

## ANSWER/Nepal Ministry Team Charter 2018-19

### Section A: Name

1. What is the name of your group?

**ANSWER/Nepal Ministry Team**

### Section B: Purpose

1. What is the purpose of your group?

**The purpose of the ANSWER/Nepal Ministry Team is to improve lives, educate children and positively impact society in Nepal through connecting East Shore members and friends with school children there through the ANSWER organization.**

2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.

**By connecting with and supporting Nepali school children, we can act toward realizing that every person (including the poorest of children clear across the globe) is worthy of our love and care (first UU principle), create more equity through offering our support (2nd principle), and work toward a more connected world (6th principle).**

3. How does your group connect with East Shore's Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at [www.esuc.org](http://www.esuc.org) under Governance and Bylaws.

**Our Mission at East Shore is that we practice love, explore spirituality, build community, and promote justice. The ANSWER ministry is love in action as we try to engage with (and build up) a world community. This is a social justice program as well, seeking to give poor school children the opportunities enjoyed by their more well-off peers to continue in 'better' schools through their entire secondary education.**

4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.

**We have had discussions regarding a 'right relations' guidelines for our team. Mary Anderson led us in this discussion several months ago and we have a draft set of Right Relations Guidelines for the ANSWER-Nepal Ministry team.**

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals. Leave this question blank until the Board establishes the Ends.

**The ANSWER Ministry nurtures a sustainable Beloved Community (Goal 3) by increasing the number of church members who become engaged in the Nepali culture by supporting the education and leadership development of its children.**

**ANSWER also relates to Goal 4.1 by helping to leverage the value of our infrastructure resources for the purposes of becoming a hub of earth and social justice ministry teams and affiliated outside organizations**

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

**Our goals for the coming year include growing the number of sponsors among East Shore members and friends and supporting existing sponsors to meet their commitments both of money and time (communication by letter or email with the sponsored students). We have already raised additional funds for special needs within the ANSWER program. We hope to educate East Shore members about Nepal as well.**

**We expect our efforts will 'raise awareness' of the ANSWER program among East Shore members.**

**We will measure these goals by records of the number of children being sponsored over time, notes about the support given to members to meet their commitments, and publicity/event dates when we were able to spread the word about this program.**

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

**As a Ministry Team working in partnership with the Earth and Social Justice Coordinating Council and the Minister. Our Liaison with the Council is Ann Fletcher.**

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you

have fewer than five members, please explain. Who are your current team members?

**Any member or friend of East Shore that is a student sponsor or who identifies with our mission can be considered a member of the ministry team. Currently there are 43 sponsors. Additional sponsors are welcome without a specified upper limit.**

**Currently the leadership team includes Barb Clagett and Margaret Hall as co-chairs, and Craig Nelsen, Cathy Barich, and Gerri Armbruster as active team members.**

3. What are the leadership roles and responsibilities within your group?

**Leaders are responsible for ensuring that the activities outlined here (promoting the ANSWER program, putting on events, and meeting/communicating with team members and ANSWER supporters). Barb and Margaret, as mentioned, are co-chairs and organize regular meetings; remaining responsibilities are delegated at our team meetings.**

**The leadership team plans events, communicates with members, helps recruit sponsors and raise funds, and does all administrative tasks.**

4. How are leaders determined, and what are their term limits? Committees, please explain any differences from the term limits recommended in the Overview Section above.

**Co-leaders volunteer with agreement of a majority of the members. Their term limit is 5 years starting in 2017-18. Co-leaders may stagger their terms. They may return to leadership after one year being off leadership.**

5. What, if any, are the term limits for your members? Committees please explain any differences from the term limits recommended in the Overview Section above.

**None**

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

**The A/N Ministry team strives to be democratic in nature. Generally full or near consensus can be achieved. If this is not possible, a majority vote is a back-up plan. email discussion and even voting is allowed.**

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

**We have a team member who is tasked with minutes at each meeting of the committee.**

8. How are members recruited and oriented to your team?

**We recruit new members through conversations with interested congregants at events such as the Earth and Social Justice Faire, our programs, events, and occasionally worship services, and through tabling after services.**

**Members are oriented through written materials about the program, photos and bios of students, conversations with current sponsors, occasional dinner meetings with the founder of ANSWER, and mentoring of veteran sponsors as needed.**

9. What, if any, qualifications are required for membership or leadership?

**Leaders should believe in the program and have experience with ANSWER sponsorship, be organized and able to facilitate meetings, able to communicate with ANSWER organization staff, articulate in sharing the program, and willing to assist other sponsors as needed.**

**Members need only be interested in helping fulfill the purpose of ANSWER, able to pay for a sponsorship of a student at least for 3 years, and committed to writing encouraging letters and/or communicating electronically when that is possible.**

10. How does your group communicate and collaborate with the larger East Shore community?

**The A/N Ministry team communicates with the ES community through the church's newsletters, electronic media postings, and other established routes of communication here (Order of service announcements, posters on campus). The team participates in hosting a table from time to time in the foyer to raise awareness within the congregation, and then has usually sponsored one or two events during the course of each year, such as a luncheon with speakers to 'spread the word', educate, and recruit support for our mission.**

**To date our team has functioned and worked well with East Shore staff by somewhat informal means. Staff and other East Shore members have recognized our team and worked well with whoever has volunteered at any given moment for particular events.**

**Our liaison with the Earth and Social Justice Council is currently Ann Fletcher.**

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

**The co-chairs would approve. If they delegate this responsibility to another person on the leadership team, they would let Nicole know.**

12. What types of decisions is your group authorized to make?

**ANSWER/Nepal makes decisions about their ministry team activities and events, using the procedures and guidelines established by appropriate staff members.**

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

**The team makes recommendations to sponsors and those interested in sponsorship as to how to fulfill their commitments and help the program have the greatest impact on the lives of the students and the society of Nepal.**

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

**No**

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

**The A/N Ministry team is an ongoing effort that is expected to continue for the foreseeable future.**

## **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team next year?

**Yes**

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

**The group may elect to do fundraising if needed.**

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

The A/N Ministry team has a proposed budget of \$300 which would pay for a luncheon presentation.

**The primary 'fund raising' objective of A/N is, however, to recruit sponsors for the ANSWER non-profit organization, whose funds never pass through our ministry team. We have raised small amounts of funding which has been donated directly to the ANSWER non-profit organization.**

4. What kind of decision process exists for how money is used?

**Same as described previously in this charter.**

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

**Either of the co-chairs**

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

**No**

***Last Revised by ANSWER team: January 2019***

***Approved by Board 1-15-19***