



Westside Unitarian  
 Universalist Church  
 901 Page Ave.  
 Fort Worth, TX 76110

## WUUC Policies and Procedures

<b>Title</b>	Responsibilities of Standing Committees	
<b>Number</b>	C.2	
<b>Purpose</b>	To provide responsibilities of standing committees.	
<b>Scope</b>	This policy will apply to all committees established by the board.	
<b>Definitions</b>	None	
<b>References</b>	None	
<b>Appendices</b>	None	
<b>Author</b>	Board of Directors	
<b>Approval Dates</b>	Origination:	Unknown
	Last Revision:	Unknown
	Last Reviewed:	
	Next Review Date:	7/1/2019

### Responsibilities of Standing Committees

These Standing Committees, having been established by a majority vote of the congregation, are charged with the following responsibilities by the Board of Directors. All policies & procedures must be ratified by the Board of Directors prior to implementation:

#### **Aesthetics & Building Use Committee (ABUC)**

This committee will establish policies & procedures to ensure a consistent, functional & pleasing interior atmosphere of our church building.

They will also ensure that the church building be used in a manner that will promote Unitarian Universalist Principles & Purposes, as well as the Mission & Vision Statements of Westside UU Church, while minimizing damage or improper use.

This committee should work closely with the Building & Grounds Committee to ensure that any alterations to the church building be done in a way consistent with established policies & procedures in order to safeguard the structures & infrastructures of the church building.

#### **Building & Grounds Committee**

This committee will establish policies & procedures for any alterations to the church building to ensure the physical integrity, security & maintenance of the building.

This committee will also be responsible for organizing & recruiting members to assist with routine maintenance of the interior & exterior of the church property.

This committee should work closely with ABUC & Green Sanctuary Committee in order to facilitate their responsibilities.

### **Finance Committee**

This committee will establish policies & procedures that will ensure the assets of the Church (financial, functional & real) are properly protected & utilized in a manner commensurate with the Seven Principles.

### **Green Sanctuary Committee**

This committee will establish policies & procedures for church functions that will directly promote the Unitarian Universalist seventh principle.

This committee will also be responsible for organizing & promoting congregational actions & activities that directly promote the Unitarian Universalist seventh principle.

This committee should work closely with ABUC, Building & Grounds Committee & Social Justice Committee to ensure their activities are consistent with our seventh principle.

### **Membership Committee**

The Membership Committee will promote & facilitate membership in Westside Unitarian Universalist Church. The committee will provide four Exploring Membership classes per year and host two new member parties per year. The committee will keep track of first time visitors and follow-up with a phone call. Assimilation of new members is also a charge of this committee.

The Usher and Greeter schedule, new member bios for the newsletter, and member/friend database all fall under the guidance of this committee.

### **Religious Education Committee**

**Children-** This committee, working in consultation with the Director of Religious Education (DRE), is responsible for the structured religious educational experiences of children and youth. It is also the responsibility of this committee in concert with the DRE to ensure the safety of ALL children (member children and visitors) who attend RE functions.

**Adult-** This committee is responsible for a structured adult religious educational experiences.

### **Safe Congregation Committee**

This committee is responsible for the safety & wellbeing of any person within the physical confines of the Church building and parking lot, or any function of the Church. This committee should work closely with the Committee on Ministry, the Minister, the Building & Grounds Committee & the Board of Directors & bring ANY safety concerns to these entities for prompt remediation.

### **Social Committee**

The Social Committee is responsible for organizing opportunities for the congregation to bond socially. This committee also arranges the Circle Suppers in members' homes.

### **Social Justice Committee**

The purpose of social service is to meet the needs of persons in distress. This committee is responsible for guiding the outreach of the Church. Current projects include:

1. Kiva loans using the Kennedy Fund
2. Southside Area Churches including two undesignated plate offerings per year; Thanksgiving food bags; Christmas Angel Tree; and periodic collections of needed items.
3. Samaritan House Supper Club; providing and serving dinner once a month and one undesignated plate offering per year

### **Worship Committee**

The Worship Committee is made up of a team of six worship leaders appointed by the Minister. The team provides weekly Sunday services, script, Order of Service and appoints members to participate in the service as needed.