

## **UUCS Teams and Groups**

Updated: March 2023

### **Executive/Administration Teams**

- Board of Trustees - Trustees elected by the Congregation in June of each year. Members serve 3-year rotating terms, create policy and oversee executive functions of the church.
  - Treasurer – oversees church finances, works with Operations Manager, Finance Committee, and Bookkeeper. 3-year term
  - Moderator - moderates Congregational meetings. Flexible term.
  - Recording Secretary – takes minutes of Board and Congregational meetings. Flexible term.
  - Historian – collects, manages, and organizes church history documents. Flexible term.
- Operations Team – manages day to day operations of the church, implement Mission and Strategic Plan goals as set by the Board and Congregation. 2-4 church members, operations manager and minister. Church members serve 2-year rotating terms.
- Personnel Team – working with the Minister and Board, develop and implement staffing plans, personnel policies, and procedures. Assist in recruiting as needed. Rotating terms.
- Finance Committee – assist Treasurer with financial management and oversight, budgeting, responsible for arranging periodic financial reviews.
- Shared Ministry Team – meets regularly with the Minister. Supports the minister, Board, and the congregation in the shared ministry of the church. Rotating terms.
- Nominating Team – recommends candidates for Board of Trustees, rotating 3-year terms
- Endowment Committee – manages the Endowment Fund of the church, rotating 3-year terms

### **Operational Teams, Facilities & Fundraising**

- Facilities
  - Building and Grounds – responsible for general building maintenance and grounds upkeep
    - Memorial Garden – arranged for engraving of names in Garden
    - Memorial Garden Maintenance – maintenance of Memorial Garden
    - Raised Beds – responsible for raised garden beds
- Security/Safety – determine safety and security needs for the facility, staff, congregation
- Art – responsible for art wall displays
- Aesthetics – monitor and offer advice to keep the church and grounds aesthetically attractive and cohesive
- Fundraising (Operations Team members and staff) -
  - Community Auction – organizes and manages Community Auction, held annually in October/November
  - Generosity – organizes and manages annual stewardship drive
  - Sunday Book Sales - organize and sell donated books on Sunday mornings
  - Other Fundraisers – organize and conduct periodic fundraisers for the benefit of the church
- Social Media Team – moderates and administers UUCS's social media presence
- Office Volunteers – provide office support and perform clerical tasks

## **Congregational Life**

- Membership Team – coordinates membership orientation with follow up and new member Sunday celebrations
- Greeters/Information/Welcome Table - staff the Welcome Table to provide a welcoming presence in the foyer on Sunday mornings
- Pastoral Care – facilitates a caring response to members and friends in crisis or life transition. Work with the Minister to provide emotional or personal support as requested.
  - Memorial Services – organizes set up and refreshments for memorial services
- Children and Family Ministries (RE Specialist, staff and volunteers) –
  - OWL (Our Whole Lives) Task Force - supports OWL curriculum and facilitators for sexuality education for all ages
  - Youth Programs – coordinates opportunities for community and programming for high school aged youth
  - Parent Night Out – provides periodic evening child care to give parents an evening out

## **Worship Teams**

- Guest Speaker Team – coordination and selection of monthly guest speakers
- Worship (Lay) Leaders – assist the Minister, or guest speaker, with Sunday services preparation and delivery and story tellers.
- Ushers – provide a welcoming experience for Sunday service attendees, assist with seating, questions, general assistance
- Coffee – prepares coffee service on Sunday mornings, including kitchen clean up
- Choir – provides choral music presentations at Sunday services. General adult choirs, and intermittent specialty choirs.

## **Outreach** – Implement our values in our larger community

- Spokane Alliance - works with other churches and organizations to promote positive change in our community
- Partner Church – working with members of other local churches, coordinates support of communication and sharing with our partner church in Felsorokos, Romania
- Social Justice Coordinating Council – coordinates social justice efforts conducted by various teams within the Spokane community
- Pride Team – resource for our LGBTQ+ members, friends, allies at UUCS and in the larger community
- Meals on Wheels – coordinates delivery of meals to seniors and others in need
- UUJME – UUs for Justice in the Middle East - working with UUs worldwide to promote a peaceful and just resolution to the Israel/Palestine conflict
- Meaningful Movies – coordinates screenings of films regarding social justice and environmental issues at local theater
- Bite-2-Go – encourages and coordinates donations to provide food to Balboa elementary students in need

### **Adult Enrichment Programs**

- UU Women's Groups
  - Second Wednesday Lunch – opportunities for women to socialize over lunch
  - Third Thursday Book Club – monthly book discussion group for women
- UUUCS Men's Breakfast, Third Saturday – breakfast and discussion group for men
- Touchstones - Monthly review of the Touchstones Journal topics. Touchstones facilitates worship and lifespan programs, deepens understandings of Unitarian Universalism, enriches a congregation's sense of religious community
- Problem Solvers – weekly coffee and discussion on various topics
- Tuesday/Thursday Talkers – small group ministry with monthly discussions
- Memoir Writing – offers ways to reflect on and reconnect with our stories
- Buddhist Meditation – weekly meditation sessions led by nuns from the Tibetan Buddhist Sravasti Abbey
- Kerdcera Dojo – practice of logic and emotional intelligence
- Senior LGBTQ+ – gatherings welcoming all, especially those identifying as senior LGBTQ+
- Zoom Room Sundays First Service - join near or far for an interactive online viewing experience