

UUCJ PORTFOLIO STRUCTURE

MINISTRY PORTFOLIO - Focus on Congregants, Friends, and Guests

Board Liaison: Rev. Lee Anne Washington

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)

[Charter 2021](#)

CHILDREN & YOUTH RELIGIOUS EXPLORATION COMMITTEE - CYREC

FUNCTION: CYREC 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

[Charter pre2021](#)

THE CARING NETWORK

FUNCTION: Our commitment is to reach out to connect our members into the life of the church community. We will provide support and serve as a resource through a network of neighborhood groups.

1. Each Neighborhood Coordinator serves as a link between members in their group and church activities.
2. Our purpose is to inform Coordinators of concerns, illness, death in the family, and other difficulties.
3. Coordinators will arrange visits to members in their home, hospital, or care facility; rides to medical appointments, church or unexpected trips; short-term child care in emergencies; meals in emergencies; and sending cards and notes.

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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

UUCJ PORTFOLIO STRUCTURE

focus of this committee is to ensure a well-informed congregation through education, and through the timely distribution of relevant information, such as links to newsletters, blogs, special events, denominational concerns, and the like.

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HOSPITALITY TEAM

FUNCTION: Build and sustain community; welcome new members and visitors and support special interest groups. Coordinate coffee hosts.

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MEMBERSHIP COMMITTEE

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 and engagement 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 committee will also coordinate a New Member Recognition Ceremony held during a designated church service when the Church has reopened.

[Charter](#). 2021

MINISTER'S FORMATION AND TRANSITION TEAM

FUNCTION: **Charter Needed**

MUSIC TEAM

FUNCTION: The purpose of the UUCJ Music Committee is to oversee and organize the music program for the church in cooperation with the music director, the minister, and the board when appropriate. The committee strives to provide spiritual inspiration, energy, comfort, and love through music to as many people as possible.

[Charter](#) 2021

SMALL GROUP MINISTRY

FUNCTION: **Charter Needed/ previously addressed in Congregational Life Team**

TECHNOLOGY TEAM

FUNCTION: Staff-led (tech director). 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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WORSHIP TEAM

FUNCTION: To support the Minister in crafting and delivering transformational worship services every Sunday; to recruit, equip, and schedule Worship Associates to assist the Minister (or guest speakers) in gracefully leading inspiring worship services; to ensure that the role of delivering the sermon is filled for all Sunday morning services.

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UUCJ PORTFOLIO STRUCTURE

INREACH - Focus on Organization, Relationships, and Growth Board Liasion: Meg Rohal

CONGREGATIONAL LIFE COMMITTEE - CLC

FUNCTION: To build a “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.

[Charter pre2021](#)

LEADERSHIP DEVELOPMENT COUNCIL - LDC

FUNCTION: The Council will work with the Board and other Committees and staff to support and grow skillful religious leaders in the vision, mission, and core values of our UU faith.

- To provide a Council of knowledgeable and experienced leaders to support the Board, Chairs, and Committees with the skills, tools, and framework for organizational leadership growth.
- Identify and maintain a pool of UUCJ members/*leaders* who can serve on the Board and committees.
- Recommend Nominees for Board membership in the fall of each year.
- Make use of the UU Leadership Institute and other leadership programs offered by UUA and outside sources.
- Support Townhall and Sanctuary Conversations to further the vision, mission, core values, and principles of UU.

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RIGHT RELATIONS COMMITTEE

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

[Charter 2021](#)

UUCJ PORTFOLIO STRUCTURE

OPERATIONS - Focus on Maintenance of Physical Campus

CAMPUS MANAGEMENT TEAM

FUNCTION: The Campus Management Team shall function as stewards of the Church's physical facilities, buildings and grounds. To that end, the Team will oversee and maintain the buildings' and grounds' integrity, functionality, accessibility and safety. The Team shall, a) provide guidance for future development of expansion and modifications in the spirit of Bob Broward's original design, as endorsed by the Keepers of the Church Committee, and approved by the Board, and b) provide leadership with identifying essential maintenance needs and appropriate personnel to conduct necessary repairs or renovations.

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FERNANDINA BEACH / 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.

Charter Needed

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.

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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, artworks, 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.

[Charter](#) 2021

NEW NORMAL TEAM

FUNCTION: **Charter Needed**

UUCJ PORTFOLIO STRUCTURE

OUTREACH - Focus on Service External to UUCJ Board Liasion: Meg Rohal

ICARE - INTERFAITH COALITION FOR ACTION, RECONCILIATION AND EMPOWERMENT

FUNCTION: Connect with other faith groups to further social justice in Jacksonville and Florida by forming a Justice Ministry Network at UUCJ.

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PARTNER CHURCH

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

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SOCIAL JUSTICE TEAM

FUNCTION:

SPECIAL COLLECTIONS COMMITTEE

FUNCTION: To Identify and support – through the generosity of the congregation – non-profit organizations working to promote a just and sustainable community throughout the year.

1. Identify and support - through the generosity of the congregation - non-profit organizations working to promote a just and sustainable community throughout the year.
2. Identify non-profits that are consistent with our UU values and are preferably in the Arlington area.
3. Repeat entities so as to familiarize the congregation with their mission and hear how the dollars collected are spent.
4. Provide an opportunity for organizations to solicit volunteers and disseminate further information via table set-up in the social hall after Sunday service.
6. To raise money for the UU Service Committee (UUSC) an organization that works for human rights and social justice in the US and around the world. This group supports our UUCJ principles of justice and equity; and contributes to the goal of peace, liberty, and justice for our world community.

[Charter](#) 2021

UUCJ PORTFOLIO STRUCTURE

STEWARDSHIP - Focus on Financial Wellbeing of the Church Board Liasion: Yanella Parra

CAPITAL CAMPAIGN TEAM

FUNCTION: Need Charter

FINANCE COMMITTEE

FUNCTION: The Finance Committee is responsible for:

1. Proposing an annual Mission operating budget from Financial Commitments (pledges), Personnel Committee compensation recommendations, requests from other committees, and a Budget Workshop.
2. Advising the Board and other leaders on revenue, expenses, and any financial decisions.
3. Tracking revenue and expenditures versus budget and advising the Board on recommendations for spending.
4. Overseeing accounting functions performed by the Church Administrator and Bookkeeper; ensuring accounting processes are documented and followed.
5. Following up with the church Administrator to ensure contribution statements are sent to Members.
6. Ensuring Church financial status and processes are reviewed annually, including periodic audits.
7. Issuing agendas and minutes in a timely manner.

[Charter](#) 2021

MISSION FUNDING / FUNDRAISING TEAM

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.).

FUNCTION: To promote and collect financial commitments for the 2018 Mission Funding Goal; to celebrate our shared generosity at the end of the Mission Funding Effort; vary Mission Funding effort to keep the attention of the congregants, and experiment with different processes.

Need New Charter that combines the two teams,

PERSONNEL COMMITTEE

FUNCTION:

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

UUCJ PORTFOLIO STRUCTURE

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.

[Charter 2021](#)

SUSPENDED TEMPORARILY

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.

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