



## Tapestry: A Unitarian Universalist Congregation

<b>Title:</b> Committee Roles and Responsibilities	
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Original Approval Signature: Christine Krueger Title: President	

## Committee Roles and Responsibilities

### Updated 8/14/21

Name of Committee	Purpose/Mission	Ongoing Activities & Responsibilities
Adult Forum (no longer meets)	To present thought-provoking issues and provide a forum for discussion on a wide range of current subjects, from current events, social issues, in-depth travel experiences to educational, scientific, historical, religious and philosophical topics.	<ul style="list-style-type: none"> <li>Decide on topic(s) and plan a presentation or video during the second service, on specified Sundays, from September through June. Speakers and topics are from the church and the community.</li> <li>Maintain a calendar of events for the current and next few months.</li> </ul>
Adult Religious Education (RE) Committee	<p>To encourage members and each other, through classes and discussion groups, in these areas:</p> <ul style="list-style-type: none"> <li>spiritual growth</li> <li>personal growth and transformation</li> <li>promoting a free and responsible search for truth and meaning, in keeping with UU principles</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate member needs and wants, then design, choose and offer classes and discussions for members and friends of the congregation to promote growth in body, mind, and spirit. Classes will be thought-provoking, instructive and in harmony with UU principles and will encourage a safe exchange of ideas.</li> <li>Through course work and discussion, encourage members to be better as individuals and more committed to living our faith and improving the world.</li> <li>Promote the growth of the congregation in particular and the UU religion in general.</li> <li>Select appropriate teachers and facilitators.</li> <li>Determine necessary books, materials, equipment (projector, screen, sound system, etc.) and visual aids needed for classes.</li> <li>Notify the following of classes and schedule(s) once decided so publicity can be arranged. <ul style="list-style-type: none"> <li>Communications Committee</li> <li>Office Administrator (for the Order of Service)</li> <li>Newsletter Editor (for the monthly newsletter)</li> </ul> </li> <li>Assess programming for effectiveness.</li> <li>Document the work of the committee to be built upon each year.</li> </ul>
Aesthetics	To maintain an aesthetically pleasing ambiance	<ul style="list-style-type: none"> <li>Select capital investments of furnishings, accessories,</li> </ul>

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	in our congregational facility.	decorative arts and arrangement of same. <ul style="list-style-type: none"> <li>• Decide on acceptance and placement of donated items.</li> <li>• Work with committees on their needs for bulletin board space, reminding them that the boards need to be regularly maintained in order to present an attractive appearance.</li> <li>• Coordinate decorating for Christmas and Easter, always considering the opinions of the minister and the Worship Committee.</li> <li>• Provide consultation to leadership or the board on any proposed structural changes to the building.</li> </ul>
Building Maintenance & Janitorial Committee	To oversee the workings of the church physical plant, including cleaning and maintenance, to see that all facilities are working and to check on outside contractor work operations if necessary.	<ul style="list-style-type: none"> <li>• Maintain kitchen and bathroom fixtures and toilets</li> <li>• Repair furniture and equipment as needed</li> <li>• Clean facility</li> <li>• Repair/replace light fixtures and bulbs as needed</li> <li>• General handyman activities</li> </ul>
Building Usage and Renter Management	To generate additional income by seeking out and finding suitable renters to use Tapestry's space (e.g. sanctuary or social hall) for meetings, weddings, religious services, classes, etc. Also coordinates the interface between the renters and Tapestry.	<ul style="list-style-type: none"> <li>• Phone suitable individuals, clubs and organizations, religious groups, etc. to advise that Tapestry has space available for rental.</li> <li>• Coordinate signing of rental agreements</li> <li>• Coordinate receipt and collection of rents and forward them to the Office Administrator for deposit</li> </ul>
Caring Committee (Caring Network)	To support church members in meeting some of their physical, emotional, and spiritual needs during significant life events. Provide ongoing expressions of support and coordinate assistance for members in times of special need or crises (e.g., illness, death in the family, etc.). Respond to the special needs of members by offering direct assistance or referring members to appropriate resources in the larger community.	<ul style="list-style-type: none"> <li>• Record joys and concerns during each service on Sundays and e-mail them to the minister</li> <li>• Send cards and e-mails for illnesses, hospitalizations, convalescence and other significant events (birth of a child, achieving an advanced degree or professional milestone, etc.)</li> <li>• Arrange childcare or elder care for ill, disabled and recovering members</li> <li>• Run errands, do light shopping</li> <li>• As needed, arrange transportation for members to medical appointments, hospital outpatient procedures, etc.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Visit the homebound or hospitalized</li> <li>• Prepare and deliver meals for ill or convalescing members and their families, as needed</li> <li>• Organize receptions for memorial services, working with minister and the deceased's family</li> </ul>
Circle Supper Committee	To encourage development of community through the coordination of potluck suppers among Tapestry members and friends.	<ul style="list-style-type: none"> <li>• Elicit interest in members hosting or attending suppers and oversee sign-ups</li> <li>• Post sign-up sheets on bulletin boards or arrange for publicity in Tapestry's newsletter</li> <li>• Set up supper with host/hostess</li> </ul>
Committee on Shared Ministry (CoSM)	To promote and maintain healthy relationships within the shared ministry of Tapestry, by encouraging openness and comfort in dialogue between the minister and members of the congregation.	<ul style="list-style-type: none"> <li>• Act as a resource for the minister in times of transition</li> <li>• Consider ideas and problem-solving during times of transition</li> <li>• Act as a conduit, offering the opportunity for the congregation to give feedback to staff and vice versa</li> <li>• Provide a forum to facilitate understanding to strengthen the relationship between the congregation and the minister</li> <li>• Monitor the health and well-being of the minister</li> <li>• Monitor the effectiveness of Tapestry's professional and lay ministry</li> <li>• Promote healthy relationships within Tapestry</li> <li>• Conduct UUA evaluations of the ministry</li> </ul>
Comprehensive Planning (CP)	To maintain and revise the Tapestry 5-Year Plan in accordance with UU principles, congregational desires and goals, anticipated growth, and fiscally responsible practices.	<ul style="list-style-type: none"> <li>• Meet periodically and review current plan</li> <li>• Seek input from Minister and Board members to determine revisions needed to current plan</li> <li>• Update and revise documents and spreadsheets</li> <li>• Coordinate with VP Finance and Treasurer to match dollar figures to goals to assure they are within budget parameters</li> <li>• Consists of four members, two rotating off each June. Two new members are nominated by the Nominating Committee, for approval at the Annual Congregation Meeting.</li> </ul>

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Exploratory Task Force or ETF (ad hoc committee related to potential merger with OCUUC)	Comprising sixteen members, the Ministers, the two Presidents, four board members and eight at large members, this group was created to discuss a possible merger between Tapestry and OCUUC, and to explore details, commonalities, obstacles and make recommendations about next steps. (Mickey Jackson of OCUUC and Jim Semelroth of Tapestry were chosen as co-chairs for the first round of exploration.)	<ul style="list-style-type: none"> <li>• Create profiles of the two congregations and post on website</li> <li>• Determine best vehicles to disseminate information on the group's meetings, findings and recommendations going forward</li> <li>• Conduct regular informational meetings at the two congregation's locations, alternating venues, at Tapestry one month, OCUUC the next</li> <li>• Develop map flagging each congregation's members' residences and disseminate to each congregation and post on the websites</li> <li>• Determine key tasks and develop timeline for completing each</li> <li>• Organize cottage meetings all around the membership residential areas to gain member input from both congregations' members regarding their wants, "must haves", visions and goals for a merged congregation.</li> <li>• Oversee staffing of the joint program subcommittees formed to develop policies and practices for a new congregation: <ul style="list-style-type: none"> <li>* <b>Phase One:</b> Bylaws, Finances and Budget, RECY, Membership, Site Search, Staffing, and Social Events. These committees would begin working as soon as possible after appointment.</li> <li>* <b>Later, Phase Two:</b> Program Sub-Committees would be staffed and assigned tasks: Pledge Drive, Worship, Ways and Means, Communications, Music, Technology, Naming, Building, Hospitality, Social Action/Faith in Action and groups and activities.</li> </ul> </li> </ul>
Finance Committee	"The Finance Committee shall be responsible for the annual canvass, preparation of the church budget, supervision of the on-going canvass and other financial matters as needed or	<ul style="list-style-type: none"> <li>• Safeguard the financial assets of Tapestry</li> <li>• Establish financial policies and ensure compliance</li> <li>• Manage day-to-day business activities</li> </ul>

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	<p>directed by the Board." (Tapestry By-Laws)</p> <p><b>Members and Associated Committees:</b></p> <ul style="list-style-type: none"> <li>• VP Finance (chair)</li> <li>• Board Treasurer</li> <li>• President</li> <li>• VP of Operations</li> <li>• Chair, Annual Campaign and Capital Campaign</li> <li>• Chair or co-Chairs of Ways and Means</li> </ul>	<ul style="list-style-type: none"> <li>• Provide regular reporting of financial status to congregation</li> <li>• Coordinate the submission of statutory filings</li> <li>• Collaborate with committee chairs to manage committee budgets</li> <li>• Develop accurate income and expense forecasts to ensure adequate cash for operations</li> <li>• Be aware of and actively participate in actions that reduce expenses and/or increase income</li> <li>• Manage bequests and ensure funds are used as specified</li> <li>• Provide acknowledgement of significant contributions and bequests.</li> </ul>
Membership Committee	To promote, encourage and sustain membership growth at Tapestry.	<ul style="list-style-type: none"> <li>• Prepare and stuff visitor packets with current newsletter and brochures and maintain ample supply</li> <li>• Greet visitors at each service and provide new member packet</li> <li>• Make a follow-up phone call to each new guest</li> <li>• Communicate information on recent visitors to Office Administrator for addition to database and to facilitate follow-up letters being sent to each visitor</li> <li>• Record attendance of each service</li> <li>• Conduct new member orientation sessions each quarter</li> <li>• Coordinate new member recognition ceremonies approximately three times a year</li> </ul>
Nominating Committee	Based on the guidelines in the bylaws, facilitates staffing the Board of Trustees, and other key leadership positions in order to fulfill the work of the church.	<ul style="list-style-type: none"> <li>• 12 weeks prior to the annual meeting, notify the congregation of open positions via the Sunday Order of Service, newsletter and email list. Achieving diversity on the Board and committee leadership is a priority (race/ethnicity, gender, sexual orientation, age range, family status, etc).</li> <li>• Meet as a committee to agree on possible candidates for open positions</li> <li>• Make phone calls to possible candidates, explain openings and duties of the job, determine if there is a</li> </ul>

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		<p>match of person's skills to the needs of the position</p> <ul style="list-style-type: none"> <li>• Find replacement candidates for Board members, Comprehensive Planning and Nominating Committee as openings occur</li> <li>• Recruit suitable individuals for other key leadership positions as requested by board members</li> <li>• 6 weeks prior to the annual meeting each June, select a slate for: the Board of Trustees (both officers and at large members), two new Comprehensive Planning Committee, and two new Nominating Committee Members to be presented to the congregation for a vote.</li> </ul>
<p>Official Welcoming Congregation Coordinating Committee (an ad hoc committee established to obtain OWC recognition from UUA – may meet periodically thereafter)</p>	<p>To coordinate, promote and educate the congregation on life and social issues relating to bisexual, gay, lesbian, and transgender individuals, and engage in outreach to the larger bisexual, gay, lesbian, and transgender community to publicize the religious alternative offered by Unitarian Universalism. Also, to become eligible to apply to the UUA for OWC status.</p>	<ul style="list-style-type: none"> <li>• Educate through workshops, discussion and films, the needs of LGBTQ+ persons at every level of congregational life—in worship, in programs, in social occasions, and in rites of passage—welcoming not only their presence, but the gifts and particularities of their lives as well.</li> <li>• Coordinating with Worship Committee, celebrate LGBTQ+ persons and celebrate our diversity by having inclusive language and content in Tapestry worship services.</li> <li>• Work with Worship Committee and other committees, including RECY and the minister, to incorporate the experiences of LGBTQ persons throughout all programs, including religious education.</li> <li>• Promote affirmation and nondiscrimination in our by-laws and other official documents affecting all dimensions of congregational life, including membership, hiring practices, and the calling of religious professionals.</li> <li>• Engage in outreach into the LGBTQ+ community in our advertising and by actively supporting LGBTQ+ affirmative groups (such as PFLAG).</li> <li>• Work with minister to offer congregational and ministerial support for union and memorial services for</li> </ul>

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		<p>LGBTQ+ persons, and for celebrations of family definitions.</p> <ul style="list-style-type: none"> <li>• Promote celebration of the lives of all people and welcome same-sex couples, recognizing their committed relationships, and equally affirm displays of caring and affections without regard to sexual orientation.</li> <li>• Seek to nurture ongoing dialogue between bisexual, gay, lesbian, transgender, and heterosexual persons and to create deeper trust and sharing.</li> <li>• Affirm and celebrate LGBTQ+ issues and history during the church year.</li> <li>• Work to promote justice, freedom, and equality in the larger society.</li> <li>• Speak out when the rights of bisexual, gay, lesbian, and transgender people are at stake.</li> <li>• Celebrate the lives of all people and their ways of expressing their love for each other.</li> </ul>
Communications	To provide/publish information to the local community and media about Tapestry ongoing activities, services and special events. Also publicizes Tapestry activities within the congregation.	<ul style="list-style-type: none"> <li>• Write and distribute news/press releases</li> <li>• Stay in touch with various areas of congregational life and publicize the ones that seem to merit it in various formats (Tapestry CommUUnique, news releases to media, posters and flyers, e-mail lists, websites, local calendars, bulletin boards, notices to other UU churches in the area, etc.)</li> <li>• Plan occasional events to achieve publicity for the congregation.</li> </ul>
Religious Exploration for Children and Youth (RECY)	<p>To help each child or young person develop in these areas:</p> <ul style="list-style-type: none"> <li>• a respect for her or his own self worth</li> <li>• concern for others</li> <li>• an enjoyment and appreciation of worship</li> <li>• reverence for the sacred and all life</li> <li>• rich and meaningful spiritual life</li> <li>• an enduring connection to Unitarian</li> </ul>	<ul style="list-style-type: none"> <li>• Plan social action activities</li> <li>• Send weekly e-mails to parents covering events and issues</li> <li>• Hold weekly classes (PreK - grade 12)</li> <li>• Supervise the nursery and child care</li> <li>• Evaluate and choose curricula</li> <li>• Create and fulfill visions</li> <li>• Create and intergenerational community</li> </ul>



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	<p>Universalist tradition, history, and purpose.</p> <p>The DRE and committee chair (or co-chairs) create and maintain a welcoming, safe environment for children, youth, and families; one that encourages connection, learning, and spiritual growth</p>	<ul style="list-style-type: none"> <li>• Prepare publicity for programs and activities</li> <li>• Welcome new families and follow-up with them to encourage their return</li> <li>• Develop and maintain calendar</li> <li>• Schedule and conduct Our Whole Lives (OWL) classes</li> <li>• Plan budget</li> </ul>
Right Relations Team (RRT)	To provide guidance on conflicts that involve the minister, staff or Tapestry policies should the parties fail to resolve an issue on their own using Tapestry's conflict resolution policy and process documents.	<ul style="list-style-type: none"> <li>• Meets as needed.</li> <li>• Utilizes documentation not limited to the Covenant of Right Relations, Conflict Resolution Policy and Conflict Resolution Process</li> </ul>
Scrip Coordinator	To promote and sell scrip in order to provide additional income to Tapestry.	<ul style="list-style-type: none"> <li>• Order scrip</li> <li>• Maintain and coordinate inventory, keeping accurate records on Excel of amounts ordered, amounts sold and amounts on hand</li> <li>• Sell scrip on Sundays after the services</li> <li>• Receive monies and turn over to Office Admin for deposit</li> </ul>
Social Action (subcommittees are Green Sanctuary and Peace Advocacy)	To organize and promote education, advocacy, witness, and community action by Tapestry, its members, and members of the larger community on issues calling for the application of Unitarian Universalist principles.	<ul style="list-style-type: none"> <li>• Oversee, complete and maintain requirements for green sanctuary status by the UUA; includes education of congregation on simple living, sustainable living, recycling, re-using and reducing waste</li> <li>• Promote environmental justice including education about "green" building materials and renewable resources</li> <li>• Coordinate with RECY to develop and sponsor "green" activities for religious explorers</li> <li>• Promote involvement in ongoing community service activities, including continued work with adopted family, community food drives and food banks, and coordinate signups for other volunteer opportunities within the community</li> <li>• Promote participation in various "faith in action"</li> </ul>

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		<p>activities, including Habitat for Humanity, Gay Pride Parade, Corazon, etc.</p> <ul style="list-style-type: none"> <li>• Sponsor films on a variety of social action and social justice films, usually monthly</li> <li>• Coordinate peace advocacy events, participation in rallies, Women in Black, etc.</li> <li>• Coordinate and staff letter-writing table on the second Sunday of each month in the social hall after each service, so that it is easy for congregants to send pertinent letters to their elected officials</li> <li>• Promote purchase of fair trade items</li> </ul>
Stewardship	To define, organize and implement an efficient process for congregants to make annual pledges in support of Tapestry.	<ul style="list-style-type: none"> <li>• Meet with chairs</li> <li>• Recruit visiting stewards</li> <li>• Organize informational meeting(s)</li> <li>• Meet with team leaders &amp; visiting stewards</li> <li>• Schedule appointments with chairs &amp; visiting stewards</li> <li>• Organize orientation workshop</li> <li>• Keep appointments with chairs &amp; visiting stewards</li> <li>• Schedule appointments with members of the congregation</li> <li>• Organize fellowship event (kickoff dinner)</li> <li>• Keep congregational appointments</li> <li>• Support and monitor visiting steward activities</li> <li>• Maintain spreadsheet of gifts/pledges</li> </ul>
Transition Team Leader (ad hoc committee)	To provide the interim minister with insight regarding organizational and facilitative talent, and willing hands, as the ministry proceeds. Also acts in an unofficial advisory capacity during the time the minister is getting oriented, settled and becoming familiar with Tapestry's governance and policy-making procedures. Because the transition team is an interim minister's "brain trust," it would be inappropriate for any member of the team to	<ul style="list-style-type: none"> <li>• Compile lists of names and committees (with names of chairs) that the interim minister should meet. Possibly a spreadsheet would be helpful that includes the role of the committee and the regular time each month that the committee meets (every 3rd Thursday of the month, or whatever).</li> <li>• Arrange for introductions – the Coordinating Council meeting and the board meeting are good ways to meet several chairs at one time.</li> <li>• Set up some brown bag lunch or coffee sessions if the</li> </ul>

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	<p>have served on the Committee on Shared Ministry during the previous ministry or to be in relationship with a current member of the governing board.</p> <p><b>Note – functions in place of the Committee on Shared Ministry during the interim period.</b></p>	<p>new minister is willing, for introductions and a short chat in the social hall. Possibly could plan some early dinners or happy hours (around 6:00) on some evenings for those that work during the day.</p> <ul style="list-style-type: none"> <li>• Determine any special needs, such as maps, or introduction to a realtor in the area, perhaps some driving tours of some nearby South County areas, including shopping malls and centers, locations of restaurants, markets, hospitals (as she will need to visit patients from time to time). Meet as a team and assign someone to help with these issues.</li> <li>• Tailor orientation meetings and tours to her needs. Contact her by e-mail and ask her particular areas of need/interest and concentrate on those first. Develop a "to do" list from this and coordinate meeting dates with her calendar.</li> <li>• Consider, evaluate and discuss the transition of the congregation in term of ministry.</li> <li>• Provide transition information to the congregation as needed.</li> <li>• Act as a "think tank" for the interim minister by sharing information about the community culture and history.</li> <li>• Help coordinate events when interim leaves.</li> </ul>
Usher Coordinator	A subset of the Worship Committee to provide adequate usher coverage for Sunday services and special services (e.g. memorial services, Christmas eve).	<p>Oversees the ushers in performance of the following duties:</p> <ul style="list-style-type: none"> <li>• Recruit and maintain a "staff" of usher volunteers to cover all Sunday services</li> <li>• Insert orders of service into hymnals prior to services</li> <li>• Greet congregants at door and distribute hymnals</li> <li>• Take up collection</li> <li>• Clean up and retrieve hymnals left in seats following services</li> <li>• Other duties as assigned and as they arise (which may occur with disabled individuals in wheelchairs, handing out special materials and/or pencils for special programs)</li> </ul>

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		or surveys, the annual meeting, etc.)
Ways and Means	To provide income to Tapestry through fundraising events and activities.	<p>Plans and puts on fund-raising activities; coordinates planning, staffing, set-up, clean-up, food and preparation, entertainment and/or music, speakers and skits, as well as ticket sales, etc.:</p> <ul style="list-style-type: none"> <li>• Service Auctions (two per year)</li> <li>• Musical events</li> <li>• Holiday boutique</li> <li>• Sponsor other fundraisers: progressive dinners, special occasion get-togethers, lectures</li> <li>• Draft additional volunteers above and beyond committee membership as needed to staff each event and perform the necessary duties</li> </ul>
Worship	To provide and support meaningful, timely, and appropriate worship services through the selection of speakers when the regular minister is not in the pulpit, and to select and support Worship Associates to assist the minister and the guest speakers.	<ul style="list-style-type: none"> <li>• Communicate with the minister regarding his/her schedule in and out of the pulpit.</li> <li>• Develop and maintain a calendar of planned speakers.</li> <li>• Find and recruit guest speakers for Sundays when the minister is away from the pulpit, including congregant speakers for "This I Believe" services and other speakers from within Tapestry.</li> <li>• Assure that guest speakers bring a message to Tapestry which is appropriate to a worship service and in the spirit of the UU Seven Principles.</li> <li>• Oversee newsletter and website submissions concerning guest speakers and their topics. Advise Tapestry Office Administrator of same for inclusion in the Order of Service.</li> <li>• Gather feedback about past guest speakers, maintaining a list of past guest speakers which includes their contact information, topics, and congregational feedback, and use this information to inform us whether or not to re-engage the speakers.</li> <li>• Select or recruit Worship Associates for each Sunday and provide the Worship Associate with duties, a</li> </ul>

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		<p>worship script and guest-speaker contact information. Advise and orient the Worship Associate about his or her duties and responsibilities as necessary.</p> <ul style="list-style-type: none"> <li>• Oversee usher coordination duties and activities (oversight of the Usher Coordinator position falls under this committee).</li> </ul>