

Second Unitarian Church Of Omaha Standing Rules

Owner: Committees and Board of Trustees

Revision History:

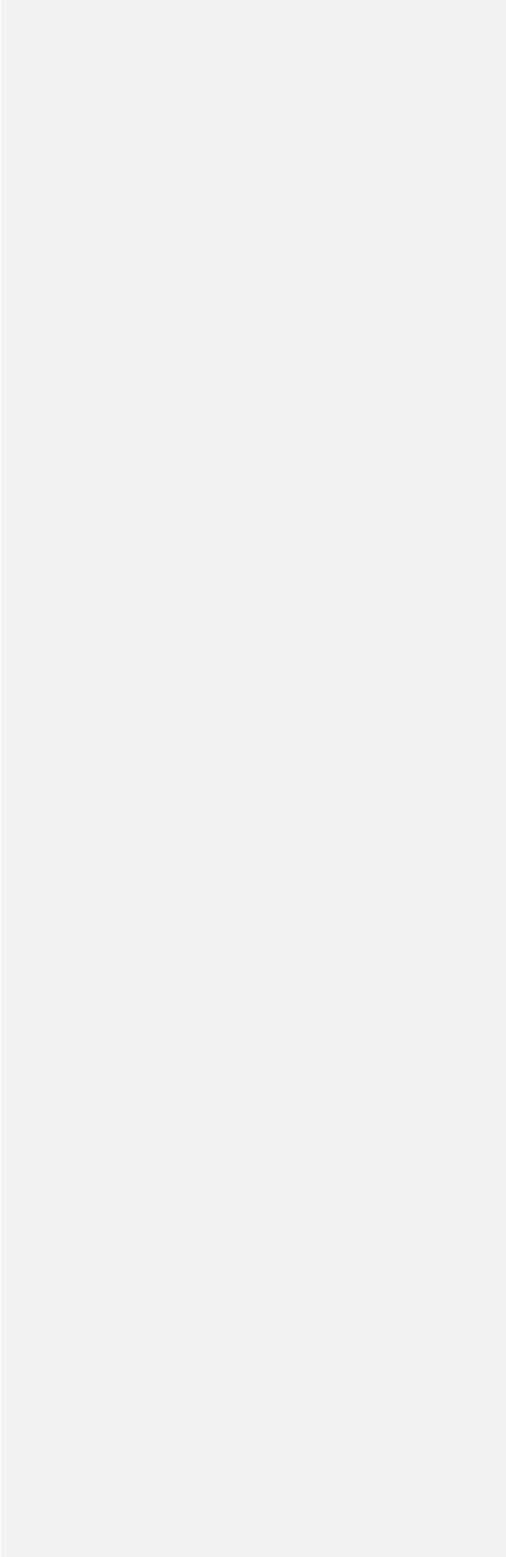
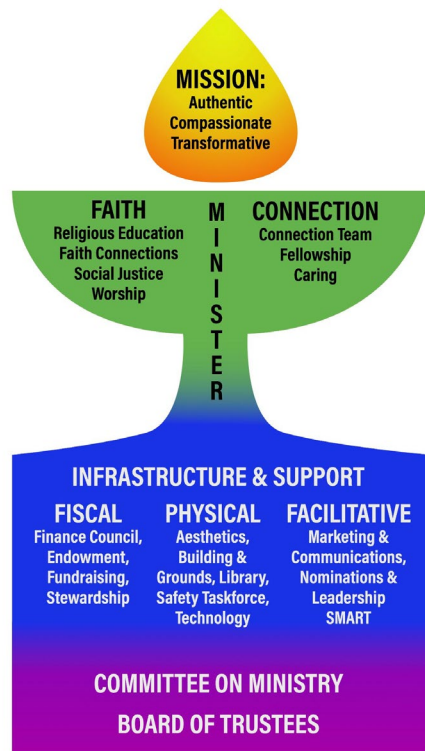
Adopted by the Board of Trustees, November 1981
Amended by the Board of Trustees, May 1985 Amended by the Board of Trustees, June 1987
Amended by the Board of Trustees, May 1993
Amended by the Board of Trustees, February 1994 Amended by the Board of Trustees, February 2002
Revised and Amended by the Board of Trustees, April 2003
Revised and Amended by the Board of Trustees, November 2005
Revised and Amended by the Board of Trustees, February 2008
Revised and Amended by the Board of Trustees, May 2008
Revised and Amended by the Board of Trustees, April 2009
Revised and Amended by the Board of Trustees, April 2010
Revised and Amended by the Board of Trustees, June 20, 2016
Revised and Amended by the Board of Trustees following overall review, March 15, 2023

Second Unitarian Church of Omaha is an inclusive and nurturing religious community engaged in thoughtful pursuit of truth and meaning. Our mission is to be Authentic, Compassionate, and Transformative in our lives, in our faith, and in the world.

Table of Contents:

I. Purpose of the Standing Rules	4
II. The Board of Trustees	4

SECOND UNITARIAN CHURCH Standing Rules	2
Mission	4
Startup Activities of New Board	4
Board Responsibilities	5
Officers' Duties	6
III. Parliamentary Procedures	7
Congregational Meetings	7
Board and Committee Meetings	8
IV. Church Committees	8
Committee Structure	8
Committee Chairpersons' Duties	10
Missions and Responsibilities of Committees	11
1. Audit Committee (Other - in Bylaws)	11
2. Building and Grounds Committee (Standing – Mandatory per Bylaw)	11
3. Caring Committee (Optional)	11
4. Committee Leadership Council (CLC) (Optional)	12
5. Committee on Ministry (Other - in Bylaws)	13
6. Denominational Connections (Optional)	14
7. Fellowship Committee (Optional)	14
8. Finance Coordinating Council (Standing – Mandatory per Bylaw)	15
9. Library (Optional)	15
10. Marketing and Communications Committee (Optional)	16
11. Membership Committee (Connection Team) (Standing – Mandatory per Bylaw)	16
12. Ministerial Search Committee (Other - in Bylaws)	17
13. Nominations & Leadership Development Committee (Other - in Bylaws)	18
14. Personnel (Optional)	18
15. Religious Education (Standing – Mandatory per Bylaw)	18
16. Sexual Misconduct and Abuse Response Team (SMART) (Optional)	19
17. Social Justice Committee (Standing – Mandatory per Bylaw)	20
18. Stewardship (Standing - Mandatory per ByLaw)	21
19. Strategic Planning (Optional)	21
20. Technology (Optional)	22
21. Worship Committee (Standing – Mandatory per Bylaw)	22
V. Delegates to General Assembly and District Conferences	22
General Assembly Delegates	22
Mid America Region Annual Meeting Delegates	23



I. Purpose of the Standing Rules

The Standing Rules of the Board of Trustees serve as governance for the Board and Committees that describe the processes by which the groups will function and interact.

Document Hierarchy: All statements contained in these Standing Rules shall be considered null and void if they are in conflict with the Articles of Incorporation or the Bylaws, nor should they be interpreted to be in conflict with other documents.

Changes to Standing Rules: The Standing Rules contained herein shall be adopted by majority vote of the Board and may be changed or abolished by similar vote.

II. The Board of Trustees

The Board of Trustees is the governing body of the church. For instructions on the selection, term, removal, vacancy, legal authority, and responsibilities of Board members, consult the Bylaws. The information in this section defines the Board's mission and startup activities. It also defines additional responsibilities that, if they endure, should be considered for future amendment to the Bylaws.

Mission

The mission of the Board of Trustees is to provide the leadership to make the church's mission a reality for our religious community.

Our vision statement: Authentic, Compassionate, Transformative – Second Unitarian Church encourages people to live with integrity, to nurture one another, and to change the world through acts of love and justice. We minister to each other through vibrant worship, religious growth and learning, and a commitment to advocacy, witness and action. We come together to comfort and to challenge. We enrich our lives by weaving together our personal experiences, theologies and practices into one larger tapestry.

Startup Activities of New Board

1. **Transfer to New Board:** The New Board will take office at the first Board meeting in July and is aligned with the Bylaws where the Terms of office for elective Trustees shall begin July 1, following their election at the annual meeting.
2. **Election of Officers:** Consult the Bylaws, Sections 7 and 8.1 for a definition of the selection and terms of the Board's officers. Additionally, the following suggestions and procedures apply. Elections are held during the June meeting following the Annual Meeting.
3. **Nominations:** Nominations will be accepted from the current Board members present for each position, beginning with nominations for Secretary, followed by nominations for Vice Chairperson, and ending with nominations for Chairperson. Members who wish to make a nomination are strongly encouraged to discuss this with the nominee prior to the meeting. This will enable the nominee to

review the responsibilities of officer positions and make an informed decision about their willingness to serve in this capacity.

- a. **Vice Chairperson:** Traditionally, at Second Unitarian Church, the previous year's Vice Chairperson is elected to be Chairperson. While this is not a requirement, it has been an effective means of ensuring that the new Board will quickly become active and effective in its service to the congregation.
 - b. The members who are not officers are members-at-large.
4. **Retreat:** The members of the Board and the Minister should attend a retreat soon after the Annual Meeting to discuss the role of the Board, participate in leadership development, and establish goals for the coming year.
 5. **Board Orientation:** An orientation for Board members is coordinated and conducted by the Board soon after the Annual Meeting. This may be done in conjunction with the retreat or separately.

Board Responsibilities

The responsibilities of the Board of Trustees are defined throughout the Bylaws, with special emphasis in Articles 7 and 8. Listed below are additional responsibilities not found in the Bylaws.

1. **Committee Efficacy:** Ensure, near the beginning of the church year, that committees have sufficient members to achieve their missions. The Board may call a special meeting of a committee if it is failing to exercise its duties. Input from the Committee on Ministry to the Board should be used for guidance.
2. **Fundraising:** Follow the Fundraising Policy. Consider and vote on fundraising activities undertaken by committees or individual members of the church. The exception is the annual Stewardship Drive undertaken by the Stewardship Committee.
3. **Church Name Usage:** Follow the Use of Church Name Policy. Consider and vote on all uses of the church name and/or funds to support organizations other than Second Unitarian Church, the Mid America Region, and the Unitarian Universalist Association.
4. **Strategic Planning:** The Board facilitates leadership in growing into the mission and vision of the church by coordinating and collaborating with the Minister and Committee leadership. The Board may call for the formation of a strategic planning committee when appropriate. The Board is then responsible for reviewing and following the plan that is developed as prescribed by the plan.
5. **Policy and Procedures:** Appoint ~~a~~Ad hoc committees as needed to develop church-wide policies and procedures that are consistent with the church mission and Bylaws. Review and vote on the committee's recommendations. Communicate the approved policies and procedures to committees and members as appropriate. Once approved by the Board, the office administrator should upload the revised policy to the Second Unitarian Church website.

6. **Committee Liaisons:** All committees will be assigned a Board liaison. It is the responsibility of each liaison to communicate Board decisions to affected committees. It is also the responsibility of the liaisons to be aware of committee concerns and communicate those to the Board as needed.

Officers' Duties

Specific duties are defined for the Officers of the Board in the Bylaws, Section 8.2. Listed below are additional responsibilities. The Chair, Vice Chair and Secretary form the Executive Committee of the Board and meet in advance of the regularly scheduled Board Meetings with the Minister to prepare the meeting agenda.

1. **Chairperson:** In addition to the duties defined in the Bylaws, the Chairperson's responsibilities include the following:
 - a. With the assistance of others, ensure that the agenda for Board and Congregational meetings is completed.
 - b. Ensure that all members have the opportunity to speak on issues during meetings.
 - c. Ensure timely communication to the congregation of pertinent information from the Board.
 - d. Be the legal representative of the church, which includes assuming the authority to sign contracts; and financial agreements such as credit card applications for church staff and minister, and adequate insurance coverage.
 - e. Ensure the submission of the UUA annual membership certification.
 - f. Ensure that the State of Nebraska Biennial Report and the Douglas County property tax Permissive Exemption Form 451 is completed by the Treasurer.
 - g. Meet with the Office Administrator throughout the year to address additions, changes, or corrections to the church calendar. The administrator will work directly with the Board Chair in coordination with the Secretary throughout the year on pertinent calendar dates.
2. **Vice Chairperson:** In addition to the duties defined in the Bylaws, the Vice Chairperson's duties include the following:
 - a. Ensure that it is communicated to all members of the Board and all committee chairpersons that governing documents and other pertinent information about the church are located on the church website. One hard copy of this information is maintained in the church office.
 - b. Serve, with the Minister, as the final authority for issues regarding reserved use of the church property and facilities.
 - c. Serve as co-chairperson of the Committee Leadership Council.
3. **Secretary:** In addition to the duties defined in the Bylaws, the Secretary's duties include the following (although duties can be shared by other Board members as agreed upon by the Board):

- a. Following the Executive committee meeting, send the Board agenda and any needed documents to all Board members in advance of Board meetings.
- b. Provide a copy of the minutes to Board Members and the Office Administrator.
- c. Provide follow-up to appropriate individuals, Treasurer, and committees of Board decisions. This task may be delegated to the Board Liaisons of the particular committees involved.
- d. Submit an article to the weekly newsletter after the Board meeting to update the Congregation on Board activities in coordination with the Board chair.
- e. Maintain files that include pertinent information that will be helpful to succeeding members of the Board.
- f. Maintain a roster of members and whether each member has met the qualifications to vote at congregational meetings as defined in Section 8.2c of the Bylaws.
- g. Upon receipt of “Request to Resume Membership” form, coordinate procedures for reinstatement per the “Renewal of Membership Policy”
- h. With the assistance of the Connections Team, Treasurer, and the Office Administrator OA, complete and submit the UUA annual membership certification (usually due in February).
- i. Maintain a record of contents of the church’s safe deposit box (with Treasurer) and the location of legal documents and important documents such as the bi-annual audit report.
- j. Ensure, in conjunction with the Treasurer, that signature cards and officers of record for bank accounts are updated yearly with the election of the new Board.
- k. As per Bylaws 8.2.c., collaborate with the Office Administrator and the Chair of Building and Grounds committee to assign key codes to approved members and maintain records of the same.
- l. Ensure that the Board and committee leadership information, governing documents, and forms are up-to-date on the church website.

III. Parliamentary Procedures

Modified versions of *Robert’s Rules of Order* are used to conduct the business of the Board, committees, and congregation of Second Unitarian Church. While each group may decide on the level of formality for their meeting, business should be transacted according to the spirit of Robert’s Rules. Basic tenets (as taken from *Robert’s Rules in Plain English* by Doris P. Zimmerman) of the Rules follow:

Congregational Meetings

1. The rights of the organization have priority over the rights of individuals.

2. Meeting Procedures – Members may make motions after being recognized by the Chairperson. A motion must be seconded to go before the meeting for consideration (unless the motion is from a committee). The member who seconds the motion does not need to wait to be recognized by the Chairperson. After a motion is seconded, the Chairperson will repeat the motion and open debate. Debate and discussion will be permitted for all issues. Debate will be directed towards motions and principles. Decisions will be based on democratic processes.
 - a. The Chairperson will recognize members and grant them the floor during debate. Once a member has the floor, another member may not interrupt.
 - b. Comments during debate must be confined to the question at hand.
 - c. Issues will be called to question after debate is complete. The Chairperson will restate the motion prior to the vote. After a vote, the minority must respect and abide by the decision of the majority. When deciding a vote, a majority is defined as the majority of members voting.
 - d. If there are no objections, a member may withdraw a motion that they made. Such motions will not be recorded in the minutes.
3. Actions which will be ruled out of order: a motion on a question that has already been decided during the current meeting, interruptions or calling out of comments while another member has the floor, motions that are already in committee, motions that appear to be delaying tactics or are rude.
4. If only one candidate stands for an elected position, the candidate may be elected by acclamation.

Board and Committee Meetings

1. In small groups such as the Board and committees, it is appropriate for parliamentary procedure to be more relaxed than that used at meetings of the congregation. For example, at a Board meeting, members may speak without standing, motions do not need to be seconded, and votes may be initiated and taken informally by the Board or Committee Chairperson.
2. A majority must be present to transact business.

IV. Church Committees

The committees accomplish the work necessary to advance the mission of the church. While some committees provide the infrastructure and means to advance the mission, other committees actively fulfill the mission. This section contains the committee structure, chairpersons' duties, and the missions and responsibilities of each active committee.

Committee Structure

The committees fall into two categories: those that are specified in the Bylaws and those that are created by the Board. The Bylaws specify the Standing Committees, which are considered mandatory and meet throughout

the year. The Bylaws also specify several other committees that are either short-term in duration and/or contingent upon the existence of a Minister. The Board is free to create any additional “optional” committees that it deems necessary to advance the church mission.

1. **Standing Committees:** The existence of these committees has been specified in the Bylaws Article 11.2 as mandatory. They include:

- a. Building and Grounds
- b. Finance Coordinating Council
- c. Membership (Connection Team)
- d. ~~Worship~~
- e. Religious Education
- f. Social Justice
- g. Stewardship
- g-h. ~~Worship~~

2. **Other Committees Specified in Bylaws:** These committees are also specified in the Bylaws, The Bylaws may specify how the committee members are to be selected. Unlike the standing committees, these committees may be short-term in duration, contingent upon the existence of a Minister, and/or may have specific requirements for how the participants are to be selected.

- a. Audit (see Article 12.4)
- b. Committee on Ministry (Article 10.4)
- c. Endowment (Article 13, 14, 15)
- d. Ministerial Search (Article 10.2)
- e. Nominations & Leadership Development (Article 9)

3. **Optional Committees:** These committees are formed at the discretion of the Board of Trustees. These committees may be formed to help fulfill the current mission of the church. Or, they may be formed to accomplish tasks that do not regularly occur during the church year and are dissolved once the tasks are complete. The optional committees may include, but are not limited to, the following:

- a. Caring
- b. Committee Leadership Council
- c. Denominational Connections
- d. Fellowship

Commented [1]: just alphabetized

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

- e. Library
- f. Marketing and Communications Committee (MAC)
- g. Personnel Committee
- h. Sexual Misconduct and Abuse Response Team (SMART)
- i. Strategic Planning
- j. Technology

Committee Chairpersons' Duties

All committees will be led by a Chairperson or Co-chairpersons. If the committee approves, the Chair and/or Co-Chairs may continue in their role. The expectation is that mentoring should be encouraged to eventually replace the Chairperson or one of the Co-Chairs. The duties of committee Chairpersons include the following:

1. Plan and call a sufficient number of meetings during the church year to achieve the mission of the committee. Committees generally meet every month and are open to all members and affiliates of Second Unitarian Church.
2. Work with the Committee Leadership Council and others to ensure the committee's mission and activities support the mission of the church. Attend the meetings of the Committee Leadership Council or ensure that a member of the committee attends.
3. Conduct business in a friendly and effective manner, encouraging participation of all committee members.
4. Invite members to serve on the committee, and provide a list of committee members to the Board of Trustees during the first quarter of the church year.
5. Mentor committee members to ensure effective future leadership of the committee.
6. Ensure that minutes of committee meetings are recorded and saved electronically in files owned by Second Unitarian Church.
7. Submit a detailed budget request to the Finance Coordinating Council prior to the annual pledge drive.
8. Submit a spending plan to the Board of Trustees after approval of the annual budget but no later than October.
9. Inform Finance Coordinating Council of unexpected reduction or increase in operating budget needs throughout each fiscal year.
10. Submit an annual report of activities to the Office Administrator. The annual report shall include a list of committee members.

11. Instruct the incoming chairperson of the location of the committee's electronic files at the close of the church year, which may outline the committee's activity for the past year, contain all pertinent records, correspondence, etc., and include recommendations and advice for the following year's committee.
12. Keep Office Administrator apprised of meetings for and changes to the Church Calendar.

Missions and Responsibilities of Committees

1. Audit Committee (Other - in Bylaws)

Consult the Bylaws, Section 12.4, for a description of the committee's responsibilities and the selection of committee members.

2. Building and Grounds Committee (Standing – Mandatory per Bylaw)

- a. The committee is responsible for the operation and maintenance of all interior and exterior physical property of the church.
- b. Specific duties include:
 - i. Maintaining the church property and grounds to be safe, functional, clean, and attractive. Includes care of the lawn and landscaping plus snow removal.
 - ii. Maintaining a current inventory of church equipment and property.
 - iii. Advising the Board of necessary repairs to church facilities.
 - iv. Anticipating future maintenance requirements, and that budget requests account for operating expenses for the physical plant.
 - v. Aesthetics of the church is a joint responsibility of Worship and the Building and Grounds Committees.
 - vi. Taking a leadership role in planning and implementing facility expansion and improvement projects.
 - vii. Advising the Office Administrator on utilities (electricity, gas, water, communications, and trash pickup) and janitorial cleaning.

3. Caring Committee (Optional)

- a. The committee's mission is to build a caring community that will help and support each of our members as we experience the events, stages, and transitions of life. The committee, in cooperation with the Minister, is responsible for ensuring that the following functions are carried out. The Caring Committee assumes full responsibility for these functions when a Minister is not present.
- b. Specific duties include:

- i. Sending cards for births, deaths, and illnesses, etc.
- ii. Visiting hospitalized and homebound church members when appropriate.
- iii. Facilitating transportation for members in need to and from church for services and special events. The committee reserves the right to restrict whom it assists based on the committee's Transportation Guidelines.
- iv. Assisting with memorial and funeral services and the receptions that follow.
- v. Providing and soliciting assistance for members in need.
- vi. Maintaining a list of volunteers.
- vii. Keeping the Memorial plaque current

4. Committee Leadership Council (CLC) (Optional)

- a. The purpose of the Committee Leadership Council shall be to provide a liaison between committees of the Church and the Board of Trustees. The purpose shall also be to provide a forum for collaboration and coordination of activities of committees and programs of the Church, subject to the ultimate authority of the Board of Trustees.
- b. Specific duties include:
 - i. Providing a liaison between the committees of the Church and the Board of Trustees.
 - ii. Providing a forum for committee chairpersons to discuss ideas, proposals, programs, training and leadership development, exchange information about current developments, discuss any issues that may arise and review the calendar of forthcoming events to determine priorities.
 - iii. Managing conflicts or disagreements between committees of the Church other than those properly before the Committee on Ministry.
 - iv. Fostering ideas and to provide direction and guidance for new and existing programs of the Church.
 - v. Carrying out such other duties and actions as shall be delegated from time to time by the Board of Trustees.
- c. Members of the CLC:
 - i. The co-chairpersons of the Committee Leadership Council shall be a member of the Board of Trustees (usually the Vice chair), appointed by the Board, notwithstanding the provisions of Section 11.6 of the Bylaws and a member of the Committee on Ministry.

- ii. The members of the Committee Leadership Council shall be the chairpersons / co-chairpersons of those then existing committees (see also lists of committees in the Standing Rules of the Church). The Standing Rules require committees to have a chairperson, however in the event a committee does not have a chairperson, the members of the committee shall vote to designate a committee member as the committee's representative on the Committee Leadership Council. Such members shall serve until their successors shall be selected. The Treasurer and church leaders are welcome to attend and participate in the Committee Leadership Council meetings.
- iii. Professional staff are encouraged to participate as this strengthens the coordination and communication within the church.

5. Committee on Ministry (Other - in Bylaws)

- a. Consult the Bylaws, Section 10.4, for a description of the committee's responsibilities and the selection of committee members. The Mission of the Committee on Ministry is to monitor, support, and strengthen the work of shared ministry within the congregation in pursuit of our common vision and congregational mission.
- b. Specific duties include:
 - i. Educate itself about ministry.
 - ii. Foster a culture of shared ministry within the congregation through education in the form of articles, special events, meetings with committees and groups, and individual conversations.
 - iii. Monitor all forms of shared ministry, lay and clergy, within the congregation.
 - iv. Help committees and the Minister set measurable goals for periodic assessment of the quality and progress of shared ministry.
 - v. Provide consultation and non-anonymous feedback to the Minister, including developing and monitoring progress on goals for the ministry.
 - vi. Promote right relations within the Congregation.
 - vii. Cultivate the use of the Covenant of Right Relations and promote its adherence by all members and affiliates of the Congregation.
 - viii. Initiate with the congregation a review of the Covenant of Right Relations every five years.
 - ix. Develop and encourage direct and responsible communication among all members and affiliates of the Congregation.
 - x. Provide assistance to members and affiliates of the Congregation in resolving or

- xi. managing conflicts, while maintaining an atmosphere of openness, honesty and integrity.
- c. Committee membership
 - i. The Committee is composed of the Minister and three others who shall be members of the congregation as chosen and confirmed by the Minister and the Board of Trustees. The committee also includes a non-voting Board Liaison.
 - ii. Committee members serve 3 years on a rotating basis, with a new member added each year as a current member rotates off.

6. Denominational Connections (Optional)

- a. The Mission of the Denominational Connections Committee is to foster an understanding of and a commitment to what it means to be a Unitarian Universalist.
- b. Specific duties include:
 - i. Recruit representatives to MidAmerica Region Annual Meeting, General Assembly.
 - ii. Communicate Mid America Region and UUA resources and programs to Second Unitarian members.
 - iii. Coordinate actions of Second Unitarian on issues of concern to the UUA
 - iv. Coordinate the Chalice Lighter's program at Second Unitarian.
- c. All of these functions may also be handled by the Board.

7. Fellowship Committee (Optional)

- a. The committee's mission is to enhance the vision of the Second Unitarian Church by promoting a sense of welcome and celebration. The committee is responsible for coordinating activities that bring our congregation together for social events by providing a sense of welcome to members, friends and visitors and coordinating fellowship events for the congregation.
- b. Specific duties include:
 - i. Maintaining fellowship hour supplies
 - ii. Coordinating specific social events such as Thanksgiving dinner, Winter event, Spring celebration, ice cream socials, and other activities.
 - iii. Collaborating with other committees to provide expertise or assistance with their activities, as appropriate.

8. Finance Coordinating Council (Standing – Mandatory per Bylaw)

- a. The Council's mission is to oversee the fiscal health of Second Unitarian Church and to marshal the financial resources to further its mission. The Council includes the Finance, and Fundraising Teams plus the Endowment Committee, Stewardship chair and Treasurer.
- b. Specific duties include:
 - i. Preparing a draft of the annual Operating Budget for submission to the Board. Budget preparation includes soliciting projected expense needs for each line item,
 - ii. Reviewing the financial statements monthly and recommending action to the Board if deviations are requested by Operating Budget line owners.
 - iii. Maintaining pledging records.
 - iv. Administering memorial gifts and donations as specified in the Memorial Gifts and Donations Policy.
 - v. Completing Weekly Deposit Form to aid preparation of weekly bank deposit; maintain transparency and security of cash and checks in the offering plate and otherwise received.
 - vi. Monitoring future long term Capital Expenditure projects to ensure adequate funding in set-aside accounts.

9. Library (Optional)

- a. The Library Committee acquires and provides resources for church committees, members and affiliates to support them in the mission of being authentic, compassionate, and transformative in our lives, in our faith, and in the world. Resources include books and other media such as DVDs.
- b. Specific duties include:
 - i. Research, evaluate, and order books based on the mission statement.
 - ii. Maintain an online shelf list searchable by title, author, and topic.
 - iii. Maintain the bookshelves.
 - iv. Check resources out and in.
 - v. Help collect used resources (books, DVD's tapes) for an annual fundraiser with proceeds going toward the church's operating fund.
 - vi. Hold meetings on a regular basis (usually monthly) to assess the current status of the library holdings.

- vii. Recognizing the need for appropriate storage, preservation, and archival of church history, the Library Committee will provide acid-free and moisture free packaging for historical documents and photographs.

10. Marketing and Communications Committee (Optional)

- a. The mission of the Marketing and Communications Committee is to promote communication within the congregation and to increase the visibility of Second Unitarian Church in the larger community.
- b. Specific duties include:
 - i. Provide oversight of communications to reflect the mission and values of the church.
 - ii. Establish guidelines for the use of various communications formats.
 - iii. Provide communications policies and procedures with respect to privacy and safety of members, affiliates and visitors.
 - iv. Ensure design consistency across communications formats to promote the “branding” of the congregation.
 - v. Coordinate advertising on behalf of the congregation and provide assistance to committees/ members to develop ads, publicity and news releases.
 - vi. Maintain access, coordinate content development and identify administrators for all website/ social networking accounts belonging to Second Unitarian Church of Omaha.
 - vii. Pursue new media opportunities.
 - viii. Manage the budget for marketing and communications for the church.

11. Membership Committee (Connection Team) (Standing – Mandatory per Bylaw)

- a. The committee’s mission is to be intentional in promoting a culture of hospitality by welcoming guests, educating and extending an invitation to membership, providing recognition, and helping all find a place in the congregation to nurture their religious and spiritual growth.
- b. Specific duties include:
 - i. Welcome All:
 - 1. In cooperation with the Marketing and Communications Committee, welcome prospective guests through the church website and other church marketing efforts.

2. In cooperation with the Fellowship Committee, coordinate Sunday morning Hospitality Teams to greet attendees, orient newcomers, usher, and promote fellowship.
- ii. Educate and Extend an Invitation to Membership:
 1. In cooperation with the Minister, offer monthly Sunday newcomer orientations.
 2. In cooperation with the Minister, coordinate and help lead the “Pathways to Membership” Classes and “Signing Ceremonies.”
 3. Assist former members wishing to resume membership.
 - iii. Provide Recognition
 1. In cooperation with the Minister, arrange for new and returning member recognition ceremonies.
 2. Interview new and returning members and publish their profiles in the church e-news.
 3. Maintain updated photos of members and affiliates.
 4. Assist the Office Administrator in updating the church directory of members and affiliates.
 - iv. Help All Find a Place in the Congregation
 1. Help new and returning members become engaged in the life of the congregation.
 2. Reach out to members and affiliates who are no longer attending to help them re-engage.
 - v. Maintain Records
 1. Maintain the church Membership Book.
 2. Report weekly worship service attendance.
 3. Record visitor information.

12. Ministerial Search Committee (Other - in Bylaws)

- a. Consult the Bylaws, Sections 10.1 and 10.2 for a description of how members of the committee are selected and the committee’s general responsibilities.
- b. Specific duties include:

- i. Follow all UUA procedures concerning ministerial search as described in the UUA “Settlement Handbook.”
- ii. Inform and educate the Board and the Congregation on the search process while maintaining the confidentiality of ministers being considered.
- iii. Maintain communication with the District Executive, District Settlement Representative, and the UUA Settlement Director.
- iv. Develop a Congregational Profile using surveys, Town Hall meetings, and individual interviews.
- v. Review Ministerial Records and packets.
- vi. Arrange and conduct pre-candidating interviews.
- vii. Select a candidate.
- viii. In conjunction with the Board, negotiate the Letter of Agreement.
- ix. Organize the Candidating week.
- x. If the Congregation votes to call the candidate, the committee informs the Congregation of the candidate’s decision.

13. Nominations & Leadership Development Committee (Other - in Bylaws)

Consult the Bylaws, Article 9, for a description of the process for selecting members of the committee and for the committee’s responsibilities.

14. Personnel (Optional)

- a. Consult Bylaw 10.3a.6 which pertain to the Rights and Responsibilities of a Minister
- b. Consult the Personnel Manual to determine what action needs to be taken when there is no Minister.
- c. In accordance with Bylaws 10.3.a.6 the Minister retains the final authority on all Staff issues.

15. Religious Education (Standing – Mandatory per Bylaw)

- a. Vision: Unitarian Universalist religious education grows and strengthens connection to our UU history, rituals, values, and community. It is the nurturance and development of one’s own religious self as we explore and honor our UU principles and sources. It empowers us to think critically to discern our personal beliefs and live our values.
- b. Religious education is not just learned but lived. Religious education happens through active participation in our Unitarian Universalist rituals, worship, and celebrations at home and at church. Religious education happens when we hear our stories over and over, explore religious

ideas together, and are challenged to reflect thoughtfully on religious meaning. Religious education is seeing and living our values in action. Religious education happens when people in our church listen, value, and encourage us toward our better selves.

- c. Specific duties include:
- i. Include the DRE as an ex officio participating member of the committee.
 - ii. Provide religious celebration events that promote Intergenerational Community both during and outside of church services.
 - iii. Provide vision and support for the Adult Spiritual Education Subgroup. adult religious education (Faith Connections.)
 - iv. Provide support to the Director of Religious Education in the planning and implementation of the Children's Religious Education program, including coordination with the Worship Team and Minister to provide all-age worship services.
 - v. Provide summer religious education program (June-August) including selection of the curricula and recruiting and coordinating volunteers.
 - vi. Provide vision for the Religious Education program.
 - vii. Maintain awareness of the Youth Adult Committee (YAC) and joint (First and Second UU Churches) Youth group activities via communication with the YAC and DREs.
 - viii. Assist with coordinating coverage on Sunday mornings in DRE's absence.
 - ix. Support the religious education programming of children and youth by volunteering and recruiting additional volunteers from the congregation.

16. Sexual Misconduct and Abuse Response Team (SMART) (Optional)

- a. Sexual Misconduct and Abuse Response Team (SMART) is a team of Church leaders educated on the issues of Sexual Abuse and Misconduct, consisting of the Board Chair (or designated Board representative), the Director of Religious Education, the Chair of the Religious Education Committee, a Member-at-Large (selected by the Board of Trustees) and the Minister, as an ex-officio member. The team may include diverse gender members and will select a chair from within its membership.
- b. Specific duties include:
- i. Making recommendations to the Board of Trustees regarding the process of dealing with offenders and victims of sexual abuse in the congregation.
 - ii. Educating the volunteers, parents, and children of the congregation on the relevant issues and processes concerning the prevention of sexual misconduct and abuse.

17. Social Justice Committee (Standing – Mandatory per Bylaw)

- a. Our social justice identity is grounded in Unitarian Universalism which asks us to value all people, be ethical, work for equality, and respect the earth. We are optimistic, engaged, and willing to take risks. We are willing to be public, to stand with those who are discriminated against, and engage with others as we build a community that works for all. We seek relationships, speak and gather with others, are aware of our community and have a conscience that compels us to act to make a difference in our world. Specific duties include:
 - i. Promote and administer the Share the Plate program which promotes justice by sharing one-half of the weekly offering with non-profit organizations in Omaha. In months with five Sundays, 1/5 of half the offering goes to the Ministerial Discretionary Fund and Share the Plate partners receive 4/5 of half the offering.
 - ii. Encourage individual response and coordinate church public response to issues impacting diversity, justice, and stewardship within the interdependent web of existence. Public response includes issue advocacy (educating and mobilizing congregants), lobbying (supporting or opposing specific pieces of legislation, ballot initiatives, or constitutional amendments), and social witness. Examples of public response include “speaking” in the form of oral testimony, banners carried in public parades/rallies, letters to the editor or public officials, or signage on church grounds.
 - iii. Facilitate Second Unitarian involvement in activities and organizations that address social, economic, environmental, and peace and justice concerns that fulfill the promise of our faith and our values. Responsible for keeping abreast of IRS regulations concerning issue advocacy, lobbying and political campaign intervention, as described in the Use of Church Name policy.
 - iv. Facilitate discussion to determine delegate vote on Study Actions and other social justice issues to be voted on at General Assembly.
 - v. Promote environmentally sustainable practices on church grounds.
 - vi. Coordinate congregation’s involvement in LGBTQ+ issues, outreach to trans youth and young adults through the Open Arms program, promote knowledge of and understanding of the Welcoming Congregation program, and maintain Welcoming Congregation certification.
 - vii. Collaborate within the congregation and with outside organizations to educate and model anti-racist behavior, language and processes.
 - viii. Promote and coordinate congregation involvement in the local congregation-based community organization Omaha Together One Community. Recommend amount for annual congregation dues of at least 1% of congregation’s annual operating budget.

- ix. Collaborate with Faith Connections team to provide adult religious education programming.

18. Stewardship (Standing - Mandatory per ByLaw)

- a. Refer to Article 16 of the ByLaws for an explanation of committee responsibilities.
- b. Responsibilities of the Stewardship Chair
 - i. Recruit members to form a Stewardship Committee early in the church year.
 - ii. Chair meetings of the Stewardship Committee.
 - iii. Lead the committee in conducting the annual pledge drive.
 - iv. Collect the pledge forms and publicize progress toward the goal.
 - v. Canvas new members shortly after they join the church, or delegate this task to a committee member.
 - vi. Promote stewardship.
 - vii. Attend FCC meetings.

19. Strategic Planning (Optional)

- a. This committee is responsible for preparing a strategic plan for the congregation about every 5 years. It is also responsible for reviewing and updating the plan as necessary. The Board Chair will be the Liaison to the Long Range Planning Committee.
- b. Specific duties include:
 - i. Conduct surveys, interviews, small group meetings, and Town Hall Meetings in order to discern the ideas and opinions of the Church's members and friends concerning their vision for Second Unitarian Church.
 - ii. Organize congregational feedback into a few specific focus areas.
 - iii. Create goals for the next three to five years under each focus area.
 - iv. Submit a draft of the Long Range Plan to the Board for approval.
 - v. After the Board approves or amends the Long Range Plan, it is submitted for a vote at a congregational meeting (either the annual meeting or a special congregational meeting for this purpose).

20. Technology (Optional)

The Technology Committee enables the mission of the church by acquiring (often through documenting and budgeting for funding) or recommending, monitoring, maintaining and recycling computers and other technology related hardware and software. It also provides technical administration for the church's website. The committee may assist other committees and church staff with technology related issues such as the phone system, copy machine, and sound and video projection system.

21. Worship Committee (Standing – Mandatory per Bylaw)

- a. The mission of the Worship Committee is to promote the celebration of life through worship, music, and aesthetics in our religious community.
- b. Specific duties include:
 - i. Arrange for speakers and lay leaders when the minister is not in the pulpit.
 - ii. Working in concert with the music director, schedule and support our pianists, the choir and other special musicians who enrich our services.
 - iii. Create a worshipful atmosphere that fosters an engaging spiritual experience.
 - iv. Facilitate communication between all parties involved in the worship service.

V. Delegates to General Assembly and District Conferences

General Assembly Delegates

The selection of delegates to the General Assembly shall be accomplished as follows:

1. **Nomination:** Nominations are encouraged prior to the Annual Meeting to allow consideration by the congregation. Nominations shall be submitted to the chairperson of the Denominational Affairs Committee (or the Secretary of the Board of Trustees if this committee is not functioning). Nominations may also be made from the floor during the Annual Meeting. Nominations must include confirmation of the nominee's ability to attend the assembly including by electronic means. Members may nominate themselves. All nominees must be voting members of the church.
2. **Election:** The election of delegates and alternates shall be held at the Annual Meeting. Members will vote for no more than the total number of delegates allocated to the church. If the number of nominees is greater than the allocation, then voting shall be by secret ballot, and the nominees receiving the highest number of votes shall be delegates, while those with the next highest number of votes shall be alternates. In the event that a full delegation is not elected by

the aforementioned process, the Board of Trustees may select delegates and alternates. Delegate status will be maintained for the entire fiscal year that they were elected.

3. **Delegate Unavailability:** If a delegate is unable to attend and the alternate is unable to attend, the Board of Trustees may select a replacement. If there are no nominees available at the time of the Annual Meeting, the Board may select delegates prior to General Assembly.
4. **Minister:** The Minister is provided delegate status by the denomination.

Mid America Region Annual Meeting Delegates

The Board of Trustees shall select delegates to the Mid America Region meetings and conventions from nominees or the membership. Delegates must be voting members of the church.