

4.0 PROGRAMS

4.1 FAITH DEVELOPMENT TEAM - To be developed

4.2 CONGREGATIONAL LIFE TEAM - DRAFT

MISSION OR PURPOSE

The Congregational Life Team is to facilitate the development of a congregation that welcomes guests, strives to be warm, caring, supportive, encourages membership and participation in our fellowship, and promotes the general health and spiritual growth of the congregation.

Areas of Responsibilities and Duties

- **Hospitality** - Create an informative and inviting introduction to the fellowship for guests and to make guests, members and friends feel welcome, appreciated and cared for.
 - Organize and schedule a Hospitality Team for each Sunday service.
 - Ushers/greeters will welcome guests as they enter the church, provide orientation to our facility, and manage all the logistics that make our guests feel welcome, appreciated and at ease upon arrival. Guests with children will be made aware of our Religious Explorations Program.
 - Ushers/greeters will hand out bulletins and hymnals, collect the offering, record attendance and straighten the Sanctuary after the service.
 - Coffee/refreshment host(s) will provide and serve light refreshments, beverages and coffee following the services. They are responsible for cleaning the kitchen area.
 - Organize a First Sunday Potluck Coordination Team
- **Membership** - Welcomes newcomers, promotes membership for those who are interested, and helps newcomers and members become fully integrated into the fellowship so that we have more fulfilled individuals and a thriving community.
 - Specific Functions
 - Support the Hospitality Team - all
 - Attend Sunday Services regularly and visit with guests/newcomers after the service to answer any questions they may have - all
 - Contact and maintain data on guests/newcomers that complete a "Let's Get Acquainted" card or sign-in sheet
 - Provide name tags as needed - Office Volunteer
 - Maintain and monitor membership rolls and keep them up-to-date and reach out to inactive or missing members and friends - Office Volunteer
 - Communicate with UUA Data Services and Southern Region, as needed, to update critical member and contact information - Office Volunteer

- Coordinate with Leadership Development Team to offer a “New Member Orientation” class, quarterly, to better familiarize newcomers and members with Unitarian Universalism and the UU Fellowship of Bay County (Religious Education Coordinator)
 - Introduce and welcome people into membership
 - Support and recognize current members so that they can feel more fully actualized in regards to their participation and experience at UUFBC
 - Organize and promote a monthly fun activity for the fellowship
- **Caring:** Seeks to foster a loving and caring community in which UUFBC Members and Friends nurture, support, and assist each other through life's joys and trials.
 - Specific Functions
 - Mobilize the resources of the fellowship to respond to individual members and friends who are ill, experiencing the death of a loved one, or are going through any traumatic situation.
 - Encourage all to become part of the Caring Network to provide short-term, supportive, emergency care for members and friends which may include cards, phone calls, meals, transportation, visitation and whatever else our fellowship may be able to give.
 - **Service Opportunities:** Provides volunteer opportunities for all to grow their own faith and spirituality, and to enhance our relationships with others.
(<http://www.uucdc.org/growth-through-service-gts>)
 - Specific Functions:
 - Hold conversations with members and interested friends to explore what service means to them, their spiritual journey and the role of service in their life.
 - Offer meaningful service opportunities that match interests, skills, and available time with an individual's spiritual journey.
 - Work with other Teams/Task Forces to develop meaningful service opportunities and make these known to the congregation.

DUTIES AND RESPONSIBILITIES OF TEAM LEADER

- Meeting Frequency - As needed and at least quarterly
- Term of Office for Team Leader - one year term with additional year if accepted
 - Oversees the work of the team including setting agendas, scheduling and leading meetings
 - Coordinates communicating within the team and also with other groups inside and outside of the fellowship
 - Reports to the Board of Directors at least quarterly
 - Assists in finding and mentoring a successor
 - Works with Finance to develop a budget request

4.3 Social Justice - to be developed

4.4 Building and Grounds (Environmental Team) - to be developed

4.05 Finance Committee

4.06 Stewardship Team