

2018-19 CHARTER of Congregations for Homeless

Section A: Name

1. What is the name of your group?

East Shore Congregation for Homeless (ESCFH)

Section B: Purpose

1. What is the purpose of your group?

Congregations for Homeless is an independent not-for-profit organization whose mission is to end homelessness on the Eastside by helping men make the transition from life on the street to stable, independent living. Their year-round shelter is housed in Eastside churches, mostly in Bellevue, and moves every month to a new church. Twelve Eastside churches host the Congregations for Homeless' year-round shelter program and are partnered with additional churches to provide meals for the men each month.

For 25 years the East Shore Congregations for Homeless (ESCFH) Ministry Team supported by congregants hosts the year-round shelter. Our current month to host is October. ESCFH provides a place to sleep, meals, showers and laundry facilities. ESCFH pays for or seeks donations to accommodate a van that provides monthly dental services. ESCFH works with partner churches, each committed to helping our church's annual ministry in their unique ways (see below). In October 2018 we worked with three partner churches.

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

The ESCFH task of sheltering and feeding single homeless men directly supports UUA Seven Principles as follows:

1. The inherent worth and dignity of every person;
2. Justice, equality and compassion in human relations;
6. The goal of world community with peace, liberty and justice for all; and
7. Respect for the interdependent web of all existence of which we are a part.

This ministry is an excellent example of a thriving team and the association with CFH gives East Shore members a chance to translate their Seven Principles beliefs into action one month each year.

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 under Governance and Bylaws.

ESCFH reaches out to East Shore members to support our intense focused work in October when the homeless men are actually here on our campus. We provide numerous opportunities for all members to "practice love, explore spirituality, build community and practice justice" as they develop spiritual values based on practicing love and building community across social, economic, and racial differences. Members of East Shore can give of their time, their money, and their talents. No offer of assistance is turned away.

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.

ESCFH actively practices Right Relations as we work collaboratively with Congregations for the Homeless, ESUC staff and ESUC volunteers. We employ open communication making sure to communicate directly to those involved. We acknowledge the support of volunteers. Volunteers honor their commitment when they agree to participate.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.

ESCFH relates directly to the Board Goals for 2018-2019:

1. Beloved Community: We continually work with all clients of CFH which is represents a broad spectrum (including but not limited to) of race, culture, socio-economic, and faith. This association enhances our ESUC community knowledge of exploring multi-cultures and socio-economic groups.
2. Strategic Campus Plan: ESCFH is an active, living example of utilizing our campus as a hub for a combination to our social justice ministry teams and affiliated outside organization. Our Spring Hall building was built with the consideration of housing during the year-round shelter including showers and laundry facilities. Our two kitchens enhance the experience by allowing ESUC groups prepare and cook nutritious meals for the men.
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?

ESCFH fully intends to continue our participation in the year-round shelter for Congregations for the Homeless.

Goal: House the men during the month of October, provide meals, coordinate with our partner churches and participate in monthly liaison meetings.

Goal: Cultivate our partner churches' support, without which this task would be much less successful. Our partner churches are: St Andrew's Lutheran, Northlake Unitarian, Woodinville Unitarian and Bellevue Presbyterian.

Goal: Through congregational outreach and work with groups such as staff, East Shore Ministry Teams, and the Earth and Social Justice Coordinating Council (ESJCC), share and collaborate on our mission and goals.

Goal: Increase ESCFH's core ministry team to a minimum of 6 and prepare new leadership to carry on the work.

Impact: CFH men will have a secure place to sleep, eat and obtain help to work on goals to move forward in their lives. As men move from the year-round shelter to housing, this is a testament to the effectiveness of CFH and our participation in the program.

Result: A successful month of housing, providing meals and cooperative liaison with CFCH

Evaluation: The evaluation will be to determine how well ESUC supported these efforts to provide the housing location, meals, and services. If there is a significant shortfall in support for the men while they are at East Shore, we will have failed. Our team leaders will also collect any data from the larger CFH organization to determine the success rate of men moving toward stable, independent living.

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?

Our group fits easily into East Shore's organizational structure as a ministry team, supported by our Social Justice liaison Lynn Roesch. Our staff liaison is ultimately the minister who works with the Council to support the Earth and Social Justice programs at East Shore.

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?

CFH has no “maximum/minimum” number of participants, but finds that a core leadership group enables our annual success and markedly facilitates our mid-Summer planning and recruitment of church volunteers. Including the leadership team and all needed “seasonal volunteers”; our “functioning number” in October is likely 85-90.

The current leadership team members are: Dean Dubofsky, Peggy Phillips, Chris Edwards, and Ralph Lutz.

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

We currently have a co-leadership team of Peggy Phillips and Dean Dubofsky. Co-leaders coordinate the overall effort, working with partner churches and repeat leaders. Annual repeat leadership members include Chris Edwards and Ralph Lutz. Jobs for repeat leaders include overall organization and ministry oversight, recruitment of “seasonal” volunteers for dinner groups, host/church liaison, shopping and lunch sandwich assembly, breakfast supplies maintenance, and coordination with CFH Site Managers daily and weekly. Attendance at monthly CFH liaison meetings in the St Andrew’s Lutheran Church is not required but important as we near and complete our October hosting month.

4. How are leaders determined, and what are their term limits?

Previous leaders recruit new leaders. Co-leaders may stagger their terms to enhance continuity from year to year. Term limit for leaders is three (3) years. Team leaders may return to leadership after at least one year out of leadership role. Both Dean Dubofsky and Peggy Phillips have just completed their first year as Team Leaders.

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.

Except for the co-leaders, ESCFH has no limits to length of service, but instead hopes most members will reprise their roles each year to enable a more effective leader team. The Ministry Team core element needs to incorporate new members and that is a goal for this upcoming year. The active month of October incorporates all aspect of ESUC community including individuals, youth groups, covenant circles, Extended families, men’s groups, People of Color group, and others. Therefore, there is no limit for their continued participation. In fact, ESCFH relies on all of these groups to continue their participation in order to make our month-long shelter operate efficiently.

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

Within our leadership group, decisions are made with consensus. When consensus is not achieved, depending on the issue, the ESCFH Ministry Team will consult with the staff, the minister or CFH to come to a decision. We do not have a need for a quorum and voting.

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?

Records have been both recorded on paper in a notebook form and an electronic version of the forms. Core team members are encouraged to collaborate and train replacements as they join. Periodic meetings are held in preparation for the October shelter.

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

We actively seek interested volunteers each year through church communications and word of mouth (such as focus tables in the sanctuary foyer and roving promoters in the North Room after services), and from this we hope to identify longer-term members to repeat the key functions annually. Co-leaders and repeat leaders orient new volunteers through mentoring and written information about their jobs.

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

Members need only have a desire to help homeless men and the ability to do one or more of the needed jobs. The only two qualifications for leadership are an avid interest in helping single homeless men and prior work in one-several of the above tasks. Team leaders should plan to be available during the month of October or have a viable substitute identified.

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

ESCFH has established a communication plan to reach the church community. This includes staff support for budget (Jason Puracal), bulletins (E-Blast & Order of Service, Facebook) Nicole Duff, foyer table and other help as needed from our ESJCC liaison, Lynn Roesch. For clarity and to avoid mixed messages, Dean Dubofsky will create/authorize any publicity and over-see communication with Nicole and Jason related to CFH.

Oversight for October's calendar of events and seasonal volunteers requires frequent E-mail, text or phone contact and coordination with Diane Upton (Facilities

coordinator). Scrutiny of potential schedule conflicts or gaps necessitates repeated review of our schedule.

A master calendar using Sign-Up Genius is now utilized for identifying volunteers and their commitment to hosting, dinner provider, sandwich maker, and shopper. Now, all our leaders and volunteers may check on volunteer opportunities, assignments and last-minute changes.

ESCFH maintains a database of previous volunteers and contacts them each year to solicit participation. Our volunteer coordinator ideally contacts each volunteer by phone or email reminding them of their commitment. Sign up genius also sends out an automatic reminder for volunteer obligation.

ESCFH coordinates with the Facilities Manager to provide necessary facilities support and custodial services and to minimize the disruption of East Shore activities by the CFH shelter.

ESCFH also collaborates with the larger community. Current partner church assignments: St Andrew's Lutheran Church—provides two weeks of dinners; Bellevue Presbyterian Church—provides two weeks of supplies/assembly of lunch sandwiches; Northlake Unitarian Church—3rd year of annual \$1000 stipend support for our hosting program.

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

One of the co-leaders will be designated to approve communications each year. This year it is Dean Dubofsky. The designated back up person is Peggy Phillips.

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

Our ESCFH leadership group organizes East Shore's one-month hosting and shelter/feeding of the CFH men, and have authority to make decisions pertinent to this overall task that are aligned with the church bylaws, Board policies, and Staff Procedures. We remain open to relevant feedback from congregants and the ESUC Staff. Decisions regarding Facilities and Caretaker coordination is directly coordinated with Diane Upton. Nicole is instrumental in sending us new members and assisting in publicity. Jason Puracal as Executive Director and Lucy Rahman as bookkeeper work with us to insure we are complying with financial and legal obligations of ESUC.

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

The ESCFH leadership may make recommendations to staff and partner churches about more effective or efficient ways to manage CFH ministry.

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.

The core element of this ministry is to work in conjunction with Congregations for the Homeless. The program would not exist in its current configuration without that relationship. However, it is our understanding that the collaboration with this group does not apply to or meets the policies and procedures of East Shore.

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

East Shore's CFH group serves the ongoing need for safe shelter/feeding of the Eastside homeless single men. As there is no future plan for this need to end, the ESCFH group has no plans to cease work or disband. Re-creation of the ESCFH cadre will continue annually on into the future, and although service is only one month annually, we foresee our future service as continuing without significant change.

Section D: Finances

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

Yes. Based on prior years' operating budgets, ESCFH now has a recognized line item for expenses. Co-leader Dean Dubofsky collaborates with Jason Purcell (Executive Director) to insure our line item is maintained. With Jason's support and guidance, ESCFH requested a budget that both supported our food purchases and underwrote the current \$600 fee charged by Medical Teams Inc. for a half-day Dental Van, and any other relevant but unexpected costs. ESCFH does not anticipate the need to reduce or increase our expenses; we have repeatedly used the same purchase plan for food/supplies; of course. total expenses vary based upon the size of the men in CFH's year-round shelter program. (In 2018 the number of men was than 35). However, inflation may increase costs. The budget request will assume the same amount of funding from the other UU congregations and volunteer support from other churches participating in the year-round shelter.

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?

ESCFH would:

- a. Solicit additional food and supplies from the congregation with a goal of reducing out-of-pocket expenses.
- b. Seek additional funding from the other two UU congregations that provided funds last year

- c. Solicit additional volunteer support from other churches participating in the CFH program with a goal of reducing costs.
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."
 - a. ESUC operating fund currently funds breakfast supplies, grab and go lunch supplies, sandwich supplies (two weeks of the month) and cleaning supplies. Some amount is provided for in the form of purchased donations is donated by ESUC members when they shop.
 - b. ESUC members who provide dinners (two weeks of the month) typically donate their meals.
 - c. ESCFH has sought and nurtured the financial support of both Woodinville and Northlake Unitarian Churches. This funding was accomplished by meeting with each church's Social Justice group to offer each a partnership, and briefly report our last year's performance and this upcoming year's expectations. However, in 2018, Woodinville was unable to support our program. We hope to contact them again for the 2019 year. During 2018, we were able to ask the ESUC congregation directly for contributions, but that was not acceptable in 2019.
4. What kind of decision process exists for how money is used?

ESCFH uses its budget to guide the group as it reaches expense decisions through consensus. When consensus is not possible, ESCFH will seek help from either the ES minister or a responsible member from CFH.

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

Dean Dubofsky, current CFH co-leader, and Chris Edwards, current accountant, are both authorized to approve expenses.

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?

Our CFH group has no need to consider Prudent Reserve funds, as our annual function is without any contractual liability. Our annual expenses are documented by valid receipts when requested for reimbursement, otherwise fully funded by the volunteers without reimbursement requests.