

FRIENDSHIP FELLOWSHIP AT PINEDA
POLICY ON COMMITTEES

1.0 General: Article 3.1 of the By-Laws dealing with Governance states that “Authority is organized, delegated and converted into action by committees.” Committees run the Fellowship. Defining the purpose and authority of each Standing Committee is a key obligation of the CLC as set forth in Article 3.2.1 of the By-Laws. Selecting Committee Chairs is similarly important and a power that is vested in the Chair of the CLC with the advice and consent of the CLC. Article 3.2.5.1(6).

In addition to Standing Committees, there are Standing Functions that fulfill necessary roles and activities within the Fellowship. Leads for each Standing Function are also selected by the CLC Chair with the advice and consent of the CLC.

Standing Committees and Functions are organized into Operational Groupings to encourage coordination of related activities.

1.1 Purpose: This Policy establishes FFP’s Standing Committees and Functions and defines the purpose and authority to be observed by each..

1.2 Authority: Committee Chairs are empowered to recruit and remove committee members, assign tasks, form sub-committees and authorize expenditure up to the Budget level given the Committee. Individuals responsible for each Standing Function are empowered to carry out the tasks assigned to the Function and are authorized to expend funds up to the Budget level given the Function.

1.3 Limits: Committee Chairs must be members of the Friendship Fellowship at Pineda, however, Friends of FFP may be committee members or serve in independent teams and functions. Individuals assigned to Standing Functions must be members of FFP, but may enlist assistance from Friends of FFP.

2.0 Standing Committees and Functions Defined: The following Standing Committees and Functions are established to carry out day-to-day operational activities of the Fellowship. They are listed within the defined Operational Groupings:

Operational Groupings	Standing Committees	Standing Functions
Governance	<ul style="list-style-type: none"> ▪ Financial Management Committee ▪ Long-Range Planning Committee ▪ Denominational Affairs Committee ▪ Nominating Committee 	<ul style="list-style-type: none"> ▪ Treasurer Function ▪ Administrator Function
Inreach/Outreach	<ul style="list-style-type: none"> ▪ Membership Committee ▪ Caring Committee ▪ Events and Activities Committee 	<ul style="list-style-type: none"> ▪ Leadership/Volunteer Development Function ▪ Sunday Coffee Hour Function
Buildings and Grounds	<ul style="list-style-type: none"> ▪ Upkeep and Safety Committee ▪ Outdoor Aesthetics Committee ▪ Indoor Aesthetics Committee 	

Communications	<ul style="list-style-type: none"> ▪ Publicity Committee 	<ul style="list-style-type: none"> ▪ Newsletter Function ▪ Webmaster Function ▪ Bulletin Boards Function ▪ E-mail Distribution Function
Sunday Services	<ul style="list-style-type: none"> ▪ Programs Committee ▪ Music Committee 	<ul style="list-style-type: none"> ▪ Sunday Scheduler Function ▪ Choir Director Function ▪ Touch of Beauty Function
Religious Education	<ul style="list-style-type: none"> ▪ Adult Education Committee ▪ Youth Education Committee 	<ul style="list-style-type: none"> ▪ Librarian Function
Social Justice	<ul style="list-style-type: none"> ▪ Social Action Committee 	

Ad hoc committees may be constituted by the CLC as deemed necessary and appropriate. {By-Law 3.2.5.1(7)}

- 2.1 Committee Chairs: There are no restrictions on the number of standing committees a member may chair or co-chair or the number of terms served. Committee members are selected by the committee chairs or co-chairs.
- 2.1.1 Qualifications: Candidates for Committee Chairs and members must be willing to accept the position.
- 2.1.2 Term of Service: Standing Committee Chairs/Co-Chairs serve until disbanded or their successor takes office.
- 2.1.3 Attendance at CLC Meetings: Chairs of Standing Committees and their Co-Chairs are encouraged to attend CLC meetings. If unable to attend CLC meetings, Committee Chairs are asked to submit a report of their Committee’s status and activities to the CLC Chair prior to the meeting.

3.0 Purpose and Authority of Standing Committees and Functions:

3.1 Governance Operational Grouping

3.1.1 Financial Management Committee

Purpose – Manage the congregation’s financial resources.

Authority – Oversee fund-raising (including annual canvass); develop/monitor budget; oversee accounting; manage building and memorial funds; secure property and liability insurance.

3.1.2 Long-Range Planning Committee

Purpose – Plans for FFP’s future programs and facility needs.

Authority – Help congregation establish and maintain its identity, purpose, and vision; determine priorities among congregation’s plans and activities; develop plan to achieve congregation’s goals and vision.

3.1.3 Denominational Affairs Committee

Purpose – Provide a liaison between the congregation and UU organizations.

Authority – Promote education on Unitarian Universalist General Assembly resolutions; address UU Statements of Conscience and Study-Action Issues; foster an understanding of (and a commitment to) what it means to be a responsible member of the Unitarian Universalist Association of Congregations; manage relationship with UUA, FL District, and Northeast Cluster; manage participation in UU Service Committee (UUSC) and Chalice Lighters; provide information on The Mountain programs.

3.1.4 Nominating Committee

Purpose – Identifies candidates for elected and appointed leadership positions.

Authority – Identify leadership interest and ability within membership; match leadership candidates to open positions; confirm identified members' willingness to serve; submit nominees to the CLC; present nominees at congregational meetings.

3.1.5 Treasurer Function

Purpose – Manage receipt and payment of funds.

Authority – Record incoming monies and payments; deposit monies received; write checks for operations payments; provide summary reports.

3.1.6 Administrator Function

Purpose – Manage the congregation's office.

Authority – Maintain files and archives; oversee office equipment; maintain office hours; sort incoming mail and answer phone; schedule use of facilities; collect rent for outside use of facilities; publish Sunday Bulletins; publish FFP Directory; copy handouts for meetings; manage keys to facilities.

3.2 Inreach/Outreach Operational Grouping

3.2.1 Membership Committee

Purpose – Sustain/Build membership and integrate new members into FFP community.

Authority – Establish procedures and ceremonies for readying and accepting new members; maintain official record of members and guests; staff guest desk for Sunday services; provide information to visitors, prospective members, and newcomers; arrange orientation and other activities for new members; coordinate with consulting minister to contact members whose participation is waning; work with other committees to increase membership.

3.2.2 Caring Committee

Purpose – Demonstrate and develop thoughtfulness and consideration within the FFP community.

Authority – Keep abreast of members' personal needs; work closely with consulting minister to address members' needs; provide personal, individual support; arrange expressions of care and concern; arrange assistance; inform congregation (or appropriate individuals within the congregation) of members' problematic situations when appropriate.

3.2.3 Events and Activities Committee

Purpose – Arrange social activities for members and friends.

Authority – Solicit input from members on the types of social activities and events desired; plan and offer social activities such as trips, dinners, plays, dances, card games, holiday parties, special interest lectures, etc.

3.2.4 Leadership/Volunteer Development Function

Purpose – Foster member involvement.

Authority – Arrange leadership training for CLC members, committee chairs, and volunteers (training source may be internal, district, UUA, or other); recruit volunteers for committees, functions, and special events.

3.2.5 Sunday Coffee Hour Function

Purpose – Foster member involvement.

Authority – Ready Coffee House for post-Sunday service refreshments and fellowship; keep kitchen clean and organized; purchase consumables (food, drinks, paper goods, condiments, and kitchen cleaning supplies); clean up after Coffee Hour.

3.3 Buildings and Grounds Operational Grouping

3.3.1 Upkeep and Safety Committee

Purpose – Maintain safe, secure, and clean buildings and grounds.

Authority – Maintain facilities to code; maintain audio-visual system and provide training on system; arrange for repairs to buildings and grounds as needed; ensure accessibility to facilities; identify significant needed/recommended improvements to buildings and grounds; arrange work parties.

3.3.2 Outdoor Aesthetics Committee

Purpose – Maintain appealing grounds.

Authority – Plan, develop, and care for gardens, plantings, and landscape; arrange for yard and garden maintenance; accept or decline gifts for grounds; identify significant needed/recommended improvements to landscaping; arrange work parties.

3.3.3 Indoor Aesthetics Committee

Purpose – Maintain attractive building interiors.

Authority – Furnish and decorate buildings; arrange cleaning of buildings; accept or decline gifts for interiors; arrange periodic clearing out of unused items from buildings; identify significant needed/recommended improvements to building interiors; arrange work parties.

3.4 Communications Operational Grouping

3.4.1 Publicity Committee

Purpose – Promote FFP within the local community.

Authority – Manage and develop media relationships; manage advertising; manage media announcements of FFP activities; plan and place items about FFP speakers, members, and

activities in media; arrange FFP participation in local events as appropriate; develop and maintain materials for public events (posters, brochures); maintain correct, interesting information on message board (big sign on Rt 1).

3.4.2 Bulletin Board Function

Purpose – Maintain bulletin boards (sanctuary and coffee house).

Authority – Post accurate, current, interesting, and necessary information on bulletin boards; remove out-of-date information.

3.4.3 Newsletter Function

Purpose – Produce and distribute newsletter.

Authority – Create, copy, and mail newsletter; maintain newsletter distribution list.

3.4.3 Webmaster Function

Purpose – Maintain web site.

Authority – Build/maintain secure web site; post content; add functionality as requested.

3.4.5 E-mail Distribution Function

Purpose – Maintain electronic e-mail distribution list for congregation.

Authority – Keep electronic “members & friends” e-mail distribution list up-to-date; send out e-mails to the congregation as requested by leaders.

3.5 Sunday Services Operational Grouping

3.5.1 Programs Committee

Purpose – Coordinate Sunday service programs.

Authority – Establish standard order of service; arrange speakers/topics and alternative programs that are consistent with the UU faith and that inspire, challenge, and nourish; maintain speaker information; seek potential speaker information from other UU congregations and groups; provide speaker schedule and information to Administrator, Sunday Scheduler, Publicity Chair, Treasurer, and Service Leader; send e-mail “teasers” on upcoming programs; provide mechanism for gathering feedback on/suggestions for speakers; compile and analyze speaker feedback; recruit and train service leaders; assist with audio-visual system during Sunday services.

3.5.2 Music Committee

Purpose – Provide a well-rounded music program.

Authority – Arrange for outside musicians and singers as needed; arrange special event musical programs for the congregation; assist in planning and arranging Sunday Services music; plan for and ensure that song books and music materials are available as needed.

3.5.3 Sunday Scheduler Function

Purpose – Schedules roles for Sunday services.

Authority – Identify members to fill roles (Greeter, Service Leader, Hospitality host/hostess).

3.5.4 Choir Director Function

Purpose – Develop choir.

Authority – Recruit choir members; schedule and lead choir practice; bring new music to choir; coordinate with Music committee to prepare for and deliver singing and music for Sunday services and other FFP programs.

3.5.4 Touch of Beauty Function

Purpose – Provide floral or other arrangements for Sunday Services.

Authority – Coordinate with FFP members to provide floral or other arrangements for Sunday Services.

3.6 Religious Education Operational Grouping

3.6.1 Adult Education Committee

Purpose – Provide educational programs for adult members and guests.

Authority – Solicit input from adult members on the types of educational programs desired; arrange for adult educational programs about UUism and that support spiritual and personal growth; arrange for young adult (18-25) educational programs; arrange/coordinate discussion and special interest groups (current events, books, films, etc.); work with Publicity to advertise Adult RE programs.

3.6.2 Youth Education Committee

Purpose – Provide educational programs for children and adolescent members and guests.

Authority – Define and deliver UU educational curriculum for various age groups; arrange additional educational programs about UUism and that support the spiritual and personal growth of children and adolescents; plan and lead youth activities; arrange childcare as needed.

3.6.3 Librarian Function

Purpose – Maintain FFP's Library.

Authority – Solicit items for library (books, magazines, videos, DVDs, CDs); catalog items; clear out unusable items.

3.6.4 Historian Function

Purpose – Record FFP's development.

Authority – Gather information for historical record of congregation; document history; make history available as needed.

3.7 Social Justice Operational Grouping

3.7.1 Social Action Committee

Purpose – Guide FFP's participation in social and political justice activities.

Authority – Educate the congregation in areas of national, state-wide, and local social and political concern; participate in "giving" programs to rectify social injustices; sponsor and support groups organized to deal with social problems; provide opportunities for members/guests to participate in social service and environmental projects; partner with

other Brevard UUs and churches to act against social and political injustice; gain consensus on and publish statements locally that represent the congregation's stance on social and political issues.

4.0 Graphical Depiction of Operating Structure

The diagram on the following page depicts the Operational Groupings and the Standing Committees and Standing Functions within each.

FFP Standing Committees and Functions

