

CHARTERS

The Unitarian Universalist, Rockford, Illinois

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Congregational Life Council Charter

Purpose: The Congregational Life Council (CLC) gathers leaders of church groups and ministry teams to strengthen communication, coordination, and mutual support across congregational life. The Council helps leaders share timely updates, align with overall church priorities, and make practical decisions that support effective ministry.

Responsibilities:

The CLC is a working coordination body. It may make decisions as needed to support smooth ministry operations, including:

- Coordinating calendars and avoiding scheduling conflicts
- Setting shared practices (communication timelines, cross-team support)
- Identifying priorities and coordinating volunteers across teams
- Assigning short-term cross-team task groups when appropriate

Leadership:

- The Vice President presides at meetings and serves as Council Chair.
- The Chair may appoint a Council Secretary/timekeeper to record decisions and action items.
- The CLC does not replace the authority of the Board, staff, or individual teams. Items affecting budget, policy, personnel, or governance are referred to the appropriate body.

Meeting Format:

- The CLC meets quarterly in the evening (dates published in advance).
- Meetings are 60 minutes, with a planned start and end time.
- Opening and focus (2–3 minutes)
- Round-robin updates (time-limited; each team shares upcoming plans + one need)
- Discussion/decision items (1–2 items selected ahead of time)
- Coordination commitments (who will do what by when)
- Review decisions and next steps (final 2 minutes)
- An agenda is shared at least 3 days in advance.
- Teams unable to attend submit a brief written update ahead of the meeting.
- Notes capture decisions and action items and are shared with all members within one week.

Membership: The CLC is made up of the leaders (or designated representatives) of all church groups and ministry teams. Each team identifies a primary representative and a backup representative.

Nominating Panel Charter

Mission Statement

The Nominating Panel is established under Article VI, Section 4 of the Bylaws and is responsible for identifying and supporting congregants who are called to serve in leadership roles within the church. Grounded in the Unitarian Universalist principles of shared ministry and democratic process, the Panel provides a fair and transparent framework for discernment, ensuring that leadership reflects the diversity, talents, and commitment of our community. Through open dialogue, collaboration, and thoughtful consideration, the Nominating Panel strives to nurture capable and compassionate leaders who will help guide the congregation in fulfilling its mission and deepening its spiritual and communal life.

Nominating Panel Membership

As outlined in the bylaws, the Nominating Panel is a standing committee composed of five members who each serve staggered two-year terms, ensuring both continuity and the regular infusion of innovative ideas and perspectives. No member shall serve more than one consecutive term, except in cases where vacancies or special circumstances require additional service.

Members of the Nominating Panel are chosen through a democratically guided process that invites participation from the congregation through surveys and nominations, with final approval taking place at the Annual Meeting each June.

The Panel shall select one of its members to serve as Chair for a one-year term. To be eligible for this leadership role, an individual must have completed at least one year of their two-year term on the Panel.

Responsibilities of the Chairperson

The elected Chairperson serves as a facilitator and guide for the Nominating Panel, ensuring that the group's work proceeds with clarity, fairness, and respect for the shared voices of all members. The Chair is responsible for setting meeting agendas, calling meetings to order, introducing discussion items, inviting participation from all panel members, and guiding the group toward thoughtful and timely decisions. The Chair also coordinates the delegation of tasks and, when necessary, records votes and ensures that meetings conclude efficiently and with a clear sense of next steps.

In addition, the Chairperson acts as the primary liaison between the Nominating Panel, the Board of Trustees, and the Senior Minister, maintaining open communication through email or in-person meetings as appropriate.

When the Panel has completed its discernment process and selected nominees for leadership positions within the congregation, the Chairperson is responsible for contacting each nominee to extend the invitation to serve. Once the full slate of candidates is confirmed, the Chairperson presents the slate to the congregation at the Annual Meeting in June, where it is formally voted upon.

Responsibilities of the Nominating Panel

The Nominating Panel's primary responsibility is to identify, recruit, and present a slate of qualified and committed candidates for elected positions on the Board of Trustees, the Nominating Panel, and the Covenant Panel Charter, to be voted on by the congregation during the Annual Meeting. Further, the Nominating Panel advises the Board on appointments to the Board or Nominating Panel should a vacancy occur between Annual Meetings.

Consistent with Board Policy, should a vacancy occur on the Covenant and Safety Team between Annual Meetings, the Nominating will appoint a replacement to serve until the subsequent Annual Meeting

Grounded in Unitarian Universalist principles of shared ministry and democratic process, the Panel ensures that leadership opportunities are open, transparent, and reflective of the congregation's diverse gifts and perspectives.

Key Responsibilities

Identifying Leadership Needs: Consult with the current Board and other committees to determine the skills, experience, and qualities most needed to strengthen congregational leadership and fulfill the church's mission.

Active Recruitment: Publicize upcoming vacancies and actively seek potential candidates within the congregation who demonstrate a spirit of service, alignment with UU values, and a commitment to the church's goals.

Vetting Candidates: Engage in thoughtful conversations with potential nominees to ensure they understand the responsibilities, time commitments, and collaborative nature of the roles.

Ensuring Diversity: Strive to nominate individuals who, to the best of the Panel’s ability, reflect the full diversity of the congregation in age, gender, ethnicity, background, and lived experience—especially including voices from historically marginalized communities.

Preparing a Slate: Compile and confirm a final slate of nominees for presentation and vote at the Annual Congregational Meeting.

Communicating the Process: Keep the congregation informed about upcoming vacancies, nomination procedures, and deadlines in a clear and timely manner.

Succession Planning: Cultivate potential future leaders to sustain a healthy and continuous pipeline of engaged capable individuals for governance and ministry positions.

Onboarding Support: Collaborate with the Board and relevant committees to help orient new leaders and support their successful transition into their roles.

Ministerial Search Support: In the event of a ministerial vacancy, the Nominating Panel shall be responsible for forming a Settled Ministry Search Team. This includes identifying, recruiting, and recommending a diverse and balanced group of congregants who reflect the breadth of the congregation’s perspectives, and who are capable of carrying out the search process in alignment with Unitarian Universalist values and the guidance of the Unitarian Universalist Association.

Meetings

The Nominating Panel shall meet regularly, or more frequently as determined by the Panel or its Chair, to carry out its responsibilities. A majority of the Panel shall constitute a quorum for conducting business. Members may participate in meetings in person or virtually through platforms that allow for full audio and visual participation, and such attendance shall constitute presence at the meeting. To ensure transparency and accountability, the Panel shall maintain brief minutes of its meetings documenting key actions and decisions. A summary report on the Panel’s work and slate of nominees shall be included in the Annual Report to the Congregation, and meeting minutes shall be made available to the Board of Trustees upon request.

Administrative

Finance Committee Charter

Purpose: Finance is a standing Committee of the Board of Trustees as set out in Article VIII, Section 1 of the Bylaws. As such, the Committee reports to the Board and is to provide financial oversight and administrative support.

Responsibilities:

- In cooperation with the minister, prepare an annual operating budget for consideration by the Board and approval by the Society
- Monitor the financial activities and pledge income of the church for alignment with the approved budget and recommend adjustments, as necessary.
- Support the Annual Stewardship Campaign as needed.
- Assist the Board in the funding of major projects or campaigns.
- Oversee any major fund-raising events as requested by the Board, including selection of a chairperson for the event.
- Provide an annual report to the Board and Congregation.
- Report on the names of members who declined to pledge financial support or who made no payment on pledges for the Board to determine continued membership status.
- Provide a recommendation for expenditure of Permanent Funds in accordance with guidelines approved by the Society and present such recommendation to the Society at the Annual Meeting or Special Meetings, as necessary.
- Make recommendations to the Board on the disposition of financial gifts to the church for \$10,000 or more.
- Advise the board on non-budgeted financial expenditure if the sum of such expenditure exceeds the limits outlined in the Bylaws.
- Recommend the allocation of endowment income.
- Maintain a record of decisions and recommendations of the Committee.

Chairperson: The Finance Committee will have a chairperson appointed by the Board that will serve a term from July 1 to June 30 of each year or until a successor is appointed. The Chair will preside over the meetings of the committee, set the agenda, distribute financial reports, and be the primary liaison to the Board, other committees and teams, and the Society. The Chair will also serve as a voting ex-officio member of the Investment Panel.

Membership: The committee shall consist of the Chair and other members designated by the chair as necessary to carry out its purpose and responsibilities.

Meetings: The Committee will meet ten times per year or more or less frequently as is required to carry out its responsibilities.

Investment Panel Charter

Purpose: The purpose of the Investment Panel is to preserve the principal of the Legacy Funds through investments that increase their value over the long term.

Responsibilities:

- Preserve, invest, and reinvest all Legacy Funds—securities, funds, and income producing investments—in the name of the Society.
- Manage the Legacy Fund investments, making independent decisions without specific authorization from the Society, to buy, sell, transfer, and convey fund properties.
- Engage and hire investment advisory services, legal counsel, trust services, and custodial services as the Panel deems appropriate.
- Maintain the best interests of the church in all actions and consider the Society's values when making investment decisions.
- Make disbursements according to the instructions of the Society.
- Accept other church funds (other than Legacy Funds) for investment management.
- Review actions of the Investment Panel with the Board of Trustees at least annually.

Administrative Tasks:

- Keep the church office informed of panel membership.
- Forward copies of monthly statements from investment entities to the church office, the bookkeeper, and members of the Panel.
- Provide copies of Panel minutes to the church office.
- Submit a written report of the Panel's activities for inclusion in the annual report to the congregation.
- Propose a budget for the panel, if necessary, and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget for the Panel.

Membership: The panel shall consist of six members of the congregation selected by the Board of Trustees and two voting ex-officio members, the treasurer, and the chair of the Finance Committee. Two of the members shall be chosen each year by the Board to serve for terms of three years.

Memorial and Special Gifts Committee Charter

Purpose: The purpose of the committee is to act as a sensitive liaison with families and/or donors in the selection of memorials that reflect the life and interests of the memorialized person(s) and are appropriate to the needs, priorities, commitments, and the décor of the church; and to promote the donation of special gifts and bequests to the church.

Responsibilities:

- Monitor the Memorial and Special Gifts Fund.
- Assist people in the selection of memorial and special gifts.
- Act as liaison between donors or their representatives and the church in determining the use of undesignated gifts as appropriate.
- Work with the Building and Grounds and/or Furnishings Committees, as necessary, in the selection of permanent memorials.
- Advise the Board of Trustees of expenditures proposed and submit for Board approval all expenditures over \$500.
- Act on the requests or suggestions for the use of above funds and submit a committee recommendation to the Finance Committee.
- Maintain a permanent record of all memorial and special gifts in the memorials record book.
- Maintain the Memorial Patio.
- Annually receive requests for names to be engraved on bricks in the Memorial Patio.
- Maintain a book of the memorial services order of service for church members.
- Write thank you letters to appropriate person(s) to acknowledge the actual use of funds following the expenditure.
- Provide church members with educational material in reference to establishing bequests, memorials, and other gifts to the church.

Administrative Tasks:

- Keep the church office informed of the committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Prepare a written report of the committee's activities and submit it for inclusion in the annual report.

Membership: The committee consists of a chairperson, appointed and approved by the Finance Committee Chair, and such members as necessary to carry out their purpose and responsibilities. Members are appointed by the chairperson. The terms of office shall be July 1 to June 30, or until a successor is appointed.

Stewardship Committee Charter

Purpose: The purpose of the Stewardship Committee is to coordinate the annual Stewardship Campaign which solicits pledges from the church's membership to support more than 75% of the church's operating budget.

Responsibilities:

- Organize and conduct the annual Stewardship Campaign.
- Oversee the canvassing of new members after each Pathways to Membership series, provide canvasser training materials to new Board members.
- Maintain ongoing communication with the Board of Trustees, the Finance Committee, and the church staff.
- Participation by the chair in relevant fundraising training provided by the MidAmerica Region (UUA).

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Prepare a written report on the committee's activities and submit it for inclusion in the annual report to the congregation.
- Propose a budget for the committee and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget for the committee.

Membership: The Stewardship Committee shall consist of a chairperson and a co-chairperson, appointed and approved by the Board of Directors, the Finance Committee Chair and the Senior Minister, and other such members as necessary to carry out its purposes and responsibilities. The co-chair shall be appointed each year and will become the chair for the following year.

Denominational Affairs Committee Charter

Purpose: To communicate between the congregation, the Unitarian Universalist Association, MidAmerica Region, and other Unitarian Universalist congregations.

Responsibilities:

- Encourage members to attend and serve as delegates at General Assembly.
- Publicize regional and continental denominational events.
- Review *UU World* and other UU publications. Publicize UU events in *Kairos*.
- Educate the congregation about the Unitarian Universalist Service Committee and support their fundraising events.
- Provide opportunities for leadership training through communication of workshops given by MidAmerica Region.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the office in a timely manner.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Submit an annual budget to the Finance Committee when requested.

Membership: The committee shall consist of a chairperson (recruited by the Vice-President and the Senior Minister and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subteam:

- **Partner Church**

Buildings and Grounds Committee Charter

Purpose: Buildings and Grounds Committee plans, organizes, and arranges on-going maintenance of the building (including the following equipment and systems: mechanical, electrical, structural, plumbing, HVAC, alarm/communications), fixtures, furnishings, general construction activities, and surrounding grounds. In addition, the committee prepares recommendations for Board and/or congregational action, as appropriate, for major maintenance or improvements.

Responsibilities:

- Develop written procedures and schedules for proper operation and maintenance of building equipment and systems to facilitate transfer of responsibilities for them.
- Develop realistic budgetary data so that work or purchases can proceed on a planned basis and furnish annual budget recommendations and other special estimates to the Finance Committee or Board of Trustees as needed.
- Negotiate and/or enter into contracts for outside services (e.g., snow removal, landscaping) as authorized by budget, special resolutions, or Board requests.
- Arrange, promote, and supervise special projects (e.g., workdays)
- Provide a list of people to be available on call by the alarm service and review this list semi-annually and update as required and ensure that keys and instructions are issued to those individuals by the office.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Provide copies of committee minutes to the office in a timely manner.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Participation by the chair or representative in Administrative Council meetings.
- Submit an annual budget to the Finance Committee when requested.

Membership: The committee shall consist of a chairperson (recruited by the President and the Congregational Administrator and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subcommittees:

- **Furnishings:** Maintain furnishings in good repair and make recommendations for needed additions or replacements; maintain and rotate sanctuary banners.
- **Art Exhibits:** Schedule, set up and remove art exhibits in the narthex.
- **Library**
- **Kitchen**

Art Exhibit Team Charter

Purpose: The purpose of the Art Exhibit Team is to arrange for art exhibits in the narthex of the church.

Responsibilities:

- Contact area artists and negotiate for displays of their works in the narthex.
- Help with the hanging of displays, as necessary.
- Serve as liaison between the artist and the church.
- Obtain lists of works hung and their values and provide copies of such lists to the church office immediately upon their display.

Administrative Tasks:

- Prepare an annual report each April for inclusion in the church's annual report for its members.

Membership: The subteam shall consist of a team leader, selected by the Building and Grounds Committee Chair, and such other members as necessary to carry out their purposes and responsibilities. The term of office shall be from July 1 to June 30.

Building Emergency and Safety Plan Team Charter

Purpose: The Building Emergency and Safety Team exists to help ensure a safe, welcoming, and prepared environment for all who use the church building and grounds. The Team supports the congregation's commitment to care, responsibility, and community well-being through emergency preparedness, safety planning, and risk reduction. This is an independent team, not a subcommittee of any other committee.

Responsibilities:

- Develop, maintain, and periodically review written emergency procedures, including:
 - Fire and evacuation
 - Medical emergencies
 - Severe weather
 - Utility failures
 - Other emergency threats
- Identify evacuation routes, shelter locations, and outdoor gathering points.
- Ensure procedures are accessible and understandable to staff, volunteers, and congregants.
- Conduct periodic walkthroughs of the building and grounds.
- Identify safety concerns related to fire protection, accessibility, lighting, trip hazards, and security.
- Recommend corrective actions and priorities to leadership.
- Coordinate basic safety and emergency response training as appropriate.
- Help identify and support volunteers for emergency roles (e.g., ushers, medical responders).
- Encourage a culture of shared responsibility for safety within the congregation.
- Develop procedures related to the safety equipment, including fire extinguishers, first-aid kits, AEDs, emergency lighting, and signage.
- Recommend maintenance, replacement, or additional equipment as needed.
- Support clear communication procedures during emergencies.
- Coordinate, when appropriate, with local emergency responders.
- Serve as a point of contact for safety concerns raised by members or staff concerning the property.
- Review significant incidents or near-misses with care and confidentiality.
- Identify lessons learned and recommend improvements to prevent recurrence.

Administrative Tasks:

- Provide brief updates or recommendations to the Board.
- Prepare an Annual Report for the congregation by May 1.
- The Chair or a representative represents at the Congregational Life Council meetings.
- Submit an annual budget to the Finance Committee. Submit a request for funds for any unforeseen issues.

Membership: Membership will consist of at least one staff member and one member to represent the Buildings and Grounds Committee, and one member from the congregation. More than one from each group is encouraged. Staff will recommend individual members and ask them to volunteer.

Covenant & Safety Panel Charter

Purpose: The purpose of the panel is to provide a communications resource and to implement the conflict management process for the church community, based upon the foundation of the UU principles and our church's Code of Ethics, and the Guidelines for Conflict Management Process.

Responsibilities:

- Educate the church community about our Code of Ethics and the conflict management process.
- Serve as a resource to individuals and church groups seeking to address and resolve conflicts on their own.
- Carry out responsibilities as defined in the Disruptive Behavior Policy.
- Implement the conflict management process as follows:
 - Receive requests to assist with conflicts that arise.
 - Evaluate the appropriateness of the panel addressing the conflict brought to it.
 - Implement the Guidelines for Conflict Management Process in addressing the conflict.
- Participate in church leadership activities and meetings through a designated representative, usually the chairperson.
- Meet, as needed, to conduct the panel's business.
- Provide a representative to attend Board of Trustee's meetings, as necessary, to:
 - Understand concerns as they relate to the overall church community.
 - Report panel activities if necessary.

Administrative Tasks:

- Prepare a written report on the panel's activities and submit it for inclusion in the annual report. The report should include the number and general nature of issues brought to the panel (without compromising confidentiality), as well as educational activities conducted.
- Keep the church office informed of committee membership.
- Propose a budget for committee activities and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate within the budget approved for committee activities.

Membership: The panel shall be composed of three members, at least two of whom will be/become trained in conflict management. Nominees shall be solicited from the congregation, and the Nominating Panel shall create a slate of candidates. Members will be elected on three-year terms, which shall be rotated to ensure continuity. The panel shall elect its own chairperson.

Religious Life

Committee on Ministry Charter

Purpose: The Committee on Ministry will maintain, support, enhance, and assess the quality of the professional ministry of the church and liaison with the congregation's shared ministry.

Responsibilities:

- Work with the congregation toward effective shared ministry in pursuit of the stated mission and vision of the church.
- Aid the Senior Minister, the congregation, and affiliated ministers in carrying on effective ministry by being available for consultation.
- Serve as a resource and sounding board for the Senior Minister and a channel of communication between the Senior Minister and the congregation.
- Meet with the Senior Minister monthly. The meeting dates shall be announced in the *Kairos* with a list of committee members. The announcement will encourage members of the congregation to submit non-anonymous comments to any committee member prior to the meeting date.
- Inform the congregation of nature and scope of the work of the Senior Minister and of the shared ministry of the congregation.
- Develop and implement a process of documenting feedback regarding the Senior Minister and communicate the findings of that process to the Board of Trustees.
- Provide an annual written report, in support of the Board's evaluation of the Senior Minister, regarding the overall health of the congregation's ministries.
- Work with the Senior Ministers on their continuing education program, sabbatical planning, and other professional development.
- Serve as a channel of communication, as requested, between affiliated ministers and the congregation.

Administrative Tasks:

- Keep the church office informed of committee membership.
- Prepare committee report to be included in the Annual Report to the congregation by May 1.
- Participation by the chair or representative in Congregational Life Council meetings.
- Recommend salary and housing compensation for the Senior Minister to the Finance Committee and the Board of Trustees.
- Submit an annual budget to the Finance Committee when requested.

Membership:

The committee shall have five members, recommended by the Senior Minister and appointed by the Board of Trustees. In odd numbered years, the Board shall appoint three members to serve two-year terms and in even years, two members to serve two-year terms. Terms shall run from July 1 to June 30. The committee may also recommend individuals to the Board. The committee shall elect a chair, for a one-year term, from its own membership.

Intern Ministry Committee Charter

Purpose: The purpose of the committee is to provide on-going support and evaluation to an intern minister.

Responsibilities:

- Communicate with the congregation using *Kairos*
- Welcome and orient the intern minister to the church and the community
- Attend services and other functions for which the intern minister is responsible for providing support and feedback
- Meet at least monthly with the intern minister to share information and mutual concerns about the experience
- Prepare written midpoint and final evaluations for the theological school and the UUA's ministerial education office
- Maintain a committee file consisting of meeting minutes, correspondence, intern minister's resume, signed contract, midpoint and final evaluations, and any other relevant material

Administrative Tasks:

- Keep the church office informed committee membership.
- Provide copies of committee minutes to the church office on a regular basis.
- Submit the intern minister's and the committee's reports for the church's annual report to the congregation.
- Propose a budget for the committee and submit it to the Finance Committee by a date to be determined by that committee.
- Operated within the budget approved for the committee.

Membership: The committee shall consist of at least five members. The Senior Minister and the Intern Minister shall jointly appoint members, who shall be approved by the Board of Trustees. The committee shall elect its own chair.

Worship Team Charter

Purpose: The purpose of the Worship Team is to organize congregation participation in the design and presentation of worship services, to encourage appreciation of the arts as a significant element in the religious community, and to provide input to the ministers regarding the congregation's spiritual and intellectual needs and interests.

Responsibilities:

- Assist the minister with Sunday services as requested.
- Prepare and present services on designated Sundays when the minister is not in the pulpit.
- Lead worship for guest speakers when the ministers are away
- Be available for suggestions for potential worship service themes or sermon topics, consider suggestions for services, work with the minister to respond to the needs and interests, and give feedback to the people who made the suggestions. Individuals or groups who wish to conduct a service shall submit, or work with the committee to develop, a detailed outline of the service and sermon.
- Receive training on the art and science of Worship.

Administrative Tasks:

- Keep the church office informed of team membership.
- Prepare team report to be included in the Annual Report to the congregation by May 1.
- Participation by the team leader or representative in Congregational Life Council meetings.
- Submit an annual budget to the Finance Committee when requested.

Membership: The team shall consist of a team leader (recruited by the Vice-President and the Senior Minister and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Music Team Charter

Purpose: The purpose of the Music Team is to ensure the provision of appropriate music for Sunday and special services.

Responsibilities:

- Provide communication between the congregation and the music director.
- Provide such support as requested by the music director.
- Propose a music budget for consideration by the congregation for the annual operating budget, including music, soloists, instrument maintenance, and salaries for the music director and assistant music director.
- Provide consultation with the senior minister in consideration or appointment or dismissal of a music director.

Administrative Tasks:

- Prepare an annual report each April for inclusion in the church's annual report for its members.

Membership: The subteam shall consist of a team leader, appointed by the chair of the Worship Team and the Music Director, and such other members as necessary to carry out its purposes and responsibilities. The terms of office shall be from July 1 to June 30.

Religious Education Team Charter

Purpose:

- Support the Director of Religious Education in planning experiences that deepen children and youth's connection to Unitarian Universalist values
- Develop relationships with the children and youth of the congregation and welcome them into the larger church community
- Support parents and guardians who are seeking to raise their children with an appreciation of liberal religious values

Responsibilities:

- Formulate goals and objectives for the religious education program in collaboration with the Director of Religious Education
- Support the Director of Religious Education in recruiting teachers and youth advisors
- Assist the Director of Religious Education in selecting curricula and special programming or the various levels of Religious Education programming
- Assist the Director of Religious Education by participating in ongoing evaluation of R.E. programming and making changes as appropriate
- Plan and coordinate intergenerational activities that encourage children and youth participation with the larger church community
- Develop church programming that supports parents and guardians with the Director of Religious Education

Administrative Tasks:

- Keep the church office informed of team membership
- Prepare a written report to be included in the Annual Report to the congregation
- Participate in the Congregational Life Council meetings through a designated representative
- Operate within the annual budget

Membership: The Team shall consist of a team leader (recruited from active team members) and such other members as necessary to carry out the purposes and responsibilities of the team. The term of office shall be from July 1 to June 30.

Faith in Action Teams

Eco-Justice Team Charter

Purpose: The Ecojustice Team addresses ecological sustainability, justice and flourishing by promoting climate justice, including demand reduction, sustainable energy, climate resiliency and the connection between spirit and earth.

Responsibilities:

- Help organizations protect and promote wilderness, nature experiences, and sustainable life practices.
- Engage members and the church in this work.
- Conduct ongoing environmental ideas.
- Act as a collecting point for environmental ideas, suggestions and activities both within the church and the community.
- Propose a budget for the team and submit it annually to the Finance Committee by a date to be determined by that committee.

Administrative Tasks:

- Keep church office informed of team membership.
- Provide copies of team minutes to the team's Board of Trustee Liaison on a regular basis.
- Prepare a written report on the team's activities and submit it for inclusion in the annual report to the congregation.

Membership: The Team shall consist co-chairs and other members to carry out its purpose and responsibilities. Every effort will be made to include representation from all aspects of congregational life.

Sex and Gender Team Charter

Purpose: The Sex and Gender Team addresses both reproductive justice and justice/equality and inclusion for GLBTQ+ people and for women. The Team will be a faithful voice for reproductive justice, gender justice, and GLBTQ+ justice in Rockford, Illinois, and nationally.

Responsibilities:

- Collaborate with organizations working on the issues of sex and gender justice.
- Engage members and the church in fulfilling the purpose.
- Support the local LGBTQIA+ community through participation in the annual Rockford Area Prode Parade.
- Sponsor the LIAM Foundation's annual Gayla fundraiser.
- Accept unconditionally that trans women are women, trans men are men, and that many other gender expressions exist as well.
- Support reproductive justice in the Rockford area through a relationship with Midwest Reproductive Health abortion clinic.
- Partner with Winnebago County Citizens for Choice to stay informed about new laws and developments.
- Educate the UU Rockford congregation, and the surrounding community by offering Wonderful Wednesday events on topics related to LGBTQIA+ rights and gender equity.
- Continue UU Rockford's designation as a Welcoming Congregation and its affiliate membership in the UU Women's Federation.

Administrative Tasks:

- Keep church office informed of team membership.
- Provide copies of team minutes with the team's Board of Trustees Liaison on a regular basis.
- Prepare a written report on the team's activities and submit it for inclusion in the annual report to the congregation.

Membership: The Team shall consist of co-chairs and other members to carry out its purpose and responsibilities. Monthly meetings and occasional events are open to visitors and new members to provide a space of emotional and physical safety where each person can be seen, heard, and warmly welcomed as themselves.

Racial and Economic Justice Team Charter

Purpose: This team addresses racial and economic injustice by promoting a church, city, and nation characterized by racial and economic justice, belonging, and repair. Issues can include housing, education, food security, criminal justice, jobs, immigration, relationship building and more.

Responsibilities:

- Combat white supremacy, classism, and other forms of oppression through faithful, prophetic, and honest conversation and action.
- Support existing partners who experience systems of oppression most directly, as appropriate, and productive:
 - NAACP
 - Booker T. Washington Community Center
 - Justice for Our Neighbors
 - One Body Collaborative
 - Cornucopia Food Pantry
 - Alignment Rockford
 - Rockford Promise
 - RPS 205 FIT office
 - CASA Court Appointed Special Advocate
 - Family to Family
 - RAMP Disability Resources and Services
 - Live Free
 - UUPMI, UU Prison Ministry
 - Eliminate Racism 815
- Engage members and the church in supporting Church activities, such as the UU Food Pantry.

Administrative Tasks:

- Keep church office informed of team membership.
- Provide copies of monthly meeting minutes to the team's Board of Trustee Liaison on a regular basis.
- Prepare a written report on the team's activities and submit it for inclusion in the annual report to the congregation.

Membership: The Team shall consist of co-chairs and other members to carry out its purpose and responsibilities.

Welcoming and Belonging

Membership Team Charter

Purpose: The purpose of the Membership Team is to commit to the growth and retention of members:

Develop programs that genuinely welcome visitors and encourage their return and membership in the church

- Monitor new members' successful integration into the church and their long-term commitment for the benefit of the new member and the church.

Responsibilities:

- Provide methods to attract prospective members.
- Welcome and disseminate information to church visitors, i.e., by recruiting, training, and scheduling hosts, greeters, and ushers for Sunday mornings.
- Including congregants into the life of the church.
- Facilitate a Path to Membership sessions: 1) recruit a team member to attend each Path to Membership series; 2) keep attendance during the series; 3) provide refreshments (reimbursed); 4) participate in discussions and get acquainted with prospective new members; 5) participate in the New Member Welcoming ceremony.
- Provide outreach to improve retention of members.

Administrative Tasks:

- Keep the church office informed of team membership.
- Provide copies of team minutes to the church office on a regular basis.
- Prepare a written report on the team's activities and submit it for inclusion in the annual report to the congregation.
- Participate in the Congregational Life Council meetings and activities, through designated representative, usually the team leader.
- Propose a budget for team activities and submit it to the Finance Committee by a date to be determined by that committee.
- Operate within the approved budget.

Membership:

The team shall consist of a team leader (recruited by the Vice President and Program Director and approved by the Board of Trustees), and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Caring Team Charter

Purpose: The purpose of the Caring Team is to assist the congregation in its pastoral ministry to one another.

Responsibilities:

Provide one-to-one caring and helping activities to church members in special need, including:

- Major life changes, such as becoming a parent, loss of a job, divorce, or retirement
- Isolation because of age or mobility problems or other factors
- Health problems, illness, or hospitalization
- Death of a family member or friend
- Other life changes or events causing personal distress.
- Render services based on the wishes of the church member in need, such as:
 - Being present with the person.
 - Offering an opportunity to talk.
 - Giving empathy and emotional support.
 - Referring to other sources of help.
 - Providing food, transportation, and other acts of kindness.
- Keep the church office informed of team membership.
- Provide copies of team minutes to the Board Liaison on a regular basis.
- Prepare a written report on the team's activities and submit it for inclusion in the annual report to the congregation.
- Participate in Congregational Life Council activities and meetings through a designated representative, usually the team leader.
- Propose a budget for the team and submit it annually to the Finance Committee by a date to be determined by that committee.
- Operate with the budget approved for the team.

Membership: The team shall consist of a team leader, recruited by the Vice President and Senior Minister and approved by the Board of Trustees, and other such members as necessary to carry out its purpose and responsibilities. The terms of office shall be from July 1 to June 30, or until a successor is appointed.

Subteam

- **Memorial Services and Receptions**

Memorial Services and Receptions Team Charter

Purpose: The Memorial Reception Team provides caring, welcoming support to families and guests during memorial services. We create a warm and comforting space by organizing the reception that follows the service. Our purpose is to offer hospitality, coordinate food and set up, and ensure that all who gather have a place for community, remembrance, and healing.

Responsibilities:

- The **Minister** plans the actual memorial service with the family including the approximate number of guests, food, flowers, guest book, servers, ushers, and greeters and informs family that a member of the team will contact them. The minister provides information for the team as well as contact name and number.
- The **church office** will inform the Memorial Receptions **Team Co-Chairs** of the time and place of the memorial service. Team Co-Chairs will, in turn, proceed with arrangements for the service and reception. Co-Chairs will decide among themselves, responsibilities for each, and will cover for each other if needed.
- **The flowers will be provided by the family for the sanctuary.** Family members should place their own order with the florist of their choice and arrange for delivery. Flowers are placed on a shelf in the front of the church and should be “one-sided.” The sanctuary flowers may be brought to the reception.
- If the family also wants to provide flowers for the food table, they may do so. Often the family may request that flowers are used in the sanctuary on the following Sunday as a memorial “provided in memory of.” The exception is on occasions when someone has already ordered flowers for that particular Sunday.
- **A guest book should be furnished by the family.** It is often available from the funeral home. The church does have a guest book with removable pages in the Alliance cupboard should one not be available at the time of the memorial service.
- If the **family** would like to name greeters, guestbook people, ushers, servers, and people who would pour the punch and/or coffee, they may do so by informing a Team Lead of these details. Otherwise, the **Team Lead** will recruit people to do this

if the family indicates that it has no preference and/or does not want to assume this responsibility.

- The **Team** helps the family set up in the Narthex, and Sanctuary, sets up Deale Hall (unless the family chooses to), serves, and cleans up.

Costs:

- When a church member has died, memorial services will be conducted by the minister at no charge. For others, the minister's fee is \$350, plus a building use fee dependent upon which parts of the church are used.
- The musician's fee for playing music is \$150.00. Tech support fee is \$150.00 - \$200.00 depending on need, paid to him/her directly. All fees subject to change,
- Beverages, donated finger food, and flowers for tables in Deale Hall will be provided for a church member. Anything beyond this will be the responsibility of the family.

Administrative Tasks:

- Keep office informed of team membership.
- Provide the office with a written summary of the outcome of each memorial service and reception, including challenges and successes.
- Prepare a written report and submit for inclusion in the annual report to the congregation.

Membership:

The Team shall consist of 2-3 co-chairs and other members to conduct its purpose and responsibilities.