

2018-19 CHARTER for Earth and Social Justice Coordinating Council

Section A: Name

1. What is the name of your group?

Earth and Social Justice Coordinating Council

Section B: Purpose

1. What is the purpose of your group?

The purpose of the Earth and Social Justice Coordinating Council (Council) is to coordinate and support the earth and social justice (ESJ) ministries of East Shore Unitarian Church (ESUC) and to act as the ESJ liaison with other Unitarian Universalist (UU) congregations and community groups. The Council shall incorporate the UU heritage of ESJ and the Seven Principles into the service we provide at East Shore.

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 Council believes that we exist in an interdependent web of all existence in which we strive to treat the earth and every person with inherent worth and dignity. The Council members acknowledge that efforts to respect the environment and to attain a community of peace, liberty, and justice are more effective when people inspire each other and work together.

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.

Practice love: The Council practices love and service toward the Earth and Social Justice Ministry Teams, the congregation, the staff, the wider community, and our planet by following our UU principles and church covenant as we carry out our work;

Explore spirituality: The Council offers a path of learning, empathy, action, and reflection so that social justice becomes an integral part of its own and ESUC members' and friends' spiritual development;

Build Community: The Council strives to create a caring community among the Earth and Social Justice Teams, within the larger church, and through outreach into the community by building positive connections, working collaboratively, and using right relations;

The Council promotes justice by supporting the Earth and Social Justice teams in their work, by researching ways to organize and empower justice work that are consistent with our faith, and by making connections with other faith and justice groups in our community for joint action.

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.

Yes, we have Right Relations Guidelines and Group Norms which Louise Wilkinson helped us to develop. We are currently determining how we will use the guidelines and make them come alive in our group.

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

- Financial strategy

The Council works with ESJ teams and Finance Department regarding budgeting. While advocating for financial support of the ESJ ministries, the Council remains objective about the church's need to balance its Earth and Social Justice Mission with its need for financial sustainability.

- Developmental Ministry Goals

The Council helps inspire a healthier culture at East Shore by using the Right Relations Covenant in its work with ESJ Teams and among all aspects of the church and its mission. The Council monitors member attitudes and works with the Minister to find common ground among various perspectives on the relationship between spiritual growth and social justice.

The Council is open to and engaged with the implementation of policy-based governance. Council members work through the minister, provide a monthly report available to the Board, and recommend policy changes through the Board approved revision process. It assists ESJ teams with recruiting volunteers through a rotating schedule of an ESJ foyer table and North Room Bulleting Board. It also has a goal to increase leadership development.

A Council representative attends new member classes to promote the ESJ opportunities that will engage them in meaningful work around their values. The Council develops stronger communication tools within the church, on our website, and with our Outreach Team to promote East Shore and connect with people who share our values. It works with the Membership Director on messaging and encourages ESJ teams use similar tools to increase their visibility and appeal to current and potential members.

- Beloved Community

The Council supports the Beloved Racial Justice Team and other ESJ Teams in anti-racist work. The Council sponsors anti-racists classes and events and works collaboratively with other mission driven aspects of the church to encourage progress toward becoming more anti-racist.

- Strategic Campus Plan:

The Council participates in and encourage ESJ teams to participate in making the church a hub of earth and social justice. The Council, itself maintains working relationships with at least five UU and Interfaith organizations in the community. It encourages teams to sponsor outside groups use of East Shore facilities within Board Policies and Staff Procedures.

The Council also strongly supports reducing the church's environmental impact, as part of advocating for environmental sustainability with our Climate Action Team, local Indigenous Peoples, and environmental non-profits.

Council members work with ESJ teams to keep records and report measurable facts and impacts to us and to Membership Manager for the annual impact report.

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 specific goals for this coming year are:

- Support the Earth and Social Justice Ministry Teams to successfully fulfill their missions;
- Promote leadership development at East Shore that will positively impact the church's ability to improve earth and social justice;
- Increase educational opportunities to connect earth and social justice with personal/spiritual development.;
- Improve communication about earth and social justice with members, staff, groups with in the church and the wider community;
- Build relationships that bridge education, spirituality, and direct service with witness and advocacy.

The result we expect from our efforts is a stronger and more unified network of justice within East Shore and with the wider community. This network will increase the impact our church is having in promoting our UU Principles and our Mission.

We will evaluate the impact of our efforts by:

- "Collecting and analyzing our ministry teams' progress toward their goals/impacts as stated in their charters. Council liaisons would have conversations about this with them during the year, encourage them to

include any progress in their monthly reports, and request an end of year evaluation of how well they met their goals and achieved their desired impacts. This information would be published in East Shore's annual report and the impact report at the end of the year."

- Monitoring participation in leadership development opportunities and subsequent participation in earth and social justice programs/actions.
- Working with Life Span Integration Team including Adult Programs to gather data about the level of participation in and participant reaction to educational opportunities that link earth and social justice with personal/spiritual development;
- Surveying groups about member reactions to and results of the new system of ESJ tabling after services, bulletin boards and webpage upgrades as well as ESJ communications in the Beacon and Eblast;
- Identifying new connections among ESJ teams and other ESUC teams or community groups outside the church that bridge the different aspects of church life and social justice.

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?

The Earth and Social Justice Coordinating Council is a Core Team of the congregation with responsibility for the earth and social justice portfolio in partnership with the Minister.

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?

The minimum number of members is five. The maximum number of members is twelve. Current members are Ann Fletcher, Jenny Hall, Lynn Roesch, Michelle Danley, and Louise Wilkinson. We are currently recruiting more members for the group. It is desired that members include representatives from or to the major focus team(s), worship, and lifelong learning. The Minister serves as an ex-officio member.

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

The Chair (currently Ann Fletcher) and Secretary (currently rotated among members) assume the usual responsibilities associated with those roles. One member will be designated as the contact person for the group for communications from staff or board. Ann Fletcher is currently in that role. The role of providing communications from the Council to the congregation, staff, or Board is currently filled by Lynn, Roesch. Lynn also provides a monthly report of ESJ team activity,

which is available to the BOT, SLT, and members. Each member provides leadership as a Council liaison to one or more ESJ Teams. Some Council members also act as a liaison to one or more affiliated faith and justice groups outside the church. Several Council associates (not Council members) assist the Council as representatives to some of these outside groups.

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 Council will determine who will assume these and other needed leadership roles and responsibilities each year using the decision-making process outlined below. Term limits for major Council leadership roles that are not rotated monthly will be one year with the option of a second one-year term in any capacity for a possible two-year total service. After that at least one year out of leadership is required before serving again.

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.

As of July 2017, term limits for new members of the Council will be three years. The Council will determine a staggered departure of current members which will begin in July 2018 to provide continuity while it incorporates new members. In this way the Council will eventually turn over 2-3 members each year. A past member may return to the Council after at least one year off the Council.

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

Based on our group norms (available on request), the Council will strive to make decisions by consensus. When this is not possible, a vote of at least 70% of all the members, regardless of that meeting's attendance, will determine decisions. If 70% does not result in a whole number of people, then it will be rounded up to the next whole number of people. Email votes are 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?

The member who take minutes incorporates corrections by members via email with final approval at the next meeting. The chair keeps the electronic copies of all the agendas and minutes, the charters, Right Relations guidelines and group norms, and other important documents and correspondence. The Communications lead keeps electronic copies of monthly reports, the ESJ brochure, and other important communications documents. The Chair and

Communication Leads pass on the pertinent documents to the next person filling those roles.

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

The Council will review its current membership and, using its decision-making process above, agree upon candidates to contact for potential recruitment. Candidates may attend one or two Council meetings as part of the process of making a commitment. New members will be orientated by becoming familiar with the Council's charter, its Right Relations guidelines and group norms, the charters of the ESJ ministry teams, and the UUA Social Justice Empowerment Program Manual. One on one mentoring or training opportunities will be offered as needed.

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

Members of the group should be persons who have taken an active role in one or more of our social justice ministry teams. RE and Worship representatives should have an interest or previous experience in earth and social justice along with their life span integration or worship roles. All members should be available for meetings and follow up work as outlined in the Goals and Work Plan. Each year the Council will recommend people to leadership training programs available to gain pertinent skills, and this will be considered in selection of candidates for the Council.

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

The group communicates through the newsletter, the weekly blast, notices in the order of service, posters, and announcements during Sunday services. In addition, the group participates in and coordinates the team schedules for the ESJ table in the foyer after services and the three North Room ESJ bulletin boards in the North Room. The Council has a church webpage with information about all the ESJ teams, upcoming events, and photos. The group often hosts an Earth and Social Justice Celebration to commend ministry team work, connect teams, and inform the congregation about their accomplishments.

The Council will employ various avenues to encourage earth and social justice activities throughout ESUC. The current approaches are to:

- Lead efforts to identify and prioritize issues that galvanize the congregation around one or two ESJ foci ministry teams;
- Facilitate the integration of earth and social justice into the life of the congregation, especially through religious education and worship;

- Present educational and advocacy programs to inform and involve ESUC members and friends about current ESJ issues facing our local community, our region, our state, our country, and the wider world;
- Provide inspirational events that affirm and promote UU heritage and the Seven Principles and that may lead to congregants becoming engaged in ESJ action.

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

The Communications Lead, currently Lynn Roesch, is authorized to approve communications publicized by the Staff. The lead often consults with the chair or others in the group in drafting communications. The back-up person is Jenny Hall.

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

The Council is authorized to make decisions in accordance with church Bylaws, Board Policies, and Staff Leadership Team (SLT) Procedures following democratically-chosen guidelines to assist the earth and social justice work at East Shore, maintain relationships with outside earth and social justice organizations, and monitor its own effectiveness. The current guidelines are to:

- Support and empower ESJ Ministry Teams by
 - a. Working collaboratively with the SLT to evaluate any request for the formation of a new ESJ ministry team and assisting an ESJ ministry team to disband when it has served out its useful purpose or lacks sustaining participation,
 - b. Helping new teams to write charter, reminding established teams to revise their charters on an annual basis, and reviewing charters annually before sending them to the Minister for approval,
 - c. Providing leadership training for ESJ team members and potential leaders.
 - d. Assisting ESJ ministry teams with recruitment,
 - e. Encouraging and empowering team activities through relationship and communications between Council members and teams,
 - f. Fostering connections among teams,
 - g. Nurturing team communications to the congregation by supporting the creation and use of a wide variety of communication tools,
 - h. Soliciting annual team budget requests and consolidating and submitting a united social justice budget to the administration for consideration;
- Facilitate ESJ education and activities between ESUC, other UU congregations, and the broader community;

- Serve as the ESJ contact point for communications from outside organizations and handle appropriately;
- Coordinate, review, and recommend alliances with related ESJ organizations outside ESUC. Several alliances such as those with Eastside Interfaith Social Concerns Council, the Unitarian Universalist Service Committee, and Faith Action Network—will require funding support. As these alliances directly support the Council’s purpose and goals, any funding for such organizations will be part of the Council’s line item budget;
- Evaluate the Council’s effectiveness and its charter yearly;
- Perform other responsibilities as agreed upon with the SLT, the ESUC Board, or others to fulfill the Council’s purposes.

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

- The Council recommends the formation or disbanding of ESJ teams to the Minister or SLT.
- The Council recommends alliances with ESJ organizations outside of ESUC to the SLT and/or Budget Team.
- The Council recommends budget for ESJ to the Budget Team.

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 Council will generally refer outside groups wishing sponsorship to an appropriate ESJ team. If the appropriate team is not interested in sponsorship or the church does not have an appropriate team, the Council may consider sponsorship. Currently the Council does not plan any sponsorships. However, if they do in the future, they will use the Board Policy 1.16a and related staff procedures.

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

It is expected that this will be an ongoing group in our congregational life

Section D: Finances

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

The Council will present a budget proposal on behalf of itself and all the social justice ministries to the Budget Team.

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?

If the Operating Fund is unable to fund the full amount of our budget request, it is possible that the Council may wish to do fundraising.

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."

Such fundraising might take the form of encouraging donations for specific Council related causes at educational or informational events. In such case, the Council would use the required wording above.

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

In general, expenditures would be guided by the group's budget, and specific decisions about expenditures within budget categories would be made by the Council, using its usual decision-making process previously described in Section C Number 6 above.

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

The Chair, currently Ann Fletcher. The back-up person is Jenny Hall.

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?

As the Council does not currently have contractual obligations, it is not anticipated that a prudent reserve would be required.