

DRAFT August - December 2022 CHARTER - Interim Budget Committee

Section A: Name

What is the name of your group? **Interim Budget Committee**

Section B: Purpose

What is the purpose of your group?

The first half of the 2023 budget has already been approved by the congregation. The Interim Budget Committee is drafting a full budget for 2023 to include July - December 2023. This is an interim period for ESUC to shift to a January - December fiscal year. Policy 2.10 is temporarily suspended through December 2022. This Charter takes its place.

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

[1st Principle](#): The inherent worth and dignity of every person;

[2nd Principle](#): Justice, equity and compassion in human relations;

[3rd Principle](#): Acceptance of one another and encouragement to spiritual growth in our congregations;

[4th Principle](#): A free and responsible search for truth and meaning;

[5th Principle](#): The right of conscience and the use of the democratic process within our congregations and in society at large;

[6th Principle](#): The goal of world community with peace, liberty, and justice for all;

[7th Principle](#): Respect for the interdependent web of all existence of which we are a part.

[8th Principle](#): Build the Beloved Community free from racism and oppression.

By crafting the income and expense plan for the use of church resources, creating a budget that serves the mission of the church, and by doing so in a collaborative process, and by asking the congregation to vote on the final draft budget, the Interim Budget Committee work relates to all 8 Principles.

How does your group connect with East Shore's Mission and/or Vision?

All financial decisions will align with East Shore's mission, vision, and goals.

To intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Please indicate your team's status with Right Relations guidelines (create your own; use the all church guidelines; use those you have already created):

We will establish our own set of Right Relations guidelines that include how we will resolve, repair and heal from conflict. If necessary, we will seek assistance from the Right Relations Committee.

What relationship does your group have, if any, to the 2021-22 Goals below adopted by the Board?

- I Create a more collaborative culture
- II Act on our commitment to the Eighth Principle
- III Expand the Social Outreach into the wider community and strike a higher profile in broader community
- IV. Integrate and encourage participation and consideration of Children and Youth in all that we do.
- V. Review and Support Policy Based Governance
- VI. Study Sustainability of finances, staffing, membership and endowment.

When new board goals are established for 2022-3 this section will be completed.

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 in your annual report at the end of this church year—next summer?

- **Interim Budget Committee collaboratively establishes and follows a timeline that includes deadlines for interim draft budget reporting to appropriated groups at East Shore (Town Halls, Financial Stewardship, Board, and congregation) and creating the annual budget in time for a December 2022 congregational meeting.**
- **Accurately reflects fixed/ non-discretionary costs (ex: mortgage) and conservative projections.**
- **Solicit discretionary budget input from the Board of Trustees and its Committees, church ministry teams, staff, and other entities as appropriate. Incorporate those budget requests as possible in the draft proposed budget.**
- **Ensure that financial policies and goals set by the Board of Trustees, and/or decisions made by them, are reflected in the proposed draft budgets and do not create financial jeopardy.**
- **Ensure that budget progress/iterations are regularly reported to, and feedback is solicited from the Congregation via Town Halls, Beacon Articles and/or other reporting methods. There will be at least two Town Halls: one about the preliminary budget and one about the final budget.**

Section C: Group Structure, Leadership & Decision-Making

Where does your group fit into East Shore's organizational structure – as a Board Committee, Core Team or Ministry Team?

The Interim Board Committee exists August - December 2022 after which time it will be evaluated for its effectiveness and appropriateness. Budgeting is a recurring activity that historically has not happened all year round. However, the Board would like to establish a budget process that they are more actively involved in, and evaluate the best way to do that after experimenting with an Interim Board Committee.

What types of decisions is your group authorized to make?

Drafting the proposed budget, determining dates and content for at least two Budget Town Halls.

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

The Interim Budget Committee makes a recommendation to the Financial Stewardship Committee to approve the final proposed budget.

Ongoing work by the Interim Budget Committee is reviewed with Financial Stewardship and the Board monthly via Committee representatives. When the final proposed budget is finished by the Interim Budget Committee, the Financial Stewardship Committee reviews and gives approval and a recommendation to the Board.

What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members are recommended. Who are your current team members?

Membership of the Interim Budget Committee would be: Rev. Maria Cristina, DFO Rebecca Chatfield, BOT Treasurer Geri Kennedy, Financial Stewardship Chair Claudia Hirschey, A Board of Trustees member able to represent the Board and report back to Board on budget matters, and an at-large member who is qualified to be a candidate for the Committee on Ministries, seeing the big picture of ministry objectively.

All members are expected to hold what is good for the church overall as paramount; not their personal preferences such as, specific programs, specific ministries, specific individuals, or specific departments. Members should also understand the frequency of meetings.

What are the leadership roles and responsibilities within your group? Who is your leader or contact person for your group?

The DFO organizes meetings and tracks decisions made. The Interim Budget Committee as a whole conducts Budget Town Halls. Information at Town Halls, or the equivalent, is presented by the DFO and Board Treasurer. Each committee member is responsible for communicating updates to the constituency they are a member of. Specifically, the Treasurer and other Board Rep update the Board; DFO and Minister update SLT; Minister and At-Large member update COM.

How are leaders determined, and what are their term limits?

The Chair of the Interim Budget Committee would be determined by the group and approved by the Board.

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

- **Due to the confidential and sensitive nature of the work, church membership is required.**
- **Basic understanding of church budgeting or a willingness to learn quickly,**
- **Willingness to understand current operational and programmatic needs,**
- **Knowledge of the mission and goals of the church,**
- **Ability to take an overall perspective of church finances,**
- **A commitment to attend all meetings.**
- **Familiarity with spreadsheets and comfort with basic calculations is helpful.**

How are members recruited and oriented to your team?

The Interim Budget Committee membership is ex officio as listed in this Charter except for the At-large member who is recruited by the Board. Members should be oriented by the constituency they represent and by the DFO and Treasurer.

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

None for the period of time this Charter covers. Most members are ex officio so have term limits based on the office they hold.

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

- Discussion aiming towards consensus where possible.
- All members of the Interim Budget Committee must attend meetings so good communication and decisions can be made. If unable to for any reason, the member will find a substitute to attend in their place from the constituency they came from. If a member misses two or more meetings, the Board will appoint a permanent replacement from the constituency they represent (SLT, Board, or Congregation).
- Quorum is a number over 50% of voting members. Voting members who recuse themselves are counted for quorum purposes.
- All members are voting members.
- Voting is by simple majority.
- Email voting is allowed.
- Should a tie vote occur for any reason, the committee will continue discussion or refer the matter to the Board for consultation or resolution.
- Resource people may attend meetings with an invitation but may not vote.
- A member who has a conflict of interest, including but not limited to professional or personal, with any department, position, person, team or committee impacted by budget decisions must recuse themselves from any votes taken. They may participate in discussion or consensus building.
- Interim Budget Committee meetings are open to the congregation except when the committee is in executive session due to sensitive or private information being discussed.

How are records kept and passed on for your group?

DFO records ongoing Interim Budget Committee work and communicates status reports to the Finance Team, and in writing, via monthly reports to the Board. Other members should also document their reports to the constituency they represent by email or written report. The final budget is approved by Congregational vote and is preserved in permanent church records.

How does your group communicate and collaborate with other groups and with the larger East Shore community?

Requests for input to the budget happen over several months from a wide variety of stakeholders including staff, ministry teams, the Board, and other church leaders and groups. Budget Town Halls are open to all members and are held each year. Other communication may include written reports distributed through email to members, videos posted on the website, Board Listening Circles, and other means as appropriate.

Who is authorized to approve communications, publicized by Staff, including the annual report requested at the end of the church year? Who is the designated back-up person?

DFO. Treasurer is backup.

Does your group plan to sponsor any outside groups to use the church facilities? If so, please use Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups. **No.**

What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

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Section D: Finances

If your group will have any income and/or expenses, you must submit a line item budget to staff during the annual budget process. Staff will notify you about the timeline for your input. Will your group present a budget proposal to the Budget Committee next year? **No.**

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? **N/A**

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**

Who is authorized to approve team expenses? Who is the designated back up person?

DFO. Treasurer is backup.

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.**

Does your group understand that if our Charter becomes inactive, all funds associated with the group become part of the Operating Fund, to be used for its general purposes? In addition, that at the end of each church year (June 30) all unexpended funds a team has in the operating budget (not in a reserve or restricted fund) will revert to the Operating Fund, to be used for its general purposes? **Yes.**

Please indicate you have read and agree to the language below about contracts:

Per ESUC Board Policy 2.11, contracts that involve East Shore must be signed by an SLT member, or, if greater than \$10k, by a member of the Executive Committee of the Board (excluding the Secretary). To ensure ESUC only enters into legal agreements that are authorized and fully vetted, the Board expects all contracts to be reviewed by the Finance Team, the Financial Stewardship Committee, and, when necessary, the Executive Committee and full Board.

Yes.

Revised and adopted on: _____