

## Connection Team Charter 2018-19

### Section A: Name

1. What is the name of your group?
  - a. Connection Teams

### Section B: Purpose

1. What is the purpose of your group?
  - To provide members with the opportunity to give to and receive from East Shore and work with other members who live in a geographic area.
2. How is your work related to one or more of our Unitarian Universalist Seven Principles?
  - 1st Principle: The inherent worth and dignity of every person (All members may be a part of a connection team and receive its caring and support if they wish.);
  - 3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations (Team members of different demographics learn to work with each in an effort to help each other and to support functions of the church.);
  - 7th Principle: Respect for the interdependent web of all existence of which we are a part (Members of teams learn that they are an integral part of the church, that their actions affect the whole, and that working together will benefit the church).
3. How does your group connect with East Shore's Mission and Vision?
  - Practice Love: Connection Team will offer support through meals, rides, and comfort to those in their neighborhood.
  - Build Community: Working together to offer coffee hour. And fuel relationships in the congregation.
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?
  - We do not have one at this time
5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.
  - Inspire a healthier community by allowing members to work together on a simple, common goal (serving coffee).
  - It enriches membership by allowing members to get to know one another.

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?
- To ensure a suitably skilled member of the church is consistently assigned to lead each Connection Team as its guide and another as Caring Connector. Measure by checking the roster.
  - To assign teams to host Sunday Fellowship for every service. Measure by checking schedule.
  - To let Guides know when members move into or out of their areas. Measure by comparing new member classes to new rosters.
  - To review the Connection Teams once a year, to consider whether any new teams need to be formed (if a team has more than 40 members) or teams merged (if a team has less than 20 members). Measure by checking in the fall.
  - To hold at least one meeting per year for Connection Team Guides to meet and discuss how their team is working together, to inspire them to reach out to their team members and connect with them whenever possible. Measure by checking calendar.

### **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?
- Connection Team Coordination is a Core Team working with the Membership Development Manager.
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?
- A minimum of one and a max of 3 people are needed to support the Membership Development Manager in the coordination of Connection Teams.
  - There are currently 13 Connection Teams, each of which has one or two Guides leading it, and one or two Helping Hands Liaisons.
3. What are the leadership roles and responsibilities within your group?
- The Connection Team Coordination Team is responsible for achieving the goals listed above.
  - Membership Development Manager and the CT Coordinator currently share responsibility for making that happen.
  - The Connection Team Guide is responsible for keeping in contact with their team and organizing the team to host coffee hour when scheduled (about quarterly)

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.
  - The CT Coordinator can be selected from anyone who has previously been a CT Guide who volunteers. If no volunteers, the Membership Development Manager is tasked with finding a leader. Majority vote by CT guides will make it official. Term Limit is 3 years.
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.
  - CT Guides and Caring Connectors are encouraged to take on their role for 2 years, so that the roles are rotated through various members of the team who are able.
6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?
  - CT Coordination is done by consensus between the Membership Development Manager and the CT Coordinators. If no consensus can be made, the minister is asked to intervene and decide.
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?
  - The Membership Development Manager keeps files/records.
  - The “retiring” CT Coordinator will train the new CT Coordinator in a meeting
8. How are members recruited and oriented to your team?
  - Guides and Caring Connectors are recruited by direct ask of suitable candidates, or by asking for volunteers within a team as needed. They are oriented by being sent a job description, phone conversation, and sent templates and given guidance as needed. The CT Coordinators and Membership Development Manager will also help with questions at any time.
9. What, if any, qualifications are required for membership or leadership?
  - Guides need to be capable of sending out well-written emails to all their team members, and coordinating the responses. It is also helpful if they can supervise the running of the Fellowship Hour. If they are also willing to organize occasional social events or team activities, that is encouraged, but not required.
  - Caring Connectors need to be willing, sometimes at short notice, to contact a person in need, determine the needs we can fulfill, and coordinate members to provide that support. This is done in conjunction with the Helping Hands Coordinator.

- The CT Coordinator needs to recruit and train volunteers to take on these roles, to ensure that Fellowship Hosting dates are planned well in advance, and to listen and support the Guides and Caring Connectors in their role as needed.
10. How does your group communicate and collaborate with the larger East Shore community?
- Guides and Caring Connectors work with members of their team to host Fellowship Hour, and to provide care for a member who is in need.
  - Guides work with the Membership Development Manager to understand any specific needs for their assigned hosting date.
  - Caring Connectors work with the Helping Hands Coordinator and the Caring Coordinator to provide the best care we can to a member of our community who is in need of help.
  - Reach out to the congregation through articles on esuc.org, Facebook, The Beacon, eblasts, OOS, verbal announcements, and posters
11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?
- The CT Coordinators would work with the Membership Development Manager if any church wide communications are needed. Either person may send out communications to all Guides as needed.
12. What types of decisions is your group authorized to make?
- CT Coordination Team is authorized to assign Guides and Caring Connectors to each Connection Team, to assign fellowship dates to teams, to send out communications to Guides (which can be forwarded on to all their members) and to arrange meetings of Guides and Caring Connectors as needed.
13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?
- As a Core Team, the Connection teams would recommend to the SLT about changes to team.
  - If any new policies need to be added, recommendations would go to the Board/Policy & Governance Committee.
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?

- As long as members are willing to fulfill the role of Guide and/or Helping Hands Liason, and as long as there is a need for hosting Fellowship Hour, this team will need to continue.

## **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team next year?
  - No, coffee hour supplies are covered under the Membership Budget.
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?
  - N/A
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."
  - N/A
4. What kind of decision process exists for how money is used?
  - N/A
5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?
  - Membership Development Manager
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?
  - N/A