

2018-19 GOOD START BACK TO SCHOOL MINISTRY TEAM CHARTER

Section A: Name

1. What is the name of your group?

Good Start Back to School Ministry Team (affiliated with the Congregations for Kids community organization)

Section B: Purpose

1. What is the purpose of your group?

Supporting the Congregations for Kids program, a project done annually to provide backpacks and school supplies to needy Bellevue School District students. This program is supported widely in Bellevue by donations from church organizations and community groups such as the Rotary Club.

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

1. We recognize the inherent worth and dignity of every person in helping individual Bellevue students to succeed in school.
2. We value justice, equity and compassion in doing this project.

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

Our group's purpose is aligned with ESUC's mission statement, i.e. in practicing love, building community and promoting justice. We recognize that many Bellevue students are in need and we do what we can to help them with school supplies and backpacks so that they start school with what is needed.

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.

The team does not have its own Right Relations Guidelines due to the nature of this team, consisting of only a chair with membership for the short-term project changing each year. Because of this, the ministry team will adopt the All Church Covenant of Right Relations.

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

This team's work relates to making East Shore a hub of social justice in the community. Connecting with larger organizations such as the Good Start Back to School help toward this Bard Goal.

6. What are your group's specific goals for the next year?

Our specific goal for next year is to collect school supplies and money from ESUC members to support this program in August 2019. They will be delivered to the schools, where they are distributed to eligible students who have requested them.

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?

We are a Social Justice Ministry Team. Our Earth and Social Justice Coordinating Council (ESJCC) liaison is Jenny Hall and our staff liaison is the Minister, Stephen Furrer.

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?

Participation is voluntary and varies from year to year. In 2017 at least ten church members supported the program by donating money.

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

The chair of the committee is currently Nancy Worsham. She contacts members to participate in collecting donations and preparing the backpacks in August.

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.

In the past, leadership passed from one chair to the another, who volunteered or was recruited by the chair. There were no formal term limits. With the requirement for all group leaders to have term limits, this team will establish a term limit for the chair of three years.

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

No term limits are set for team members.

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

Due to the project-oriented nature of this team, there are no decisions that need to be voted on.

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 only records kept are donation totals each year. Donation proceeds are submitted to the Church Bookkeeper for deposit and remittance to Congregations for Kids.

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

Membership is based on availability to participate in August each year. They are recruited by announcements in the Beacon, Sunday OOS and potentially by verbal announcements at services.

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

The leader needs to be available during the summer to recruit people to contribute time or treasure to this.

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

By promoting the project through previously mentioned church channels and requesting people to serve it.

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

Nancy Worsham. Because of the nature of this group there is not a back up person within the group. If needed the ESJCC liaison, Jenny Hall could fill in.

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

Decisions about the how to promote the project and communicate with those interested.

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

The group general does service rather than make recommendations. If the occasion arose, the chair might recommend to the Council or staff actions that would enhance the project.

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 will be ongoing as long as there is interest from the congregation in contributing, and the Congregations for Kids program is active.

Section D: Finances

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

No. All funds are raised through donations.

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?

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."

Donations will be solicited by announcements in the Beacon, Sunday OOS and potentially by verbal announcements at services.

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

The purpose of the funds is to support the specific project.

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

Nancy Worsham is the approver.

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.