

## Giving Tree Ministry Team Charter 2018-19

### Section A: Name

1. What is the name of your group?

The Giving Tree Ministry Team

### Section B: Purpose

1. What is the purpose of your group?

The purpose of the group is to give the East Shore Congregation the opportunity to provide Christmas gifts to clients of selected Eastside and Seattle charities. The timeline for this group is September through January. It is inactive the rest of the year.

2. How is your work related to one or more of our Unitarian Universalist Seven Principles?

The Giving Tree Ministry is especially related to the first principle, the inherent worth and dignity of every person. The Ministry allows East Shore members and friends to give gifts respectfully to those in need through the agencies that service them.

3. How does your group connect with East Shore's Mission and Vision?

The Giving Tree practices love by providing gifts for those who aren't able to afford them and by providing a way for East Shore congregants to give in love to our community during the holidays. Church members and friends have the opportunity to learn the joy of helping others in a way that fits them spiritually. The group builds community by encouraging congregants to participate together in fulfilling all of the wishes on the tags in a fun and concrete way, showing the connection and generosity of the church community toward the larger community. The group also promotes justice by direct services to those who are economically disadvantaged.

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?

No. We plan on developing one this year.

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

The annual Giving Tree project supports East Shore's work to grow as a hub of social justice in our Greater Seattle Area. Our project works together with 7 affiliated area Social Service agencies to provide caring support through our gifts for the agencies' clients at Christmas time. Our work raises awareness within our East Shore community of these agencies' work to support those in need in our Greater Seattle area.

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 work with agencies that will have positive impact on our community

To successfully communicate with congregants about the Giving Tree before, during and after the event.

To prepare an attractive tree in the foyer and be available to talk with people about how to participate in the ministry.

To fulfill all the requests by gift or monetary donations by church members and friends.

The goal attainment will be measured by the list of the agencies where a successful liaison contact was made, church newsletter articles, smooth coordination with staff, positive conversations/comments with members while at the tree, and enough participation to fulfill and deliver client requests to the agencies. A final evaluation of the Giving Tree is done in January of each year to determine what we can do better the next year.

We attain success when all the Gift Tags have been fulfilled and all the gifts have been delivered to their respective agencies. We evaluate our efforts in January by reviewing our success rate.

The impact is threefold. For the agencies it helps them provide for their clients. For the clients it ensures they get at least one gift at Christmas and they know people care. For East Shore there is the satisfaction of seeing all the Gift Tags gone from the tree, presents streaming in everyday left under the tree, and the opportunity for families and individuals to find joy through participation and giving.

## **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?

A Ministry Team supported by the Earth and Social Justice Coordinating Council and 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?

About 8-10 members works well. Currently the group consists of the co-chairs Emily Winstrom and Trish Webb, and other members Karen Dawson, Peggy Phillips, Janis Pock, Milly Mullarky, Ralph Lutz, Barbara Elliott, Kathie Moritis, Jan Fleck, and Mitra Khubcher.

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

Co-chairs (or chair) initiate and coordinate the Giving Tree process each year, work with the Facilities Manager and the Communications and Membership Development Manager, meet and/or communicate with the other members of the team. Also each member acts as a liaison with one of the charities and one member is responsible for the communications with the congregation.

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.

Leaders volunteer and are approved by the other members. Recommended term limit of 5 years starting July 2018. After one term is over, a leader may return after being off of leadership for one year. This is in line with Policy and Governance guidelines.

5. What, if any, are the term limits for your members?

No term limits for members.

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

Generally by consensus. In case that is not possible, then majority vote. We prefer a 50% quorum. We take email input into consideration.

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?

One of the co-chairs maintains records and the church accountant maintains our financial records.

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

Through word of mouth during the Giving Tree season when team members are stationed by the tree and talk with people before and after services. Further recruitment is be done through the Earth and Social Justice Faire in the fall where members may sign up to be "Tree Elves" or "Delivery Elves," through the ESJCC Brochure and through the Beacon and eblast church communications.

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

A desire to help those in need and a willingness to participate by contacting a community charity and assisting with the logistics of the tree, tag system, gift collection and delivery.

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

The leaders work with the building manager and communications director regarding space for the Giving Tree Team and ways to spread the word about how the tree works and the timelines, so people can get involved. The team provides an opportunity for collaboration with all in the East Shore Community. Communications are also addressed in other questions.

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

A member is designated to write and submit the articles for the newsletters. This year it is Peggy Phillips.

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

The group selects the charities to receive the gifts, determines communications with the congregation, and decides on the most efficient and effective process for getting requests from the agencies, making the tags, setting up the tree, scheduling people to be at the tree after services, and getting the gifts to the agencies in a timely way.

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

The group may recommend space and scheduling of the Giving Tree to staff, and then will work collaboratively with them, given church parameters and procedures, to make final determinations.

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 group plans to exist as long as there are people interested in doing its ministry.

### **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?

TBD

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."

We do not solicit donations, but often people will make monetary donations which we use to purchase specific gifts. All funds go through the Operating Budget.

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

An appointed treasurer for the group tracks the money to assure we are within budget guide lines.

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

A chair, or if co-chairs, the co-chairs decide which of them will authorize expenditures. The other co-chair is, then, the back-up.

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

Initial Board Approval:

First Revision Approval: