

## UUCJ PORTFOLIO STRUCTURE

### INREACH - focus on congregants, friends, and guests

#### ➤ ADULT RELIGIOUS EDUCATION COMMITTEE - AREC

**FUNCTION:** To provide a lifespan adult religious education program at UUCJ through the lenses of personal, community, and interfaith skill development and focused on the following areas:

1. Unitarian Universalist Identity Formation
  - UU 101 (7 Principles, 6 Sources, Covenant)
  - AYF
2. Faith Development/Growing Our Spirit
  - Religious/Spiritual Growth
  - Covenant Groups
  - Spiritual Studies
  - Spiritual Practices
  - Spiritual Celebrations
3. Dynamic Interfaith Development and Multi-Cultural Competency
  - Basic Multi-Faith Religious literacy
  - Basic Multi-Cultural Competency (Anti-Racism/Anti-Oppression, Intersectionality)

#### ➤ THE CARING NETWORK

**FUNCTION:** This committee is composed of a coordinator for Northwest, East Arlington, West Arlington, Southside, South, Southeast, Fernandina, Callahan, Downtown, South Beaches, Atlantic/Neptune Beaches, and San Marco/San Nicholas neighborhoods who:

- serve as a link between members in their group and church activities,
- stay informed about concerns, illness, death in the family, and other difficulties, and
- arrange visits to members in their home, hospital, or care facility; rides to medical appointments, church, or unexpected trips; short-term childcare in emergencies; meals in emergencies; and sending cards and notes.

#### ➤ CHILDREN & YOUTH RELIGIOUS EXPLORATION TEAM - CYRET

**FUNCTION:** CYRET supports and provides counsel to the Director of Religious Exploration (DRE) in order to provide quality programs for children and youth of UUCJ and for our surrounding community.

The focus of our Religious Exploration programming is in developing young members of our church community. We do this through four areas of focus.

1. Building Community
2. UU Identity
3. Faith Development/Growing Our Spirit
4. Interfaith and Multicultural Skill Development

Committee Chair.

- a. Chair acts as a liaison between the committee and the board.
- b. Responsible for distribution of meeting report to all committee members and the In-reach portfolio head within two weeks of the meeting.
- c. Responsible to review CYREC email for pertinent committee requests to include in quarterly meeting.

All Committee Members

- a. Advocate for Children & Youth involvement within the community
- b. Recruit RE volunteers to lead programming
- c. Review DRE's spending of Children & Youth RE budget

- d. Communicate community needs to the DRE

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- e. Provide objective feedback to DRE about RE programming
- f. Offer general assistance to DRE in running RE programming

### ➤ COMMITTEE ON MINISTRY - COM

- FUNCTION:** This committee, in accord with the guiding principles and values of our church, to
- Assess the ministry at UUCJ.
  - Oversee, as per the By-Laws, a comprehensive triennial survey to review the health of the congregation, and the ministry, and report the results to the Board.
  - Oversee, in conjunction with the Board, a mid-year and an annual review of the minister to assess the degree to which the minister has successfully attained established goals.
  - Mediate, but not arbitrate, conflicts sent to the COM by the Board or the minister.

### ➤ CONGREGATIONAL LIFE COMMITTEE - CLC

- FUNCTION:** To build “beloved community” and esprit de corps at UUCJ by being accountable for coordinating volunteers and program managers to:
1. Plan FUN-raising events throughout the year, including dances, dinners, and performances.
  2. Plan multi-generational holiday events, such as the Thanksgiving Potluck and Christmas Eve Cookie party.
  3. Encourage relationship-building during Social Hour by injecting the time with fun activities.

Additionally, the CLC will be **responsible** for directly overseeing existing UUCJ Affinity Groups (such as Women of UUCJ, Our Gang, Playing with Ideas) and approving new applications for Affinity Groups as well as their annual intent to renew requests.

### ➤ DENOMINATIONAL AFFAIRS COMMITTEE

- FUNCTION:** To help foster a meaningful relationship between UUA and UUCJ by providing to the congregation valuable information related to the many resources and activities available through the Association, the Southern Region, the General Assembly, and other denominational organizations. The major focus of this committee is to ensure a well-informed congregation through education, and through timely distribution of relevant information, such as links to newsletters, blogs, special events, denominational concerns, and the like.

### ➤ LEADERSHIP DEVELOPMENT COUNCIL - LDC

- FUNCTION:** The Council works with the Board to:
- Identify and maintain a pool of UUCJ members who can serve on the Board or lead committees.
  - Recommend Nominees for Board membership as vacancies occur.
  - Recommend Chairs to Standing Committees as requested.
  - Develop a leadership training model to strengthen the preparation of leaders at UUCJ.
  - Nominate a slate of candidates for election to Board membership at the annual Congregational meeting.
  - Offer a series of leadership training opportunities throughout the year.
  - Observe and assess committee and Board processes when requested and offer recommendations.

### ➤ RIGHT RELATIONS COMMITTEE

- FUNCTION:** In conjunction with the minister, support church membership in honoring our covenants to each other by addressing issues with restorative justice.

### OPERATIONS - focus on maintenance of physical campus

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### ➤ BUILDING AND GROUNDS - B & G

**FUNCTION:** To maintain and preserve the integrity of building and grounds, resulting in a functional and welcoming campus for the community and congregation.

### ➤ CAMPUS RENEWAL

**FUNCTION:** The Campus Renewal Group functions as stewards of the buildings and grounds, maintaining their functionality & safety. The group guides future development of expansion and modifications in the spirit of Bob Broward's original design, and as endorsed by the Keepers of the Church Committee and as approved by the Board.

### ➤ EAST NASSAU

**FUNCTION:** To offer Unitarian Universalist opportunities in East Nassau County; specifically, telecast services, summer series, and social justice; provide a visible UU presence in Fernandina Beach and Nassau County.

### ➤ GREEN SANCTUARY COMMITTEE

**FUNCTION:** Our function is to ensure that, as an accredited Green Sanctuary church, we follow both our Green Sanctuary commitments to UUA and our Seventh Principle. We have supported that vision by creating and managing Arlington Community Garden (ACG) to provide food for local food pantries, model sustainable gardening practices for the community, and provide educational opportunities regarding environmental stewardship and healthy lifestyles. In addition, we maintain a recycling program, conduct ethical and healthy eating classes, plan an annual Earth Day service, offer labyrinth events, support the kitchen with its "no disposables" policy, and work with Building & Grounds to maintain and renovate UUCJ using "green" practices.

### ➤ HOSPITALITY TEAM

**FUNCTION:** To Build and sustain community; welcome new members and visitors and support special interest groups. Coordinate coffee hosts. Provide snack and beverages for nursery.

### ➤ KEEPERS OF THE CHURCH

**FUNCTION:** The Keepers of the Church group shall function as **monitors** of the architectural and interior design of the buildings and aesthetics of the UUCJ campus landscaping and grounds.

The group shall review proposed architectural, interior design or landscape changes to ensure compatibility with Bob Broward's design intent. Donations of furnishings, art works, and equipment and landscape materials shall be subject to the group's review. The Group shall submit recommendations to the Board: i.e. approved, approved subject to modifications, not approved.

### ➤ TECH TEAM

**FUNCTION:** To maintain and keep up to date the church's computer network and its audio/video capabilities; record and broadcast church services; and manage video and audio delivery.

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### OUTREACH - focus on service external to UUCJ

➤ **INTERFAITH COALITION FOR ACTION, RECONCILIATION AND EMPOWERMENT - ICARE**

**FUNCTION:** Connect with other faith groups to further social justice in Jacksonville and Florida as we change the world.

➤ **PARTNER CHURCH**

**FUNCTION:** Be the bridge that connects our congregation to our Partner Church in Bozod, Romania.

➤ **SPECIAL COLLECTIONS COMMITTEE**

**FUNCTION:** To:

1. Identify and support – through the generosity of the congregation – non-profit organizations working to promote a just and sustainable community throughout the year.
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3. Identify non-profits that are consistent with our UU values and are preferably in the Arlington area.
4. Repeat entities so as to familiarize the congregation with their mission and hear how the dollars collected are spent.
5. Provide an opportunity for organizations to solicit volunteers and disseminate further information via table set-up in social hall after Sunday service.

## UUCJ PORTFOLIO STRUCTURE

### STEWARDSHIP - focus on talent, time, and treasure

#### ➤ FINANCE COMMITTEE

**FUNCTION:** The Finance Committee is responsible for:

- Advising the Board and other leaders on Income, Expenses, and any financial decisions
- Tracking expenditures vs. budget and advising the Board on recommendations for spending.
- Overseeing accounting functions performed by the Church Administrator and Bookkeeper; ensuring accounting processes are documented and followed.
- Following up with the church Administrator to ensure contribution statements are sent to Members.
- Tracking Member Commitment payments and working with the Minister on those behind.
- Ensuring Church financial processes are reviewed annually.
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#### ➤ UUCJ FOUNDATION - UUCJF

**FUNCTION:** The UUCJ Foundation is a separate corporation, established to oversee the UUCJ Endowment Fund, a financial resource of the Church in perpetuity. The Foundation's purpose is to support, enhance, and ensure the continuation of UUCJ's religious and charitable activities by contributing funds for those activities. The UUCJF Board has selected the Unitarian Universalist Common Endowment Fund to manage the Church's Endowment. The Board strives to generate funds by educating the congregation on the benefits of contributing gifts and bequests to the Foundation. The Foundation Board annually distributes Endowment funds to the Church as provided in the UUCJF bylaws.

#### ➤ FUNDRAISING COMMITTEE

**FUNCTION:** The role of the Fundraising Committee is to raise funds for the general use of UUCJ in a way that is fun and engaging for the entire congregation. The Committee will also act as a liaison for specialized committees during their fundraising events if needed, e.g., if R.E. wants to raise funds for literature, the Committee will assist with getting board approval, organization of event if requested, etc.).

#### ➤ MEMBERSHIP TEAM

**FUNCTION:** The Membership Team provides information on how to become a member of UUCJ, as well as an opportunity to become a member and officially sign the membership book. For all members, it encourages connections with other UUCJ members and teams, and belonging within the UUCJ Beloved Community. In addition, on Sundays, when the Church has reopened, it will provide Greeters who staff a Welcome Table for visitors and Ushers who distribute hymnals, hand out Orders of Service, and collect offerings. The Team will also coordinate a New Member Recognition Ceremony held during a designated church service when the Church has reopened.

#### ➤ MISSION FUNDING

**FUNCTION:** To promote and collect pledges of financial support for UUCJ's mission and annual goals, using approaches that are based upon both local experience and sound guidance from relevant sources; to coordinate and manage a formal mission funding effort prior to the beginning of a new fiscal year; and to plan and implement a celebration of our membership's generosity at the completion of the formal mission funding effort.