

Seabeck Team Charter 2018-19

Section A: Name

1. What is the name of your group?
 - Seabeck

Section B: Purpose

1. What is the purpose of your group?
 - To provide a fun weekend retreat for members and friends of East Shore and University Unitarian Churches.
 - To build a community between the two churches
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 (everyone is welcome!)
 - 2nd Principle: Justice, equity and compassion in human relations (we offer conversations and workshops about social justice and other topics, particularly for the LGBTQ community)
 - 3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations (we offer a worship service and opportunities for conversation)
 - 4th Principle: A free and responsible search for truth and meaning (we offer many different classes and workshops where people can learn from one another)
 - 7th Principle: Respect for the interdependent web of all existence of which we are a part. (we offer nature walks, astronomy groups, and other conversations)
3. How does your group connect with East Shore's Mission and Vision?
 - Practice Love: We share and care for one another during this retreats.
 - Explore Spirituality: We offer worship opportunities and classes on all topics.
 - Build Community: This is a retreat that builds community within East Shore and with UUC.
 - Promote Justice: We offer social justice related workshops
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.

- Grows and Enriches membership by providing a great opportunity for members to get out of the church and get to know one another and other UUs from UUC.

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?

- Complete a weekend retreat with enough attendance to cover expenses for that year. Measured by final budget numbers.
- Be able to give opportunities to all members through camperships and scholarships. Measured by number given.
- The impact will be those who attend will grow spiritually, build community, and make memories having fun with one another.

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?

- 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?

- Minimum for planning team is 5, with maximum at 15 for the planning team.
- We currently have 8 members. Jen Sill (Dean from UUC), Beth Wilson, Amanda Stombom, Barb Clagett, John Chmaj, Susan St. John (from UUC), Ellie Norheim (from UUC), Gabrielle Nonast

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

- The Dean (also the chair) organizes the event and sets the programming. They are also responsible for deciding the budget and the camperships/scholarships.
- The Registrar takes care of registration and financials.

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.

- Chair is determined by who volunteers and agreed by consensus by others in the room. Term limit is 3 years.
- Registrar is the Facilities Manager at ESUC due to access to registration software.

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.
 - No term limits.
6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?
 - Consensus with the chair having any tie breaker decisions. Email vote is 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?
 - We are currently working on a system this year.
 - Financial records are kept by the Facilities Manager at ESUC.
8. How are members recruited and oriented to your team?
 - We find regular campers who are willing to take on a role. This can be from either ESUC or UUC.
9. What, if any, qualifications are required for membership or leadership?
 - Membership at either ESUC or UUC.
 - Willingness to participate
 - Dean must attend Seabeck weekend
10. How does your group communicate and collaborate with the larger East Shore community?
 - Dean works with the Membership Development Manager to understand any specific needs.
 - 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 Dean or Membership Development Manager
 - IF a communications person is selected they would be the primary
12. What types of decisions is your group authorized to make?
 - Programming of the weekend.
 - Camperships/Scholarships
 - Pricing of rooms (based on our costs)
13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

- N/A
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?
- Ongoing.

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, there has been discussion this year for a fundraiser specifically for scholarships
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."
- TBD, there has been discussion this year for a fundraiser specifically for scholarships
4. What kind of decision process exists for how money is used?
- Discussion at meeting, majority vote with Dean having tie breaking say
5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?
- Dean and 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?
- Yes, \$5,000