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Committees

Buildings and Grounds Committee

Purpose

Maintains church facilities, including buildings and grounds; the Chair is a resource person, facilitator, and supervisor for new projects, improvements, and repairs related to buildings and grounds.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Weekly. General upkeep, including checking electrical, plumbing, and heating and cooling system functions in the buildings and general maintenance of the grounds. Respond to any buildings and grounds-related problems pointed out by members of the congregation.
- Quarterly. Organize, announce and conduct general work parties for maintaining grounds (primarily) and making improvements to the buildings and grounds.
- Spring. Schedule volunteers to mow the church lawn from May through the summer.
- Summer. Arrange for the RE building floors to be waxed by end of August, to be ready for RE classes starting in September.
- Organize work party prior the annual ingathering (usually third weekend in September).
- Monitor inventory and purchase general supplies for the kitchen, restrooms, RE building and cleaning purposes.
- Schedule and organize/supervise regular cleaning and housekeeping for the church and RE building.
- Monitor plumbing and heating in cold weather.
- Prepare and submit an annual budget for building and grounds projects; identify and report to Board the long-term needs of buildings and grounds.

Adopted: January 11, 1999

Canvass Committee

Purpose

The Canvass Committee conducts the annual canvass, which secures financial pledges that traditionally comprise 80 percent of the budget, and gathers comments of the members and friends to be published as an addendum to the annual report.

Committee

Special committee. The President appoints the Chair who is identified by the Finance Committee. The Canvass Chair recruits the canvass committee.

Responsibilities and Tasks

- Recruits the canvass leaders and canvass team (see suggested schedule in attached addendum).
- Works with the Minister, treasurer, and president to see that proposed budget priorities are established, the canvass lists are current, and a canvass newsletter/letter is prepared and distributed.
- Organizes and conducts training of canvassers.
- Organizes and prepares canvass team packets.
- Tallies canvass totals and updates canvass board.
- Compiles canvass comments.
- Reports to the Board of Trustees and the Fellowship the results of the annual canvass.
- Prepares final report for Annual Report.

Adopted: December 14, 1998

Addendum: Canvass Schedule and Personnel Considerations

Canvass Timeline for July 1-June 30 Fiscal Year

Jan-Feb Preliminary budget determinations by Board of Trustees; canvass team identification; Fellowship member and friend listing reviewed and updated to establish canvass lists; canvass cards printed; training packet materials reviewed.

March Preliminary Budget adopted by Board of Trustees; canvass priorities identified; canvass team training session (s); canvass newsletter (optional) or letter (president) to fellowship distributed

April Canvassing begins; canvass sermon (optional); canvass updates to fellowship

May Canvass concludes and total announced prior to annual business meeting

Personnel

A model that has worked well involves about 25% of the fellowship canvassing the other 75%. For example, with a fellowship membership of 100, 1 canvass chairman, 5 team leaders, each responsible for 4 team members would comprise a total canvass participation of 26 people. The canvass is conducted with a strong preference for face-to-face conversation that occurs in personal meetings established by appointment. To ensure the continued success of the two-fold purpose of the canvass, the source of all financial and personal comment information gathered in the canvass is confidential.

Responsibilities of Chair

1. Recruits the canvass leaders and canvass team.
2. Works with the Minister, treasurer, and president to see that proposed budget priorities are established, the canvass lists are current, and the canvass newsletter/letter is prepared and distributed.
3. Organizes and conducts training of canvassers.
4. Organizes and prepares canvass team packets.
5. Canvasses team leaders (optional).
6. Tallies canvass totals and update canvass board.
7. Compiles canvass comments.
8. Prepares final report for Annual Report.

Responsibilities of a Canvass Team Leader

1. Assists the canvass chairman as an ad hoc committee member.
2. Helps recruit canvass team members.
3. Leads a 4-5 member canvass team.
4. Canvasses the individual team members before they begin canvassing.
5. Keeps canvass team on schedule and assist as needed.
6. Coordinates with chairman the reporting of canvass card information: pledge totals and comments.
7. Assists the chairman with generation of the final report and other tasks as needed.

Responsibilities of a canvass team member

1. Attends the canvass team training session.
2. Schedules canvass visits in October and conclude all canvassing by Thanksgiving.
3. Reports canvass totals.
4. Respects the confidentiality of the canvass.
5. Writes and sends personal thank you notes to those canvassed.

Suggested canvass team packet materials

1. Canvass team organization chart.
2. Canvass assignment listings and work sheet.
3. Proposed budget.
4. Suggested giving guide.
5. Various support documents.
6. Canvass cards.
7. Thank you notes and envelopes.

General Information

1. The responsibility of preparing and explaining the proposed budget belongs to the president and Board of Trustees. Canvass team members need to understand the budget such that they can explain the major changes. Serious financial questions that arise should be referred to a member of the Board.
2. Serious personal matters that come to light during a canvass visit should be confidentially referred to the Minister.
3. (Current as of 1997): Many training materials and newsletter are on disk (F. Hoerr); canvass cards and thank you notes are also on disk, as are the Fellowship directory and roster (D. Crutchley).

Child Care Committee

Purpose

The purpose of the Child Care Committee is to provide for competent, safe childcare and playground activities during Sunday services and at other times as the need arises. The ages of the children are in a range from infants to teenagers, although most are from preschool to junior high.

Committee Structure

Special committee. The President appoints the Chair who recruits committee members as needed.

Responsibilities and Tasks

- Interview, hire and supervise employees to provide for childcare including infants, toddlers and playground activities;
- Work with the Treasurer to prepare and disperse the payroll.
- Schedule parent volunteer workers, publicize schedule, send/call reminders
- Supervise the start of childcare activities on Sunday mornings and at other times as needed, ensuring all positions, volunteer and hired, are filled and children are responsibly cared for.
- Be knowledgeable about safety issues, supervise the purchase or approval of new toys, inspect existing toys, and work with the Building and Grounds committee to resolve safety issues.
- Schedule childcare for AUUF-sponsored events such as New UU Orientation, the Annual Auction, Board meetings, and Adult RE, as the need arises, working in advance and in cooperation with the Minister and event managers.
- Prepare annual budget, report activities, and present long-term needs of the Child Care Committee to the Board.

Adopted: December 14, 1998

Communications Committee

Purpose

The Communications committee disseminates information about the AUUF both within the Fellowship and to the larger community.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Monthly solicit and compile Fellowship news, publish and distribute the AUUF Newsletter.
- Maintain the AUUF web site on the Internet.
- Write and distribute news articles, advertisements, and notices to the local media, working in conjunction with the Minister.
- Assist the Membership committee to annually revise, publish and distribute AUUF Directory.
- Prepare annual budget, report activities, and present long-term needs of the Communications Committee to the Board.
- Assist committees and Minister in preparing additional outreach and membership materials
- AUUF listserv maintenance
- Organize and maintain telephone tree

Adopted: December 14, 1998

Congregational Concerns Committee

Purpose

The purpose of the Committee on Congregational Concerns is to identify and respond to the special needs of individuals within the Fellowship during times of transition or crisis, working in conjunction with the Minister.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits the committee members as needed.

Responsibilities and Tasks

- Identifies and notifies the AUUF about the special needs of the members and friends of the Fellowship such as the arrival of a new family member, or times of illness, death, or other family crisis.
- Responds to special needs on behalf of the AUUF as appropriate, including but not limited to, sending a card, ordering flowers, notifying appropriate individuals, and organizing delivery of meals and other assistance from the Fellowship as needed.
- Prepares and updates an emergency contact list.
- Prepares an annual budget and reports committee activities and needs to the Board.

Adopted: December 14, 1998

Denominational Affairs Committee

Purpose

The Denominational Concerns Committee represent the AUUF on the Board of the Unitarian Universalist Mid-South District and informs the AUUF of regional and national issues with the denomination.

Committee Structure

Standing Committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- The Chair of this committee represents AUUF on the Board of the Unitarian Universalist Mid-South District.
- Informs the AUUF of regional and national issues within the denomination.
- Informs the AUUF of meetings and events such as training opportunities, social concerns, economic issues, and learning opportunities provided by the Mid-South District.

Adopted:

From Conrad 3/7/99

At 05:52 PM 3/7/99 -0500, you wrote:
for the handbook, Fred

DENOMINATIONAL AFFAIRS

Purpose:

The Denominational Affairs Committee informs the AUUF of regional and national issues within the denomination. In addition the committee undertakes work within the denomination that advocates and implements projects and programs that promise to increase the linkage between the AUUF and the societies that constitute the UUA.

Committee Structure:

Standing Committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks:

- Informs the AUUF of regional and national issues within the denomination.
- Informs the AUUF on meetings and events such as training opportunities, social concerns, economic issues, and learning opportunities provided by the Mid-South District.
- The committee is charged with the responsibility for developing the committee's job description as more knowledge and skills are acquired and to so report to the Board.
- To represent the AUUF at all District and Continental meetings and to vote at such meetings carrying either a sense of the Board or of the congregation or to be given the freedom to vote their conscience, such representation to be determined on the occasion of each meeting by the AUUF Board or by the congregation.
- To attend the Annual District Meeting.>

Finance Committee

Purpose

The Finance Committee reviews and manages the financial matters of the Fellowship and reports to the Board of Trustees

Committee Structure

The Executive Vice-President chairs the Finance Committee. The members include the current Treasurer and other members as appointed by the President. Members serve one-year terms, with annual reappointment possible.

Responsibilities and Tasks

1. Examine the current and long-term financial needs of the AUUF and make necessary recommendations to the Board of Trustees and to the Congregation;
2. Identify and develop fund-raising activities, in cooperation with the Board of Trustees, and
3. Identify and recruit leadership and other personnel resources to implement the fund-raising activities including but not limited to:
 - a) the annual canvass;
 - b) other annual fund-raisers such as the auction and yard sales;
 - c) special events and/or new fund-raising opportunities;
4. Establish a program for planned giving;
5. Management of the investments and growth of the endowment fund;
6. Develop and implement grant applications for special needs.

Adopted: AUUF Board of Trustees, September 8, 1997.

Membership Committee

Purpose

The purposes of the Membership Committee are to welcome visitors, help newcomers orient to the AUUF community, and encourage and recognize membership in the AUUF.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Organize and schedule greeters for worship services; provide greeters with basic instructions for preparing nametags, registering newcomers in the visitor's book and childcare information.
- Facilitate introductions of visitors and newcomers to the Minister, Board members, and other AUUF attendees.
- Transfer pertinent information and requests from visitors to the Minister and committee chairs, such as newsletter mailings and requests for pastoral meetings.
- Working with the Minister and the officers, schedule and present meetings such as "New UU" where new members and those considering membership can learn about the principles, activities, and organization of the Fellowship.
- Assist and inform new members about signing the Membership Book.
- Working with the Minister, schedule and organize ceremonies of membership recognition.
- Organize social events to promote inclusion in the AUUF community, such as Circle Dinners and Circle of Friends.
- Assist the Communications Committee in revising and publishing the AUUF introductory brochure as needed and the AUUF Directory.
- Maintain list of *The World* subscriptions.
- Prepare nametags.
- Working with the Treasurer, ensure that the membership list is up to date.
- Prepare annual budget, report activities and present long-term needs of the Membership Committee to the Board.

Adopted: 2/8/99

Committee on Ministry

Purpose

This committee is a community body whose purpose is primarily support of the ministry in agreement within the following description issued by the UUA Department of Ministry in June 1990.

“The purpose of the Committee on Ministry is to strengthen the quality of ministry within the congregation. Such a committee serves as a support group for the Minister and as a communication channel between the Minister and the congregation. Committee members should have the confidence of both Minister and congregation. Without that confidence the committee loses its credibility and ceases to fulfill its stated purpose.”

Membership

- This is a special committee with the Chair selected by the members and approved by the Minister.
- The committee membership shall comprise three members, including the Chair. The Minister submits three names of members of the Fellowship to the Board, who selects one of those names. Committee members must have the confidence of the Minister and congregation.
- The term of office for the Committee on Ministry members is three years. Terms should be staggered so there is never need to start over with an entirely new committee. To fill a vacancy on the Committee, the above selection process will be followed with the new member to be approved at the May meeting.

Responsibilities and Tasks

- Aid the Minister in carrying on an effective ministry by being available for counsel.
- Advise the minister concerning conditions within the congregation as they affect relations between Minister and members, with the main thrust to strengthen and improve relationships.
- Interpret to the congregation the nature and scope of work of the Minister, including clarification of role expectations for the Minister and development of realistic priorities for Minister and members.
- Consult with the Minister and submit an annual compensation recommendation to the Board.
- Consult with the Minister and recommend change in the employment agreement to the Board, as needed.
- Work with the Minister on the continuing education program, sabbatical planning or other professional development and to formulate recommendations on such plans to the Board and congregation including appropriate funding.

Duties from the AUUF Ministerial Contract

The Committee on Ministry and the Minister shall meet at least three times during the contract year to review the status of the ministry by providing a forum for constructive feedback regarding the same. The purpose of these meetings shall be to promote effective ministry, and the Committee on Ministry may recommend to the Board of Trustees that the covenants made in this agreement be reaffirmed or amended as necessary, including the allocation of time and money.

Should a grievance arise, the Minister may request and shall be granted the opportunity to present grievances to the Board of Trustees and to the Committee on Ministry.

Additional resources are available from the UUA Department of Ministry and the “UUA Congregational Handbook.”

Adopted: 2/8/99

Music Committee

Purpose

The Music Committee facilitates selection, organization and performance of music for regular and special services of the Fellowship.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Identify goals for the music program
- Facilitate formation of choir and/or ensembles in response to needs and interests of the Fellowship
- Identify a director for choir and/or ensembles or delegate responsibilities for various events
- Identify one or more accompanists for congregational singing, and for the choir and ensembles.
- Work with the Minister and lay-led program chairs to select music for congregational participation, choir performance, and solos and ensembles.
- Identify and encourage those with musical talent to participate in the music program.
- Identify guest musicians and organize performances.
- Prepare an annual budget for the music committee and present long-term needs of the music program to the Board.

Adopted: January 11, 1999

Program Committee

Purpose

The Program Committee works in concert with the Minister and lay leaders to plan and present services on Sunday mornings and on certain other occasions.

Committee Structure

Standing committee. An elected vice president is the Chair who recruits committee members as needed¹.

Responsibilities and Tasks

- Work with the Minister in all phases of worship service planning and delivery
- Schedule Minister-led services consistent with the Minister's contract.
- Identify lay leaders for services, schedule lay-led services, and assist in preparation as needed.
- Consult with the Minister and President on appropriate topics for lay-led services where such topics might conflict with UU Principles and Purposes.
- Provide weekly support for the Minister in preparation of the pulpit, public address system, chalice, and other tasks as needed.
- Prepare and distribute the order of service and printed announcements, or delegate such tasks as appropriate.
- Provide for the weekly updating of sign in front of the church to reflect scheduled services.
- Coordinate worship service planning with those responsible for music, children's story, and aesthetics.
- Maintain records of attendance at scheduled services.
- Plan and submit annual budget for worship services, present long-term needs for worship services to the Board.

Adopted: 2/28/99

¹ Program Committee members include the persons responsible for:

1. Gathering and placing announcements in the order of service;
2. The exterior sign lettering changes;
3. Readyng the podium and sound system;
4. Scheduling of readers of the children's story; and
5. The Chairs of the Music and Aesthetics Committees.

Religious Education Committee

Purpose

Plan and implement a religious education (RE) program for youth in age groups from preschool (age 3-5 years) through high school.

Committee Structure

Standing committee. The Chair is elected by the Fellowship and is a member of the Board of Trustees. The RE committee comprises the RE teachers and others recruited by the Chair.

Responsibilities and Tasks

- Recruit and train RE teachers; conduct a Teacher dedication at a Sunday service
- Establish an RE theme for the year; review, select and order curriculum
- Register children for the RE program, determine class structure and room assignments, and assign children to the appropriate classes.
- Assign budget and resources to each class; assist with purchasing as necessary.
- In cooperation with the program committee, organize a youth service for a regular AUUF Sunday service.
- Serve as AUUF contact and representative for RE issues, meetings, and youth activities
- Evaluate the RE program annually and report to the board
- Report RE activities in the monthly AUUF newsletter.
- Supervise the opening and closing of the RE building each Sunday.
- Supervise children's art show (with Aesthetics Committee)
- Prepare and submit an annual budget for religious education; identify and report to Board the long-term needs of buildings and grounds.

Schedule of Suggested RE Activities (See addendum 1)

Adopted: 2/8/99

Religious Education Committee: Addendum 1

Suggested Schedule of RE Activities

Monthly

- Prepare information for newsletter by collecting information from RE classes

May

- Recruit RE teachers for Fall
- Plan and organize RE picnic (usually first week in June)
- Plan RE teacher gift (use potluck Sunday for children to make something)
- Hold RE teacher/parent meeting lunch (provide lunch and childcare)

June

- Hold RE picnic
- Go to RE week at Mountain in June or July if possible
- Continue recruiting teachers
- Plan RE theme, review and select curriculum

July

- Order curriculum

August

- Plan overall RE year
- Finalize curriculums
- Organize classes
- Set schedule: schedule teacher training, dedication, Sundaes Sunday for September
- Plan teacher training: organize volunteers
- Organize clean-up day for RE building (hold in August or September)

September

- Administer Teacher Training: week prior: organize food and child care
- Send postcards inviting children to Sunday Sundaes
- Hold RE building cleanup day
- Coordinate Teacher Dedication with Minister
- Hold Sundaes Sunday (Fellowship in-gathering Sunday in September)
- Buy supplies for building and classes
- Help children find RE classes first few Sundays
- Publicize youth activities: Mountain and YAC's

October

- Set up first teacher meeting-for November

November

- Hold RE teacher meeting

DecemberJanuary

- Plan with teachers Valentines Express, buy supplies, publicize, make order forms

February

- One Sunday: supervise valentine making with children; Put messages in valentines
- Sunday closest to Valentine's Day: supervise children handing out valentines

March

- Plan Focus on RE month (April)
- Plan children's services, chalice lighting, readings for April
- Coordinate children's art show with Aesthetics Committee

April

- Help with children's service, teen service
- Plan/reserve Chewacla State Park for parent/RE teacher RE picnic (for May)

Information provided by Claire Crutchley and Emily Livant, 1997.

Social Action Committee

Purpose

The Social Action Committee connects the Fellowship to social issues and activities in the local and statewide community through interaction with affiliate organizations, representation in activities, and organizing events.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Provide representation of the AUUF to affiliate organizations such as Habitat for Humanity, Lee County Aids Outreach, Lee County Safehouse, Alabama Arise, We Help, East Alabama Food Bank and other organizations as the need arises, and as appropriate, approved by the Board.
- Provide organizational support for programs such as Welcoming Congregation and Oxfam banquet within the Fellowship and larger community.
- Identify current and emerging issues and provides information to the Board and to the Fellowship.
- Prepare an annual budget for Social Action programs and identifies needs and issues for consideration by the Board.

Adopted: 2/8/99

Social Action Committee

Purpose

The Social Action Committee connects the Fellowship to social issues and activities in the local and statewide community through interaction with affiliate organizations, representation in activities, and organizing events.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Provide representation of the AUUF to affiliate organizations such as Habitat for Humanity, Lee County Aids Outreach, Lee County Safehouse, Alabama Arise, We Help, East Alabama Food Bank and other organizations as the need arises, and as appropriate, approved by the Board.
- Provide organizational support for programs such as Welcoming Congregation and Oxfam banquet within the Fellowship and larger community.
- Identify current and emerging issues and provides information to the Board and to the Fellowship.
- Prepare an annual budget for Social Action programs and identifies needs and issues for consideration by the Board.

Adopted: 2/8/99

Unattended Responsibilities

- Supervise the cleaning of the church building through cleaning service or scheduled volunteers. Buy supplies as needed.
- Supervise the cleaning of the RE building; floors, bathrooms, porches and trash need attention.
- Purchasing general supplies for cleaning, restrooms, and lighting, etc. the Church and RE building.

Unattended Responsibilities

- Supervise the cleaning of the church building through cleaning service or scheduled volunteers. Buy supplies as needed.
- Supervise the cleaning of the RE building; floors, bathrooms, porches and trash need attention.
- Purchasing general supplies for cleaning, restrooms, and lighting, etc. the Church and RE building.

Unitarian Universalist Service Committee

Purpose

The Unitarian Universalist Service Committee (UUSC) provides regional, national, and global outreach on social, economic, political and spiritual issues. The UUSC Chair is the local liaison to the Fellowship.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Provide local representation and linkage to UUSC fundraising and consciousness raising events.
- Organize events such as UNICEF fundraising in October, and Guest at Your Table fundraiser in December.
- Solicit memberships and donations for the UUSC.
- Prepare an annual budget for UUSC activities (if needed) and report committee activities and needs to the Board.

Adopted: 2/8/99

Unitarian Universalist Service Committee

Purpose

The Unitarian Universalist Service Committee (UUSC) provides regional, national, and global outreach on social, economic, political and spiritual issues. The UUSC Chair is the local liaison to the Fellowship.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Provide local representation and linkage to UUSC fundraising and consciousness raising events.
- Organize events such as UNICEF fundraising in October, and Guest at Your Table fundraiser in December.
- Solicit memberships and donations for the UUSC.
- Prepare an annual budget for UUSC activities (if needed) and report committee activities and needs to the Board.

Adopted: 2/8/99

Unitarian Universalist Service Committee

Purpose

The Unitarian Universalist Service Committee (UUSC) provides regional, national, and global outreach on social, economic, political and spiritual issues. The UUSC Chair is the local liaison to the Fellowship.

Committee Structure

Standing committee. The Chair is elected by the Fellowship, is a member of the Board of Trustees, and recruits committee members as needed.

Responsibilities and Tasks

- Provide local representation and linkage to UUSC fundraising and consciousness raising events.
- Organize events such as UNICEF fundraising in October, and Guest at Your Table fundraiser in December.
- Solicit memberships and donations for the UUSC.
- Prepare an annual budget for UUSC activities (if needed) and report committee activities and needs to the Board.

Adopted: 2/8/99

Policies

Policy for Affiliation with Other Organizations

The Board of Trustees shall decide questions of affiliation with other organizations. The president shall be authorized to attend or send representatives to meetings of groups from which the AUUF would benefit or to which the AUUF could make a contribution. Membership fees in cooperating agencies may be allowed upon approval by the Board of Trustees.

A record of each cooperating organization and agency shall be maintained and contain the a) name and purpose of the organization; b) nature of the relationship; c) fiscal obligation; and d) contact person's name, address, and telephone/fax number.

In order for an agency or organization to be considered as a cooperating organization of the AUUF, its purpose and procedures should be in harmony and in no way conflict with the Principles and Purposes of the Unitarian Universalist Association and should be in keeping with the Bylaws and policies of the AUUF.

The following criteria should be considered for determining the extent of cooperation: a) membership on joint committees, advisory boards, and coalitions; b) participation in advisory councils, governing boards, or committees; c) sponsorship of joint meetings; d) official representative at conferences and conventions; e) participation in a common project or sponsorship of a joint project; f) public expression of approval; and g) dissemination of information.

The following criteria should be considered for determining the benefits and potential problems of cooperation: a) visibility for the AUUF and its programs; b) exchange of ideas with other groups concerned about issues important to the members of the AUUF; c) AUUF concerns, priorities, and perspectives expressed before a wide range of non-UU audiences; d) access to other organizations' publications, program material, research findings, technical resources, staff, and membership; e) influence with legislators and policy-makers, enhanced by acting in concert with other major organizations; e) publications and educational materials developed and produced in conjunction with cooperating organizations; f) special programs and projects planned and co-sponsored by AUUF and these organizations; g) maintain communication with leaders in key fields of importance to the AUUF; h) mutual support and encouragement; i) avoid duplication of efforts, saving AUUF resources; j) financial commitment required from AUUF; k) legal implications, to include probability of litigation, of coalitions or other forms of joint involvement.

Policy for Affiliation with Other Organizations

The Board of Trustees shall decide questions of affiliation with other organizations. The president shall be authorized to attend or send representatives to meetings of groups from which the AUUF would benefit or to which the AUUF could make a contribution. Membership fees in cooperating agencies may be allowed upon approval by the Board of Trustees.

A record of each cooperating organization and agency shall be maintained and contain the a) name

and purpose of the organization; b) nature of the relationship; c) fiscal obligation; and d) contact person's name, address, and telephone/fax number.

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Policy on Home-Based Education

The Auburn Unitarian Universalist Fellowship (AUUF) takes no particular stance on the merits of home-based education. Under the section 16-28-1 of the Alabama Legal code, the “home-schooling,” hereafter referred to as home-based education (HBE) option is most feasible under the sponsorship of a church school. The AUUF hereby adopts the following positions with the purpose of allowing members of AUUF whom so choose to practice home-based education.

- 1) The parents of the children participating in HBE are designated as the “teachers” of the church school.
- 2) The AUUF Board of Trustees shall designate an administrator whose duties are to oversee the requirements of this document and stated HBE regulations. Hereafter all references to “administrator” shall refer to this person. A deputy administrator may be appointed as the need may arise.
- 3) To be eligible for participation in the AUUF sponsored HBE program, a participating member of the AUUF shall meet the following requirements (the definition of a participating member of the AUUF is set by the AUUF Board):
 - a) Read and be familiar with the Alabama code on school enrollment;
 - b) Submit an initial statement on education philosophy, goals and methods to the Board;
 - c) Complete an Alabama state church-school enrollment agreement;
 - d) Sign a waiver document which relieves the AUUF from all legal and financial responsibility with regard to the HBE agreement;
 - e) Receive a vote of approval at a meeting of the Board.
- 4) Once sponsored by the AUUF, the teachers of the church school shall:
 - a) Submit annual educational goals to the administrator;
 - b) Submit quarterly progress reports and attendance records to the administrator;
 - c) Arrange with the administrator to have the educational progress of the children participating in the HBE measured on an annual basis with the express purpose of assuring that minimal education objectives are being met (the details of this process will be worked out between the administrator and the teachers).
- 5) The administrator shall:
 - a) Keep the following documents on file:
 - i) Copy of the “Alabama Scope and Sequence for K-12;”
 - ii) Alabama code on school enrollment;
 - iii) Copy of the church school enrollment form;
 - iv) Liability release form;
 - v) Current list of all AUUF HBE teachers and students;
 - vi) All quarterly progress reports, statements of individual student goals, progress measurement results and co-signed attendance records for the past ten years.
 - b) Arrange with the teacher to have the educational progress of the children participating in the HBE measured on an annual basis with the express purpose of assuring that minimal education objectives are being met.
 - c) Notify the HBE families, in writing, of upcoming recommendations to the Board concerning continuation of sponsorship.
 - d) Make yearly recommendations to the Board prior to August 1 regarding continuation of sponsorship of HBE families.

- 6) Issues and concerns regarding the AUUF-Sponsored HBE programs shall be resolved as follows.
 - a) Members of the AUUF who have concerns about the HBE should attempt to resolve the issue with the administrator. Decisions of the administrator can be appealed to the Board.
 - b) Participants in the AUUF-sponsored HBE should address concerns to the administrator. Decisions of the administrator can be appealed to the Board.
 - c) The administrator shall keep HBE families informed of any issues and concerns that may arise.
 - d) Those affected by a possible termination of AUUF sponsorship of HBE (be it an individual family or the program in entirety) must be given written notice and explanation at least 5 days prior to Board meeting and shall be allowed to address the Board on the motion. Written notice and explanation of action to terminate sponsorship shall be sent to the previous participants.
- 7) The AUUF church school does not discriminate on the basis of sex, affectional orientation, race, disability or religion but reserves the right to deny admission.
- 8) The AUUF, the AUUF Board and its members are in no way financially responsible for legal action taken against families sponsored by the AUUF HBE program.

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Alcoholic Beverages Policy

Auburn Unitarian Universalist Fellowship

In compliance with Alabama law², the Auburn Unitarian Universalist Fellowship Board of Trustees adopts the following policy applicable to all events that are defined as 1) AUUF-sponsored functions that occur at any location, or 2) events on the premises and grounds of AUUF whether sponsored by AUUF or others.

During events at which alcoholic beverages are present, an identified Event Manager who is an adult over the age of 21 years will be responsible for compliance with the following.

- A) Alcoholic beverages will not be possessed, served to, or consumed by any minor before, during or after the event.
- B) Participants who are allowed to bring alcoholic beverages for personal consumption will be informed of this policy and monitored to ensure compliance.
- C) Non-alcoholic beverages will be available from a well-identified location separate from that used to serve alcoholic beverages.
- D) Alcoholic beverages will not be left or stored on the grounds or in any buildings owned by the AUUF before or after any function.
- E) No one deemed impaired by alcohol will be allowed to operate a motor vehicle when leaving. Compliance options include taking car keys, making provision for a ride home, or calling law enforcement to prevent the impaired person from driving.
- F) As appropriate, adults and youth at events will be informed of this policy and of the expectations for compliance.
- G) For organizations other than the AUUF, the Event Manager and his/her organization will save and hold harmless the AUUF and it's Board, members, and employees.

The President of the AUUF is responsible for the following.

- A) Informing the members of the AUUF of this policy through an initial announcement and at such other intervals as deemed necessary.
- B) Informing event representative of this policy as a part of the rental/use agreement process. As appropriate, a signed and dated copy of this policy will be secured by the AUUF, with a signed copy also provided to the event representative.
- C) Failure to comply with any part of this policy shall be grounds for revocation of present and future privileges regarding use of AUUF facilities.

Signed:

Event Manager

Date

AUUF Designated Representative

Date

² In Alabama, it is illegal for alcoholic beverages to be sold or served to persons under the age of 21 years and illegal for persons under age 21 years to possess or consume alcoholic beverages. Organizations, individuals or businesses who permit alcohol either at functions they sponsor at any location, or on their premises at events sponsored by others, are legally responsible for complying with this law. They are also liable for any damages that result from consumption of alcohol by guests or patrons.

Auburn Unitarian Universalist Fellowship Building Reservation Form
Reserving Party

Name: _____

Building to be used: AUUF RE building

Activity: _____

Date of Activity _____ Time _____

If Alcoholic Beverages are to be served an AUUF Alcoholic Policy must be signed prior to the activity. Alcoholic Beverages to be served? Yes No

Event Manager _____

Deposit Paid: _____

Fee Paid: _____

Signed:

Reserving Party/Date

AUUF Representative/Date

Please Note

At the Conclusion of the Event an AUUF building will be left clean and ready for regularly scheduled activities (carpets vacuumed, dishes clean and put away, chairs set up, etc.). Thermostat settings should be at the specified settings, the doors and windows locked, and the lights turned off.

The Board through the President or his/her designated representative must approve any publicity for a scheduled event. Circulation of unapproved publicity may result in the forfeiture of the reservation fee.

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AUBURN UNITARIAN UNIVERSALIST FELLOWSHIP
LONG-RANGE PLAN 2000-2006

In reviewing the comments from members of the Fellowship, from Committee Chairs and other members of the Board of Trustees, and from members of the Long Range Planning Committee, several recurrent themes were apparent.

First, we want to pay close attention to the *Spiritual Dimensions* of this Fellowship, which includes our Sunday services and music program, religious education for all ages, and fellowship between members. These aspects are the heart of our Fellowship, and we want to nurture the growth of all of these dimensions.

Next, we value and are committed to *Outreach* in the larger community, which takes several forms, including our involvement in social action activities, and liaisons with community groups and churches.

Finally, we must have an *Organizational Infrastructure* in place that facilitates the achievement of our goals.

We have identified goals to be achieved in the next year (2000-2001 goals), in three years (2003-2004), and five years (2005-2006).

FIRST-YEAR GOALS (2000-2001)

Spiritual

- ◆ Develop a library to assist members' spiritual growth.
- ◆ Initiate alternative spiritual programs; for example, small group ministry, affinity and covenanting groups and weekday services.
- ◆ Develop a long-range and comprehensive plan for the Religious Education programming for children, youth, and adults.

Outreach

- ◆ Expand our leadership role as a Welcoming Congregation in the community.
- ◆ Develop a publicity plan to promote AUUF throughout the community.
- ◆ Develop programs to expand environmental awareness.

Infrastructure

- ◆ Identify ways to integrate the new property into the activities of the Fellowship.
- ◆ Institute AUUF Board of Trustees orientation and leadership training.
- ◆ Explore strategies to increase the level of involvement of all members.
- ◆ Explore strategies to maintain and increase membership.
- ◆ Explore ways to strengthen internal communication.

THREE YEAR GOALS (2003-2004)

Spiritual

- ◆ Evaluate alternative spiritual programs of the past two years, and make recommendations for continuation and expansion of existing programs.
- ◆ Implement support programs for youth and teens that will deal with such issues as rites of passage, greater involvement with other UU organizations, and involvement in social issues.
- ◆ Develop a long range and comprehensive plan for the Music Program.

Outreach

- ◆ Expand our connection with local campus communities. Explore strategies and identify ways to obtain resources to support campus outreach.

Infrastructure

- ◆ Reorganize the Board of Trustees by writing new By-Laws and restructuring committees.

FIVE-YEAR GOALS (2005-2006)

Spiritual

- ◆ Establish the salaried position of **Director of Religious Education**.

Infrastructure

- ◆ Establish the position of **Fellowship Administrator** for general accounting and record keeping; and to assist the Minister, AUUF President, and other Board members.