

2018-19 CHARTER Second Sunday Team

Section A: Name

1. What is the name of your group?

Second Sunday/Share the Plate Ministry Team

Section B: Purpose

1. What is the purpose of your group?

Our purpose is to provide financial support to non-profit organizations in the community outside of East Shore that are doing important social and earth justice work. We inform congregants about different non-profits that they may want to engage with as volunteers, and make East Shore better known in the wider community for its social and earth justice work.

2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.

We are inspired by the belief that this Ministry Team's work embodies the promotion of social and earth justice. These acts of kindness broaden and deepen our awareness of needs beyond our walls and allow us to put our values into practice to improve the human condition and our world. Giving is one of the greatest joys there is. Our process and results thereby relate to all the Unitarian-Universalist principles, especially #2, justice, equity, and compassion in human relations; #5, the right of conscience and the use of the democratic process within our congregations and in society at large; #6, the goal of world community with peace, liberty, and justice for all; and #7, respect for the interdependent web of all existence of which we are a part.

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.

Contributing regularly to social and earth justice organizations beyond East Shore directly carries out East Shore's mission and vision. Our process for identifying and vetting organizations to receive the once-a-month contributions puts into practice the deep caring among East Shore congregants for promoting justice and peace and building relationships among East Shore and the wider community, both local and global.

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. The Team developed guidelines and conveyed them to the Right Relations Task Force.

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

Our Team's work helps to inspire a healthier culture at East Shore (End 2a) by raising awareness of and involvement with the earth and social justice community beyond East Shore's walls. In addition, the collections for monthly recipients measure the impact that our earth and social justice activism has on the effective use of our resources (End 4d).

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 goal is to continue to propose to the congregation non-profit social and earth justice organizations that we have vetted to receive the East Shore offering on the second Sundays of nine months, generally each month except Feb., Nov., and Dec. We will continue to coordinate with the Worship Committee and East Shore Staff Leadership Team, Church affinity groups, and other social and earth justice Ministry Teams to align worship topics and other initiatives with the recipients chosen as Second Sunday recipients. We expect to raise funds from East Shore for the non-profits selected, and to increase awareness within the congregation about opportunities to volunteer with and contribute to these organizations. The funds contributed and feedback from the organization and congregants indicate the impact of our efforts.

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?

Our group is a Ministry Team. As a Team that reports to the Earth and Social Justice Council, our liaison is Jenny Hall.

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 Team currently consists of six people: Cathy Barich, Trevor Hall, Marilyn Mayers, Mike Radow, Jane Sisk, and Marty Wilhelm. Our minimum target is five.

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

The Team Chair provides agendas for the monthly meetings, with input from the other Team members, and coordinates Team activities with the Earth and Social Justice Council liaison, Worship Committee, other Ministry Teams, the Staff Leadership Team, and the Board's Policy and Governance Committee. The Chair drafts and the Team approves the annual report. This process offers an opportunity to review our procedures and goals, including collaboration with others at East Shore and the wider community. The Chair also writes an annual Beacon article to report to the congregation on the Team's activities for the fiscal year.

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 Team chooses a Chair by majority vote from among its existing members who are willing to serve in that capacity. The term limit is three years.

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 term limits only for the Chair.

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

The Team makes decisions by consensus and, if the situation arises, by majority vote, among members present at the meeting, in person and by phone. Voting by email 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?

The Chair keeps records for the Team. One of the members keeps a spreadsheet of the monthly contributions and recipients.

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

We recruit at the Team's annual display table in the foyer and continually throughout the year. We also seek suggestions from other East Shore members and staff, including the Membership Development Manager, Chair of the Membership

Committee, members of the Earth and Social Justice Coordinating Council, and the Council's liaison to our Team.

We orient new members initially by providing them with written materials describing our process of selecting and vetting monthly recipients, soliciting contributions from the congregation, and arranging for the funds to be sent to the recipient. Each new member then shadows an existing member through the process for a specific month. Only then is the new member able to assume responsibility for a month.

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

Willingness to serve and an interest in social justice are the main criteria. Team members must be willing to take turns being responsible for identifying, vetting, and publicizing candidate organizations for monthly offerings.

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

The Team regularly coordinates with the Worship Committee and the Staff Leadership Team, and consults with other Ministry Teams and Church affinity groups to learn about topics planned for second Sundays and to invite suggestions for possible candidate organizations. The Team researches at least three organizations' tax and financial status in the course of vetting these suggestions and other potential candidates. We consider each suggestion respectfully as we research and vet the organizations and communicate with any Team or individual who suggested an organization about our research, decision, and rationale. We then present the selected non-profit to the congregation at the second Sunday service. The Team has a table in the foyer in the fall, where we have information about our goals and process, and we solicit new members and suggestions there and throughout the year.

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

We have followed the East Shore policy that only the Chair is authorized to approve and submit posters and writeups for the Beacon, eBlasts, and Orders of Service to the Communications/Membership Development Manager. Before then, the Team member responsible for that month was authorized to submit these writeups, after the Team as a whole vetted them. We now have a two-step process whereby the Team member who is the point person for the month sends those writeups to the Chair, who in turn sends them to the Communications Manager. That Team member would be the back-up person for the month.

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

The Team decides which non-profit organizations outside of East Shore receive the offering at certain second Sundays throughout the year.

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

The Team recommends that the congregation contribute to the offering for the non-profits the Team selects for specific second Sundays.

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?

As a fundamental aspect of East Shore's social and earth justice work and outreach to the larger community, the expectation is that the Team and Second Sunday giving will continue indefinitely.

Section D: Finances

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

Because all of our activities are volunteer, with no expense to East Shore, the Team will not present a budget proposal to East Shore.

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?

Not applicable because the Team does not request a budget.

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."

The Team does not plan to do fundraising for its own support because it has no expenses. Following East Shore policy, the Chair signs and transmits to the bookkeeper forms authorizing the payment of the collections from each Second Sunday offering to the designated recipient.

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

The Team vets at least three candidates for each monthly offering, as described above, and selects the monthly recipient by majority vote.

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

Not applicable.

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.