

Chapter II: Councils

Section 1. Policies for Program Councils

- A. Each council's work shall be related to the vision and mission of the Church, and each council will create its own mission statement, reflecting its piece of the overall vision and mission.
- B. Each council will be co-led by a lay leader and a member of the staff. The lay leader is appointed by the board from a slate prepared by the Nominating Committee in consultation with the staff and the lay leadership of the Councils. The selection will be made in the spring of the year, and the co-leader will serve for one-year, from June 1 through May 31. Co-leaders may be reappointed.
- C. Each council will be comprised of representatives of related program teams/committees/task forces and the staff members holding related program responsibilities. The work of the councils will be coordinated by the staff team. Councils may elect to meet together from time to time as needed.
- D. Each council will determine the frequency of its meetings.
- E. Each council has the authority to create and dissolve ministry teams, committees, task forces, etc., to facilitate the carrying out of its mission.
- F. Each council will prepare an annual budget request for submission to the Finance Committee of the church.
- G. It shall be the responsibility of each Council to manage their allocation as approved by the congregation at the annual budget meeting as needed to carry out its mission. (10-11-09) 1
- H. Each council will recommend to the board the policies and procedures necessary for the council's function and for the functioning of its teams, committees, and task forces. The recommended policies and procedures will be submitted electronically to the Vice President of the Board for board action.
- I. Each council will recommend to the Leadership Development Committee the creation and implementation of trainings needed for the work of its ministry teams/committees/task forces and will help identify team leaders and members, as needed.

Section 2. Policies for Ministry Teams/Committees/Task Forces

- A. All program groups within the church, whether they are termed teams, committees, or task forces, or bear another name, will each be assigned to a Council.
- B. In the initial development of the multi-council model, existing program groups will be encouraged to express a preference for council membership and can decide whether they want to keep or change the current terminology for their group.
- C. Teams will select their own leaders, recruit members, and identify training and support needed, seeking the assistance of their Council and the Leadership Development Team, as needed.
- D. Membership on a team is open-ended.
- E. Teams may appeal to the board if they believe that a change in council membership would better address the team's function and needs.
- F. A Leadership Development Team will be formed to plan and implement workshops for the discernment of member talents, interests, and gifts; the development of leadership skills; and requested team trainings.
- G. Other teams will be formed or dissolved as needed.

Section 3. Program Council Structure (adopted May 2008)

A. Connections Council

Mission: Serving the need of congregants for connection

Functions: Child Care
 Member Integration
 Pastoral Care
 Small Group Ministry
 Social Activities
 Young Adult Ministry

Member Teams: Adult Activities Committee
 Branches Leaders
 Child Care Staff
 Congregational Care Committee
 GenUU
 New Member Integration
 Pastoral Care Associates
 Special Events Committee

Duties and Policies of Member Teams:

1. The Adult Activities Committee shall plan, publicize, and coordinate social activities of interest to the adult members of the congregation. Such activities may include:
 - a. Excursions of cultural, educational, or environmental interest
 - b. “Lunch Bunch” visits to local restaurants
 - c. Periodic circle suppers and other such activities.
 - d. Coffee & refreshments for Sunday fellowship 1

2. The Congregational Care Committee shall:
 - a. Receive training in care giving
 - b. Nurture Church members and friends in time of crisis
 - c. Monitor membership in close conjunction with the minister to know when care giving is needed.
 - d. Coordinate appropriate Congregational care giving to individual members and friends, as needed
 - e. Provide a reception at the close of memorial services at the request of the minister or family member of the deceased.

3. The New Member Integration Team shall:
 - a. Help new members become involved in the work of the Church and assure that appropriate committee chairs have invited new members to participate in the fields where the member has expressed an interest
 - b. Conduct appropriate social activities
 - c. Assist the Information and Public Relations Committee in preparing periodic membership directories
 - d. Provide packets of information for new members
 - e. Encourage visitors to return
 - f. Recruit participants for Unitarian Universalist introductory courses
 - g. Encourage potential new members to sign the membership card
 - h. Update and maintain the name tag board.

4. Special Events Committee shall be responsible for all matters related to all-church adult and intergenerational events including (Adopted 9/12/04):
 - a. Organization and coordination of all aspects of the activity
 - b. Recruitment of volunteers
 - c. Publicity in the newsletter and other notices
 - d. Preparation of the space for the event
 - e. Restoration of the space to pre-event condition

5. Small Group Ministry shall plan and coordinate Branches groups with the Minister, Adult Program Director, Assistant Program Director and Branches leaders and co-leaders.
 - a. Recruit participants for Roots classes throughout the year
 - b. Coordinate placement into Branches groups
 - c. Recruit leaders for Branches groups
 - d. Coordinate leaders attendance at Small Group Ministry leadership training.

Procedures Adopted by Connections Council or Member Teams

New Member Procedure

(Adopted 11/14/04)(Revised 2008, 2010)

Applicant signs a Membership Card and gives it to a member of the staff or of the leadership.

Card goes to Office Manager

Office Manager passes the card to the Board Secretary

New members that have not yet attended a Roots class will be welcomed by the Board if the Senior Minister has already held a conversation with them regarding their intent to join the church, or if such a conversation will occur in the near future. (9-14-03)

After the applicant is welcomed by the board, thus becoming a member, the Office Manager updates the membership lists and sends the new member a letter from the President. The letter informs the new member that he or she has been welcomed by the board and asks that the new member pick up the New Member Packet at the Welcome table. A member of the) Connections Council shall personally present membership packets to new members.

The new member is recognized by the congregation at the next New Member Recognition Ceremony. After the ceremony, the Connection Council arranges for a photograph of the new member and gives to Office Manager for inclusion in the Photo Book and the next newsletter

Pastoral Care Associates Procedure

Activating the system

1. A need arises and Steve is unavailable

Office notifies Earle and provides necessary details

Nature of emergency

Severity of emergency

Pertinent data about individual or family

(name, address, phone, e-mail, name of hospital)

Earles contacts Associates by e-mail to determine who is available

2. Both Steve and Earle are out of town when need arises

Office e-mails Associate list to determine who can respond.

Mija Thompson is first call

Deactivating system

1. Responding Associate e-mails Earle/Steve a brief report
2. Associate maintains record of pertinent data
3. Associate engages in any appropriate follow-up

Associate information

Sue Brys	225-766-9498	thadbrys@aol.com
Deborah Duckworth	225-329-3642	dduckworth@dhh.la.gov
Warren Fraser	225-933-3126	warrenf@cox.net
Max Gill	225-329-9070	megill296@msn.com
Karen Girardot	225-344-9224	kavwerks@bellsouth.net
Holley Haymaker	225-766-6432	hgalland@aol.com
John Howe	225-755-8140	rosehowe@cox.net
Alice Johnson	225-761-8801	awjmarple@aol.com
Jonny Parker	225-343-2581	jonparker1@bellsouth.net
Mija Thompson	225-344-7803	mijathompson@cox.net

B. Religious Services Council

Mission: Providing worship experiences and other religious rituals

Functions: Child Dedications
 Memorial Services
 Rites of Passage
 Weddings/Unions
 Worship Services

Member Teams: Adult Choir
 Children’s Choir
 Handbell Choir
 Music Committee
Religious Rites Team
 Service Support
 Sound System Team
 Worship Guild

Duties and Policies of Member Teams:

1. The Music Committee shall:
 - a. Formulate long-range goals for the music program
 - b. Provide both direction and assistance to the Music Director in order to enhance the music program at the church
 - c. Plan and administer special concerts and music and related fund raising events
 - d. Prepare the church music budget and submit request to personnel committee and the finance committee
 - e. Coordinate music support for Worship Guild services
 - f. Encourage congregational involvement in music worship activities.

2. The Service Support Committee shall (Adopted 10/10/04):
 - a. Coordinate ushers
 - b. Coordinate flowers.
 - c.. Assist with sound when needed
 - d. Open the building before services
 - e. Close and secure the building after services.
 - f. Work with the Minister and Worship Guild when needed 1

3. The Worship Guild is a lay ministry of individuals called to serve the congregation in its worship experience (Adopted 1/9/05)
 - a. The Guild will meet monthly with the minister to plan worship services and make assignments for readers and Worship Associates.
 - b. Guild members will participate in the conducting of services by serving in the role of Worship Associate. Worship Associates will act as worship leaders when there is a guest minister in the pulpit.
 - c. When required, the Guild will plan and lead the worship service.
 - d. The Guild will assist in readying the worship facility by providing props and constructing altars when needed.
 - e. Periodically, the Worship Guild will provide training in the various elements of worship for Guild members and other interested members of the congregation.
 - f. Worship Guild members will be mindful of the congregation's mood, reactions and responses to services and service elements and take these into account as part of the visioning process for future services.

C. Religious Education Council

Mission: Serving the spiritual growth and learning needs for those from birth through high school

Functions: Family Ministry
Nursery
Religious Education Classes/Workshops for Children and Youth
Summer Programs for Children and Youth
Youth Ministry

Member Teams: Nursery Staff
OWL Facilitators for Children and Youth
Religious Education Committee
Youth Advisors
YRUU

Duties and Policies of Member Teams:

1. The Religious Education Committee shall:
 - a. Plan and implement religious education programs for children, parents and families
 - b. Secure teachers, advisors and helpers at all levels of the religious education program.
 - c. Provide direction to the Director of Religious Education
 - d. Support and augment the work of the Director of Religious Education
 - e. Assume other duties as required in administering the religious education program
 - f. Make recommendations to the Personnel Committee regarding the RE Director (hiring, salary, etc.).

D. Growth and Learning for Adults Council

Mission: Serving the spiritual growth and learning needs for adults 18 and over and providing leadership development opportunities to our members.

Functions: Book Clubs and Book Table
Forums and Speakers Series
Leadership Development
Education Classes/Workshops for Adults

Continuing Groups: Library Team
Book Table Team
Women's Spiritualities Team
Freethinkers Group
Leadership Development Team
Meditation Group
Men's Book Club
Bible Study – Unitarian Views
Curriculum Team
Tai Chi Group
Women's Book Club
Yoga Group (morning and evening)

1

Duties and Policies of Member Teams:

Encourage the formation of discussion series and other adult programs that are consistent with our Mission and Vision.

Coordinate all of the activities described above, including making room assignment and scheduling requests to the office staff, coordinating submission of newsletter articles and other advertisement and publicity, and providing information about all of the programs, as needed

Cooperate with the Social Justice Council in planning and implementing forums on social issues

Operate appropriate libraries and book-selling activities.

Policy and Procedures adopted by the Adult Program Committee, UCBR
January 2003

Adult Program Committee Sponsorship means that the committee is responsible for and committed to managing the program, providing advertisement within the Church, and coordinating building use. Application will be made to the committee when a group wants to offer an adult program (class or group sessions) at the church. The committee will apply established criteria to review and decide whether to sponsor the program. The committee will review all continuing programs in the spring and decide whether to sponsor the programs for the next year.

The criteria, conditions, procedures, and one evaluation instrument are listed below.

Criteria for Adult Program Sponsorship

Consistency with AP mission: To provide opportunities for spiritual growth, leadership development and community building.

Potential to enhance a program area previously identified by the committee.

Is the philosophy of the group or leaders consistent with UUA principles and purposes?

Flexibility of room and other resource requirements, including storage?

Availability of the building at the time requested.

Presence of written source materials.

Responsibility level of the leaders.

Experience of leaders.

Are the proposed leaders members of the church?

If there is a charge, would be charge be seen as defensible?

Amount of Adult Program Committee effort needed.

(factors to be considered: duration, responsibility and experience level of the leaders, space and facility needs.)

Conditions:

Sponsorship for a definite period, with all programs coming up for review annually.

Filling out an application form.

Usually, having two co-leaders. Exceptions would be an experienced leader known to the committee or a vital program area.

There should be no charge, except when the committee wants the class and can't get it without a charge or for professional services.

Procedures:

Completed Application submitted to the Adult Program Committee chair.

Committee considers application at its regular bi-monthly meeting (or on occasion, when the chair and Program Director think it urgent, via email).

Evaluation

Yearly Review of all Continuing Activities

Coordination with the Facility Use Committee. Outside groups ask them for sponsorship.

Since its inception, it has not approved free use for outside groups doing adult programs.

At a minimum, we should inform them when we agree to sponsor a group or class.

Application for Adult Program Committee Sponsorship

We do not charge for classes or groups led by non-professionals. Materials charges must be approved by the Adult Program Committee.

All continuing group programs will be reviewed in the spring of each year. The committee will decide whether to continue sponsorship.

Please answer the following questions. Use a separate sheet if you need more room.

1. Briefly describe your class or program.
 - a. How does the program fit within the Adult Program mission: To provide opportunities for spiritual growth, leadership development and community building
 - b. What sources are used
 - c. What will a typical session look like?
2. Who will be leading the class or group? What experience have they had leading classes or groups? Are they church members? Are there at least 2 leaders?
3. What are the space requirements? Will any storage be needed? (There is no available storage)
4. How many sessions are you requesting? What times and dates? What alternative dates and times would be acceptable?
5. Would you agree not to charge for the sessions and seek approval for materials charges? Please describe any planned materials charges.

Programmatic Evaluation

What was most meaningful/valuable/enjoyable ?

What was the least meaningful?

What suggestions do you have?

How would you like to continue your studies from this class?

Would you recommend it?

What was missing?

What would you include?

Do you have suggestions for other classes?

Additional Comments

Adult Programs Book Table
Unitarian Church of Baton Rouge
Policy and Procedures
May 28, 2007 (revised April 19, 2012)

Policy

Scope and Purpose of the Adult Programs Book Table

The Scope of the Book Table is:

To provide a convenient opportunity for our members and guests to buy books that promote our UU Values and principles. We buy and sell books from the UUA (Beacon Press and Skinner House) as well as Amazon.com that support programming at the church, Sunday morning sermon topics or guest speakers, and the book list recommended to the Roots classes by the minister. The sources are the UUA Bookstore, where we receive a 40% discount on most books, and Amazon.com, where we receive a 30% discount. Books are fully returnable to the UUA Bookstore and 80% returnable to Amazon.com.

The Purposes of the Book Table are:

To display programming signup lists and answer questions about them.
To support our worship services and programming.
To provide a ministry on Sunday morning where visitors and members gather and converse.
To display our value system by the subjects of our books.
To earn some money to purchase audio-visual equipment for programming and leadership training.

Adult Programs Book Table
Unitarian Church of Baton Rouge
Policy and Procedures
May 28, 2007 (revised April 19, 2012)

Procedures

Volunteers on Book Table Team arrives at 8:30 AM on Sunday

Two tables are set up in the kitchen area or in the outdoor breezeway as dictated by the weather and covered with tablecloths for displaying the program signup sheets and books on Unitarian Universalism, plus any books being used in programs.

The remaining books are displayed on the blue countertop in the kitchen area, both in racks and on the surface. Books are stored in boxes underneath the counter, as are the tablecloths and clipboards. The signup sheets must be removed from the Adult Programs bulletin boards in the kitchen area and put on clipboards for the table display.

Two cash boxes are available for collecting money at both the counter and tables. Easels with signs asking that buyers make their own change are available for both the tables and the counter.

The display racks fit easily in the left side of the under-counter space while the boxes fit in the right side. The racks are put out first and then the books from the boxes are laid on the surface, keeping books of one category together if possible such as Juvenile, Meditation, for classes, etc. plus miscellaneous. There is a basket of "markdown" books for one reduced price that is also put on the counter, along with cash box and sign. These books are selected by the Team Leader or Program Director or Assistant Program Director from books that have not sold in an extremely long time.

After the second service at about 12:50 PM, volunteers begin packing the books back into the boxes for storing under the counter. Price slips remain in the books. Signup sheets are returned to the bulletin board and clipboards are put in a box under the counter. The racks are put away under the counter.

The tablecloths are folded and stored under the counter in a special container.

Tables are folded and put away in the closet in the Fellowship Hall.

The cash is counted and a personal check made out to Unitarian Church written in its place. This is done by the Book Table acting supervisor which may be the Team Leader, the Program Director or the Assistant Program Director. Checks are notated "books" for purposes of proper handling by the Office Manager. All checks are then turned in to the designated place for the Office Manager.

When new books arrive, price tags must be made and stuck in the pages of the book like a bookmark. A supply of price tags is kept in the bottom of the cash box. The price is determined by adding \$1 to the price printed on the book. This is to create a fund from which to help offset paying the sales tax.

If there is no price printed on the book, the invoice must be consulted by the Program Director or Assistant Program Director to set the price.

The excess supply of books after displaying three or four copies is kept in the shelves of Room 8. The inventory must be watched to be sure that the backup books are brought to the display as required. Notice must be given to the Program Director when stock is low on a book that sells rapidly or when the last copy of any book is sold. Inventory should be taken approximately quarterly to aid in ordering.

Refinements on these procedures shall be made at the discretion of the Program Director and the Assistant Program Director and the Team as necessary as long as the Scope and Purpose of the Book Table are met.

E. Social Justice Council

Mission: Helping our church fulfill our commitment to diversity, peace, and justice

Functions: Economic Justice Activities
 Environmental Justice Activities
 Hurricane Recovery
 Peace Action
 Racial Justice Activities
 Social Justice Activities

Member Teams: Green Sanctuary Committee
 Social Concerns Committee
 Weekend Warriors
 Welcoming Congregation Committee

Duties and Policies of Member Teams:

1. Green Sanctuary Committee shall (adopted 8/8/04):
 - a. Plan and implement an environmental survey of the congregation and an environmental audit of the church and its programs
 - b. Plan and coordinate programs with other church committees that would build an awareness of environmental issues within the congregation, promote the protection of the environment, establish less wasteful practices, and motivate the congregation to make personal lifestyle changes.
 - c. Meet with members of each area of congregational life to develop an action plan of environmental activities in four focus areas: worship and celebration, religious education, environmental justice, and sustainable living.
 - d. Plan and coordinate activities and programs with other committees that build a connection between spiritual practice and environmental consciousness
 - e. Disseminate information to the church and the larger community about environmental issues.
 - f. Plan and coordinate activities and programs with other committees to raise awareness of environmental issues and injustices in the community.
 - g. Plan and facilitate coordination of environmental activities with other congregations and organizations in the community.

- h. Plan and coordinate an ongoing, environmental justice project in the community, in collaboration with another congregation or organization
 - i. Document all activities and submit UUA application for accreditation as a Green Sanctuary Church.
- 2. The Social Concerns Committee shall:
 - a. Make known to the membership a variety of ways in which the membership can act within the community in ways which reflect the purposes and social ideals expressed in our Purpose and Covenant Statement as stated in Article II of the Bylaws
 - b. Establish task forces, as needed
 - c. Work with denominational and Community groups on social concerns activities and issues and designate a member of the Social Concerns Committee to serve on the Associational Affairs Committee.
 - d. Review requests for aid from community organizations that share our Visions and Mission and/or evaluate current crisis situations of need in order to recommend to the Board of Trustees the recipient of the third Sunday cash offering as referenced in the Finance Committee Section 4D Shared Offering Policy.
- 3. Welcoming Congregation Committee (Adopted March 13, 2005)

The Welcoming Congregation Committee is committed to making the Unitarian Church of Baton Rouge a welcoming, safe, and affirming spiritual environment for persons of all sexual orientations and gender identities in all aspects of church life -- from religious education and adult programming to worship and community outreach services. We work toward this goal by:

- a. Contributing to religious education and adult programming --teaching classes, hosting forums, film series and discussion groups.
- b. Participating in worship -- pride services and other services that highlight our diversity.
- c. Community outreach -- hosting programs or events that benefit all in our community.

F. Outreach Council

Mission: Connecting our church to the larger community

Functions: Community Programs
Denominational Relations
Interfaith Activities
Marketing and Publicity
Visitor Programs

Member Teams: Art Committee
Association Affairs Committee
Camphor Partnership
Welcoming Table Team

Duties and Policies of Member Teams:

1. The Art Committee shall (Adopted 1/9/05):
 - a. Organize art shows
 - b. Hang art shows
 - c. Advise the church of art investments
 - d. Assist in craft shows as fundraisers
 - e. Act as liaison between the church and the Baton Rouge art community

2. The Associational Affairs Committee shall:
 - a. Manage communications between the Church and the Unitarian Universalist Association, the Southwest District, and other Unitarian Universalist groups with which the Church is associated
 - b. Coordinate the Church's participation in these associations and groups
 - c. Coordinate participation in social concerns projects of these groups and associations with the Social Concerns Committee.

Procedures Adopted by Outreach Council or Member Teams

Art Committee Procedures

Adopted 1/09/2005

Committee Composition: The Art Committee is a member of the Unitarian Church Program Council. The Art Committee Chair will be selected each year by the Leadership ID Committee. The Art Committee Chair will then select a committee from list of interested volunteers to perform the duties of the committee.

Art Selection Process: The Art Committee will choose a Selection Subcommittee (minimum of 3 persons), which may include a Guest Juror when appropriate, to review each show. The Guest Juror may be given an honorarium.

The artist(s) will present slides or an appropriate presentation for the members of the Selection Subcommittee to view.

The Selection Subcommittee will view the work of the artist requesting the show at the Unitarian Church, looking at:

- Content
- Appropriateness for sanctuary
- Form, format, use of space, use of color
- Cohesiveness of the work for the show
- Presentation, matting, framing, wire for hanging.

The Selection Subcommittee will make the decision with any recommendations to the artist(s) and Art Committee.

Organizing an Art Show: After the Selection Subcommittee has made the decision and any corrections have been made, the Art Committee and artist(s) will organize the show by:

- Setting the date of the show
- Notifying the Public Relations Chair of the art show to be put in community publications, i.e., The Advocate, Country Roads, Iris, etc.
- Organizing a reception
- Hanging the art show in consultation with Building and Grounds
- Keep records of the financial transaction of any sales