUCGV has been established to oversee the maintenance of the buildings and property belonging to the UUCGV. The Committee Chair shall be appointed by the Board of Directors. The Chair will call and organize the B&G Committee Meetings and delegate tasks within the committee, including those to her/his self. The B&G committee shall consist of a maximum of eight members of UUCGV who have an active interest in participating in its tasks. The Minister of the church, who is the supervisor of the custodian, shall be a member of the committee. The UUCGV representative to the Amado Territory Ranch Organization is an additional member of this committee. The B&G chair shall send a report to the Board after each of its committee meetings.

Tasks

1. Oversee the building and grounds to ensure that they remain in a functional condition.

The general cleaning and maintenance of the building and the furniture within and on the veranda and grounds, the arrangement of furniture for various functions, and the maintenance of the surrounding landscape have been assigned to the Custodian under the supervision of the Minister. The job of the B&G Committee is to note the condition of the buildings and grounds and to report to the Minister and Chair when problems arise. The Minister and Chair will contact the Custodian to work on these tasks.

2. The Treasurer of the UUCG Board of Directors shall provide the Chair(s) of the Building and Grounds Committee with a copy of the approved budget at the beginning of the Church fiscal year. At the beginning of each month the treasurer will give the B&G Chair(s) a year-to-date account of funds remaining in the B&G accounts. The chair will advise the committee on funds available for projects.
3. Maintain a file in the Church office of minutes of the committee meetings, all architectural plans, and descriptions of all systems needed to support the buildings and functions. These include, but are not limited to, descriptions of how to set up the stage and choir risers in the auditorium, the audio/visual system, the pump house, the water suppression system and the leach field system.
4. Establish contracts with outside vendors necessary to the functioning of the church, its renters, and systems. Maintain a schedule in the B&G file of all vendor contracts, including dates for service and renewals, as well as those to be called when necessary. These include:

- Arrange for garbage and trash pick-up service.
 - Arrange for outside pest control services when needed.
 - Establish schedule for regular roof inspection and coating.
 - Monitoring and repair of heating and cooling systems.
 - Maintenance and servicing of septic system.
5. Establish emergency response procedures for onsite emergencies, including, but not limited to, malfunction of heating and cooling units, leaks in the roof, electrical malfunction, fires, and flooding.
 6. Identify remodeling, building expansion, or other construction needed for the improved functioning of the Congregation or its renters.

When remodeling or construction of any type is needed, the B&G chair shall report the task to the Board and request permission to proceed. If possible, a cost of the intended project shall be included. This action may take more than one meeting, particularly if an outside contractor is needed for a cost estimate. Upon permission from the Board to proceed, the Chair and the Committee shall designate a member to contact and oversee the contractor for the designated task. It may be possible that smaller tasks can be accomplished with members of the B&G Committee and Congregation, provided that there are enough funds in the B&G budget for materials. The hiring of outside contractors require that the Board and the Finance Committee approve of the action.

Emergency Procedures

(To be developed)

Finance Committee

Chair: Open

Treasurer: Diane Farone

Chair of Fundraising: DD Jay

Chair of Endowment: Gary Finke

Chair of Stewardship: Open

Members: Barbara Brusstar

Long Range Planning Committee

Chair: Barbara Brusstar

Members:

Phil Cogswell

Mary Lou James

Julianna Sandahl

The Long Range Plan, adopted in Spring 2011, was due for review in Spring 2013. Because of major changes that have taken place in the last two fiscal years, that review has not taken place and probably a new procedure and plan will be developed as part of our work with our developmental minister.

Membership Committee

The mission of the Membership Committee is to encourage growth in active, informed membership.

Chair: Open

Members:

Mary Anna Welch

Carol and Jim Hoy

Ted Farone

Procedures

Make visitors feel welcome on Sunday mornings

- Sign in sheet with name, location & telephone number

- Name tags available

- UU Flyers on Visitors table

- 2 at Visitors table

Call first time visitors the following week

Staff Visitors table

Provide flyer on How to Become A Member

Call on new members to sign the Membership Book

- New Member Packets include

 - 7 UU Principles

 - Welcoming Letter

 - Chalice Flyer

 - Brief History of UUCGV

 - UU's Who We Are, What We Stand For

 - Unitarian Universalist Origins: Our Historic Faith

 - Important Dates in UU History

 - Member Profile Form

 - Directory

- Permanent Name Tags

Schedule two UU Orientations a year

Schedule two New Member Recognition services a year

Facilitate New Member Focus Groups

Order UU flyers for Visitors Table and Information Center and keep other flyers on Visitors Table current

Notify UUA for World subscriptions

Keep the Membership Directory up-to-date

Track number of new members, deaths and resignations

Write annual report

Edit new members' biographical information for Unitel

Hold monthly meetings and email minutes to committee members and Board of Directors

Inform webmaster of membership count

Worship Services and Exploration

Committee on Ministry

At its April 16, 2013 meeting the Board passed the following resolution:

That the Ministerial Task Force serve as the Committee on Ministry to work with the minister and Board to help ensure a successful transition.

Members of the Committee on Ministry

Chair: Phil Cogswell

Members:

Charles Burkholder

Barbara Brusstar

Nancy Spear

Marcia Weary

Music Committee

Members:

Co-Chairs

Rich Wortman

Dorothy McKenna

Member, Marla Daugherty

Religious Exploration

MISSION: The mission of Adult Religious Exploration is that of the congregational approved 2011 Mission Statement. It states “Foster intellectual growth and free religious exploration for persons of all ages and interest. Also, our third Principle, “Acceptance of one another and encouragement of spiritual growth in our congregation.”

Members of Religious Exploration Committee

Co-chairs: Mary Lou James, Caryl Hanson

Policies and Procedures

1. The committee will be made up of three or more members in addition to a chairman.
2. The committee will offer a once a month Sunday morning discussion. This creates an opportunity to reflect on our life experiences, and to learn from the insights others have gained from their experiences.

3. Provide appropriate sessions led by our minister.
4. Offer a variety of opportunities for learning and spiritual growth and to foster community and individual growth.
5. When the budget permits, offer workshops throughout the year.

Sunday Services Committee

Under the umbrella of the Sunday Services Committee all parts of the Sunday experience are covered. We supply or work with the main speaker, the service associate, music, advertising and announcements, any special equipment, hospitality, both for visiting speakers and for after service refreshments, "joys and concerns". Safety, housekeeping, flowers work with us both directly and indirectly. SSC works with the UNITEL, the Sunday programs, and any newspaper advertising.

Every part of every committee is important. But the quality of our Sunday service is key to value and growth of our community.

Members

Chair: Open

Chair of Connection Sundays: Open

Chair of Service Associates: Mary Lou James

Chair of Ushers and Greeters: Barbara Perry

Music Director: Leslie Carter

Minister: Rev. Matthew Crary

Members:

Jean Brooks (responsible for set up and take down of Sunday auditorium)

Lloyd Perry

COMMUNITY BUILDING GROUPS

Caring Committee

Chair: Caryl Hanson

Members: Ann Penton, Judy Harmer

Cluster Leaders

Northeast: Caryl Hanson and Peg Rock

Northwest: Diane Raddatz

La Posada: Leslie Carter and Jeanne Casey

Quail Creek/Madera Reserve: Susan Kirk

Sahuarita: Jean Richon

Southeast: Jean Richon and Anne Cowan

Southwest: Sandy Lefebvre and Charles Burkholder

Southwest 2: Karin Newby and Carrie Feind

Amado and Points South: Nancy Murphy and Charlie Findeisen

Purpose and Makeup of the Communications Committee

The purpose of the Communication Committee is informing the congregation and the community of events and relevant information about UUCGV. Communications is an umbrella committee that includes the following responsibilities:

Each committee member has a specific job. The editor of the UNITEL collects and formats information sent to him by members and committee chairs. The assistant editor proofreads and checks accuracy of the information. The webmaster collects and formats information members and committee chairs send to her. Most of the communications, such as email messages and the UNITEL, are distributed by Janie Pogan from the congregation's office. Also, she compiles the Sunday Service Bulletin. The chair of the committee is the contact with the Green Valley News and the Arrivaca Connection. She loosely oversees the UNITEL if there is an issue to be solved. Two rolling bulletin boards are maintained, one by the Communications Committee, which includes information from the UUSC, UUA, PSWD, and community churches and groups. The other, organized by others, is for our Social Justice network.

Chair: Marilyn Taylor

Editor of the Unitel: Ted Farone

Webmaster: Nancy Spear

Announcements Policy

At its meeting of December 18, 2012 meeting the Board passed the following resolution:

Because of frequent expressions of dissatisfaction about the time consumed by oral announcements at Sunday services, and because there is an advantage to having announcements in writing, the Board adopted the following policy: All announcements on Sunday are to be in writing and contained in an insert in the Bulletin/Order of Service and not announced from the podium orally with the following exceptions: 1) announcements are due to the Administrative Secretary by noon on the Tuesday preceding the next Sunday but reports by the Caring Committee of events that occur, or are learned, after the Tuesday deadline may be given orally by the Service Associate; 2) short presentations by the Treasurer; 3) short presentations by the Chair of the Stewardship Committee or his or her designee; 4) urgent announcements by the President or his or her designee. Explanation and reminders to the congregation about this method of delivering messages may be made by the Service Associate, especially during the transitional period.

Compassionate Connections Committee

The Compassionate Connections Committee (CCC) grew out of the Reconciliation and Revitalization process of 2012-2013 and training with Sylvia Haskvitz in Nonviolent Communications, for which we adopted the name Compassionate Communications. Its purpose is to provide services to the Congregation that will avert or ameliorate potential conflicts within the church family of members and employees. Members of the CCC include:

Nancy Murphy, Chair

Charles Findeisen

Caryl Hanson

Carol Hoy

Sandy Leebvre

Jean Richon

Hospitality

The Hospitality Committee provides coffee, refreshments, and decor after each service and for scheduled events, workshops, potlucks, and fundraisers.

Chair: Open

Members:

Gini Baird

Marcia Weary

Tim Domagalski

Carol Deem

Diane Raddatz

MENZ Group

The MENZ Group is basically a discussion group, and also gets involved with fundraising and support of community charities from time to time. The guidelines for a meeting are: self introductions, poem reading, meditation, introduction of discussion usually led by a member of the group.

Co-Chairs: Charlie Findeisen and Ted Farone

All are welcome to participate as members.

Small Group Ministries

The purpose of our Covenant Circles is to provide members a safe place for deep listening and reflection as we share our lives and values in support of one another, in our personal and spiritual journeys, as well as to serve our congregation and the larger community.

Chair: Loretta Carmickle

Members:

Sandy Mills

Carol Hoy

Judy Harmer

JUSTICE ACTION PROJECTS

Amado Outreach

Various ways of reaching out to support the Amado Community – in particular the Amado Youth Center and the Amado Food Bank.

Chair: Karin Newby

Amigas de Amado

Recipient of a \$5000 grant from the UUA to provide opportunities for women from the congregation to meet and serve women and girls of the Amado community.

Project Director: Nancy Spear

KIVA

A project to make small business loans to recipients in Mexico and Central America to enable them to earn a living at home.

Members: Marla Daugherty, Barbara Lemmon, and Anne Rendon

Share the Offering

Chair: Anne Rendon

Members:

Deanna Brooks

Karin Newby

Save Our Planet Alliance (SOPA)

Chair: Nick Kildahl

All interested parties are welcome