

## **UUTC SOCIAL ACTION TEAM OPERATING GUIDELINES**

### **Function:**

Work with the Minister to provide opportunities for spiritually nourishing social justice work in line with our UU values. We collaborate with other Unitarian Universalists and social justice organizations (faith-based and secular) to promote social, economic and environmental justice in our local and global communities.

### **Membership:**

Members of the Team can be Members, Friends or Visitors. Active Membership of this Team is capped at 11 for efficient decision-making. Any person affiliated with UUTC may participate in activities sponsored by the Team. Team Members will be expected to actively participate in our mission in one or more of the following areas: serve as point person for the 8 agencies who receive our support through the monthly Social Justice collection (provide the Minister with summaries of their work for her use at worship services); coordinate the Dignity Pantry project with help from all Team Members who are responsible for helping to sort and deliver Dignity Pantry products (usually on Team Meetings nights); receive training on UUTC's Audio Visual (AV) equipment to help the Adult Religions Education (ARE) team; draft items for our newsletters and social media sites; serve as liaison for the 3 groups (Rainbow Alliance, Sierra Club and Living Wage Coalition) who use our facilities; help coordinate community events that we decide to support.

The Minister either will appoint the Team Leader or will direct the Team to choose its own Leader. The Team Leader and Minister will work together to recruit Team members. The Team Leader, who must be a Member or a Friend, serves a term of no longer than three years. After completing a term of three years (or less), the Team Leader will step away from the team for a period of at least one year. A former Team Leader may return to leadership after having been away from this leadership position for two years.

### **Responsibilities:**

1. Provide a copy of meeting minutes (electronically) the Administrator.
2. Provide meeting schedule (and changes) to the Administrator for listing on the master calendar.
3. Work with other UUTC teams and committees to promote social justice related programs and facilitate communication with our congregation about social justice opportunities through our newsletter, bulletin board and social media.
4. Cooperate with the Adult Religious Exploration Team to bring programs of social action and justice concern to the congregation. Provide AV facilitation when needed.
5. Maintain UUTC specific Social Action projects such as stocking the Dignity Pantry and supporting the social justice needs of the Oxford House.
6. Educate our congregation about Social Action and Social Justice needs. Coordinate the process to choose eight local and regional non-profit organizations to receive our special, monthly donations. Reach

out to other organizations and faith –based groups to form partnerships with those promoting social, economic and environmental justice.

7. Maintain partnerships with other organizations and faith communities who are involved in social justice activities.
8. Maintain the Team's Operating Guidelines annually.
9. Monitor monthly expenditures of the Team's budget and submit an annual budget each spring to the Finance Committee.
10. Make recommendations to the Minister for proposed expenses outside the Team's budget.

**Procedures:**

1. The Team usually meets monthly at the Team Meeting night and should coordinate meetings with the Administrator for inclusion on the Master Calendar. Team members should let the Team Leader and the Administrator know each month whether or not they can attend to help us plan child care, supper, and the sorting of Dignity Pantry products for our monthly deliveries.
2. Each year the Team asks the congregation to nominate organizations for the monthly Social Justice collection, either new ones or ones we are currently supporting. The survey/input for agency selection takes place in early March and UUTC members will vote on their top 8 choices in April. The remaining four months are dedicated to the Minister's Discretionary Fund, UUSC, the Dignity Pantry, and Oxford House.
3. The Team will provide the Minister and Administrator with a brief summary of the agency's work for her use at the worship services. This summary will be included in the weekly OOS (Order of Service) and the UUTC newsletter. It is recommended to sponsors of various agencies to vary the newsletter notice each week, for greater engagement, and provide pictures if possible.
4. Team members will label envelopes for each the Agency of the Month and provide them to the Worship Team to use for cash or checks which are then placed in the collection basket. Contributions are applied to the Charitable Donation Fund by the bookkeeper weekly; at the end of the month, a check is issued to the selected agency. These donations (excepting anonymous ones) are credited as tax exempt donations to the Member or Friend records of financial support by the bookkeeper.