

2018-19 CHARTER Grounds Team

Section A: Name

1. What is the name of your group?

Grounds Team of East Shore Unitarian Church

Section B: Purpose

1. What is the purpose of your group?

The purpose of the Grounds Team is to maintain East Shore's Grounds in an environmentally sound manner while supporting the Mission of the church.

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 work of the Grounds team is most closely related to the 7th UU Principle of "Respect for the interdependent web of life of which we are a part." We respect nature and a sustainable environment in our relationships within the church and in our work on the grounds.

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.

The Grounds Team:

- practices love for the church, its members, and the earth by promoting beautiful and safe grounds that reflect their native heritage and leave minimal carbon footprint;
- explores spirituality through stewardship of Mother Earth and appreciation of Nature by all who experience our grounds;
- builds community among its members through monthly work parties and fellowship lunches, among members of the church by providing surroundings that are appreciated by the community, and with the church's neighbors by practicing right relations
- promotes justice by collaborating with the church in its efforts to be sustainable, by keeping the grounds low maintenance and economical, and by supporting the P-Patch Team in its efforts toward food justice.

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 Grounds Team does not have a set of Right Relations Guidelines but will develop one this year.

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

- Financial strategy

Grounds Team contributes to his goal by providing volunteer expertise and labor to maintain and enhance the acreage around the church. This economic advantage allows the church to utilize more of its financial resources for its mission.

- Developmental Ministry Goals

The Grounds Team inspires a healthier culture at East Shore because it promotes a beautiful natural setting which increases mental health of those who experience it. Grounds Team is eager to participate in a leadership and volunteer development program. We believe we promote membership through the appealing forest and gardens around the church. Current members enjoy this amenity and potential members are attracted to our setting. There is a connection for many between nature and spirituality.

- Strategic Campus Plan

The Grounds Team attempts to be a good model for environmental sustainability and to monitor and reduce any negative impact we are having on our environment. From promoting native drought resistant plants to watering judiciously, we seek to balance enhancement of the grounds with long term environmental effects. We also monitor the safety of the grounds to protect our infrastructure resources so that they can continue to be used for the church's mission.

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?

Specific Goals:

- Church grounds preserved, safe, and enhanced for native plant sustainability and natural beauty;
- The north perimeter improvement project funded by the designated gift of Bob Garthwaite, the Gallery and the Memorial Garden completed in a

collaborative, environmentally sustainable, and fiscally responsible manner;

- Increased use of the grounds for spiritual exploration, appreciation of nature, building community, and mental/physical health;
- Mutually supportive work completed with the Memorial Garden, P-Patch, and other grounds related groups in the areas of collaborative land use planning, joint work parties/fellowship lunches, recruiting efforts, and information sharing where our purposes intersect and are related to the Mission of the church.

The impact we expect is an inspiring, environmentally sustainable, economically sound grounds that is well used by members and East Shore for personal betterment and achieving the church's Mission and Ends.

We will evaluate our impact by doing a review of our progress toward our goals and desired impact at each meeting.

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 Grounds Team is a Core Team that collaborates with the Facilities Team, the Facilities Manager and the Executive Director. The Grounds Team also is responsible for coordinating with two sub-teams: Memorial Garden and P-Patch and occasionally works with the Gallery--Art on Campus Team. Our staff liaison is Dianne Upton, Facilities 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?

There is no maximum number. More members would allow the team to accomplish more of its priorities on the four acres of property.

Current team members are: David Kappler, Ruth Edwards, LeRoy Smith, Evelyn Smith, Mike Radow, Tom MacDonald, Gary Saaris, Carolyn Reid, Nancy Bissell, Steve Bissell, Ann Fletcher, Maureen Campbell, Nancy Koning, and Janet Fogle.

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

The Grounds Chair (David Kappler) runs the Grounds Team meetings, attends the Facilities Team meetings, communicates with the Facilities Manager (Dianne Upton) and the Executive Director (Jason Puracal) regarding projects, and works

with team members to prioritize and accomplish projects related to the team's goals. The Grounds Communications person (TBD) communicates with the team members, with the Facilities Manager about meeting and lunch locations, and with the Membership and Communications Manager (Nicole Duff) about publicity, including eblasts, campus postings, and foyer table schedule. The Grounds Chair and Communication person work closely where their responsibilities intersect. The Team has a Memorial Garden Subcommittee representative (Ann Fletcher) and a P-Patch Subcommittee representative (Amanda Uluhan).

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 Grounds Chair and Communication person are elected by the team members for a term limit of three years. The term may be extended if another person cannot be found to fill that role.

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.

There are no term limits for the members.

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

The group makes decisions by consensus of those at the meetings. If consensus cannot be reached, the team will vote with majority ruling. A quorum of 50% is needed, which can be obtained at a meeting or by email.

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 chair keeps records of the charter, email communications, and project plans/progress and passes pertinent items on to the next chair.

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

The Grounds Team hosts a core team table in the foyer after service, passes out its brochures, requests participation through email blast, articles, order of service announcement, and word of mouth. Occasionally the team participates in a

worship service devoted to our sharing our grounds and our connection with nature. A Grounds member created a photo Power Point presentation with music that can be shown to members to interest them in participating with Grounds. The Membership and Communications Director provides contact information of new members who have expressed an interest in gardening or grounds. We contact them, answer questions, and invite their participation. Tools, gloves, and mentoring are supplied on request to orient them to the group. The lunch and meeting midway through the work party also help to orient new members.

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

Willingness to contribute to the team efforts, to learn from others on the team or to share any relevant knowledge or skills they have. Physical ability to help on the grounds from lighter to heavier tasks or skills to help with the lunch. Commitment to following the Grounds charter and leadership guidelines.

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

The Grounds Team communicates through all the avenues available at East Shore—eblast, team foyer table, order of service, Beacon articles, word of mouth, and occasional posters and grounds related worship service.

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

The Communications person (TBD) in consultation with the Chair as needed. The back-up is the Memorial Garden subcommittee chair (Ann Fletcher).

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

The Grounds Team makes day to day decisions about ongoing grounds maintenance priorities and about collaboration with other groups

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

The Grounds Team may recommend land use, water/drainage, tree cutting, large new plantings, and other major projects to the Facilities Manager, Facilities Team, and Executive Director.

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 Grounds Team is expected to continue as a volunteer force to provide economical infrastructure, labor, and expertise so that the church can better achieve its Mission.

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?

We would probably not fundraise, due to constraints on member time and energy. We would try to find free materials, donations, or cut back on projects.

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?

Same as described in the 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 Grounds Chair is authorized to approve team expenses. The Memorial Garden Subcommittee Chair is 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?

Current budget set-up for safety issues is adequate.