

**Unitarian Universalist Congregation of York  
Program Council (PC) Leadership Manual**

**Table of Contents**

1. Charge
2. Covenant
3. Members
4. Member Duties
5. Job Descriptions of PC Chairs
6. Meetings
7. Communication
8. Finance
9. Reporting
10. Addendum/ Committees
11. Professional Staff

Manual

12. Appendix - Organizational Chart, Blank Development Plan, Blank Action Plan

**Charge**

- The Program Council enacts the everyday work of the church, furthering & in alignment with the vision of the Board. It reviews the UUCY Development Plan (DP) and creates an Action Plan.

**Covenant**

- [\[Insert Board and PC Covenants here\]](#)

**Members**

Convener: Vice-Chairperson of the Board

Staff Support: Currently the Director of Communications and Administration (DCA), but other Staff is invited.

Treasurer

Roundtable Chairs [Elected per UUCY by-laws]

**Member Duties:**

**Convener:** Will plan & distribute the agenda, share information and conduct the meetings. He/she does not vote, except in the event of a tie. The Convener is an important bridge to communication with the Board.

**Staff Support:** With Convener, reviews Agenda items, and provides internal and external resources for support. This may include volunteer and project management software, and UUA/CERG opportunities for support. Helps identify leadership that might best support them, and makes connections between the different aspects of UUCY life. Finally, they bring forward concerns of staff or ministry. Total staff present gets one vote.

**Treasurer:** Reports on financial status & issues; votes.

## **Chairs**

Each PC Chair is the manager of a Roundtable. They guide and oversee the responsibilities of the respective committees or groups in their roundtable. They should always take the responsibility to communicate with the Staff, and other PC Chairs. They work together as the Program Council to operate the UUCY. The roundtables are listed below. Program Council Chairs are main headings; current active committees, teams, or affinity groups are listed as subheadings.

1. **Spirit and Witness**
  - a. Worship Committee
  - b. Committee on Ministry
  - c. Music Committee
  - d. Choir and Instrumental Team
  - e. Social Justice Committee
  - f. Care Committee - Pastoral Associates Team and Care Givers
  - g. Our Daily Bread Team
2. **Lifespan Learning and Connection**
  - a. Children & Youth RE
  - b. Adult Learning
  - c. Book Group
  - d. Golden UU's
  - e. Membership
  - f. Community and Family Gardens
  - g. Support for Sponsored Rentals: PFLAG, Gay AA, Refuge Recovery, CCL, Engaged
  - h. ESL Conversation Club
  - i. Affinity Groups including Artists Way, Writers Group, Men's Group
3. **Fiscal**

- a. Endowment Committee
  - b. Stewardship Committee
  - c. Finance Committee
  - d. Fundraising
4. Operations
- a. Building and Grounds (B&G)
  - b. Safety Committee
  - c. Information Technology Team (IT)
  - d. Kitchen

## **Job Descriptions of PC Roundtables**

### **Spirit and Witness**

This Roundtable strives to support the overall health and well-being of the UUCY community and its members. We consider ministry as an ethic of care for which all members bear some responsibility, not just our ministerial team. Areas of support include the Committee on Ministry, the Worship Committee, the Music Committee, Social Justice Committee, and the Care Committee.

*Affirm all souls in love.*

### **Lifespan Learning and Connection**

This roundtable emphasizes community life, membership, and lifelong learning-- children, youth, and adult--and oversees planning and programming that awakens the conscience, develops moral discernment, and results in divine living and right action. The scope of its oversight includes classroom learning, worship and reflection, age-appropriate social service activities, and spiritual development. It has a particular imperative to assure that children and youth are well integrated into the life of our congregation. Our many affinity groups are all attended to in this area.

### **Fiscal**

Visionary growth of revenue and sensitive use of our resource of treasure toward achieving our Mission and Vision is the focus of this Roundtable. It plans for the stewardship of UUCY. Specifically, this is done through our Stewardship, Finance & Endowment Committees; and planned events include our annual appeal and our fundraising efforts [for instance - our Conscious Spending sales program (scrip, coffee/fair trade foods, merchant gift cards) and our annual auction].

### **Operations**

The Operations Chair oversees the general physical functioning, safety and intellectual needs of life at the UUCY. He/she should insure that current operations are working efficiently and

maintained. Also the Chair should have the vision to see when new procedures, equipment, or computer needs are called for, and use his/her influence to support this process. The Chair should keep a view of the UUCY as both a Spiritual community, and as a business within the outer community. This area also oversees Kitchen use, Archives, and Library.

### **Meetings**

1. The PC will meet monthly
2. PC chairs take turns serving as the note taker (scribe) for the meetings. This will include typing up the notes after the meeting, to include any consent agenda items, and submitting for approval.
3. The PC Chairs will take turns supplying the Opening & Closing readings
4. Attendance at Meetings: Every attempt will be made to attend all meetings, but in the event that a chair cannot, they should provide notice ASAP. It is assumed that all PC Chairs are committed. If they are going to regularly miss meetings they should consider stepping down. If a Chair misses 3 meetings without notice, that chair can be removed from the PC by majority vote
5. Voting and Alternative Guest replacing Absent Chair: if Chair is unable to attend they can call or email the designated representative for proxy voting.
6. Visitors at meetings
  - a. PC meetings are open to members of the congregation and invited guests.
  - b. The Agenda will be shared on the PC web page.
  - c. Visitors may speak at the meetings (assuming all the members have had a chance), but a new topic must be on the agenda. If a confidential issue needs to be discussed, all visitors will be asked to leave the meeting for the discussion.

### **Communication**

1. With leadership
  - a. ~~A Board Liaison is assigned to each PC Chair. That Chair should confer monthly with his/her liaison before the scheduled Board meeting if an issue or problem exists.~~The Vice-chair, as convener, and the Treasurer are members of the Program Council, and will act as the primary conduits of information between the Program Council and the Board. Additionally, all members of both bodies are encouraged to communicate frequently.
  - b. Confer at least monthly with committee chairs and other task force leaders within your roundtable.
  - c. Review and update the development plan as necessary.
2. With congregation

- a. Announcements for communication should be submitted to the office for review. Sunday leader announcements and Order of Service printed announcements are brief.
  - b. All PC Chairs will assist with Sunday service announcements scheduled by the UUCY Board Secretary.
  - c. Operations Manual will be reviewed annually for updates to policies and procedures presented by Committees. Changes will be approved by PC with majority vote.
3. Between Program Council-Board
    - a. Yearly joint retreat with Board
    - b. Schedule joint meetings with the Board as needed if goals set by the board and/or the PC need to be redirected.
    - c. Notify the Board of any issues that they need to address.
  4. Check mailbox at the church at least every two weeks.
  5. Check Email twice a week.

### **Finance**

1. Report any committee's significant profit/loss, or other money issue.
2. As each PC Chair oversees their committees, one responsibility is insuring that the committees' are preparing their budgets according to the procedure for details and timelines.

### **Committee Monitoring**

1. Contact his/her Board Liaison with any committee chairperson concerns.
2. Review and update the procedure for each committee in PC Chair roundtable on an annual basis.
3. Help to identify potential leadership among your committees for your successor.
4. Work with the Leadership Development Team and committee chairs of your Roundtable to identify areas of development needed for committees.
5. Monitor completion of your Roundtable's goals and activities as noted in the strategic plan (September) and annual reports (April).
6. Work with PC Chair regarding progress of goals in the development plan.
7. Attend Leadership Orientation with Committee and Group Chairs in support, annually.

### **Reporting**

1. To your committees: regular reporting of development plan goals with committee chair.
2. To PC and Board Liaison: prior to monthly meetings submit a summary report of noteworthy news /any issues from your roundtable that they need to be

aware of. As these would be considered Consent Agenda, they should be emailed with enough notice that would enable leaders to read in advance of the meeting.

3. Prepare the annual report to be submitted in April of each year for the May Congregational meeting.

## **ADDENDUM / Committees**

### **Standing Committees:**

The standing committees of the Congregation shall be: Finance, Membership, Stewardship, Nominating, Ministry, Religious Education, Worship, Personnel, and Building and Grounds.

### **Duties: Committee Chairs**

Committee chairs guide and oversee the responsibilities of the committee. They have great influence over the success of the committee. Their specific responsibilities include the following:

#### **Meetings**

1. Schedule and conduct meetings.
2. Notify office of meeting times to be included on church calendar.
3. Determine and distribute agenda for meetings.
4. Ensure that minutes are written and distributed to committee members, Program Council Liaison and to the DCA for archiving.

#### **Finance**

1. Be responsible for your committee's budget
2. Submit proposed budget for next fiscal year to the PC Chair in December.

#### **Communication**

1. Confer at least monthly with your Program Council Chair prior to your committee meetings.
2. Check mailbox at church at least every two weeks.
3. Communication with Congregation: Announcements should be submitted to the office by Monday 9 AM for consideration for communication distribution.

### **Reporting**

Conduct regular reporting and communication with the PC Chair to keep PC updated with current activities and progress.

### **Oversight**

1. Some Committees exist with oversight by Board. These include the Personnel and Nominating Committees, and ad-hoc Committees like the Ministerial Search Team or Transition Team.
2. Teams that are staff-led and created include the Communications Steering Team and Office Steering Team.
3. Teams that exist with oversight by Program Council [this is a recommendation] would be [standing committees, task forces...?] the Learning and Leadership Development Group.

### **Committee Monitoring**

1. Train committee members and monitor committee work.
2. Contact DCA and your Program Council Chair with volunteer concerns.
3. If not already created, write a complete job description of your Committee Chair position including volunteer tasks to be overseen.
4. Help to identify potential leadership within your committee for continued success of the committee. Work with PC Chair and the Leadership Development Team to identify leadership development needs.
5. Help to establish recruitment procedures, which include mining the Time and Talent Survey report.
6. Monitor completion of goals and activities as noted in the UUCY strategic plan (September) and annual reports (April).
7. Archive job descriptions and operational documents with DCA.
8. Review current or needed policies and procedures for Operations Manual, to be approved by Program Council.

### **ADDENDUM / Professional and Other Staff**

**Professional Staff:** Professional staff including, but not limited to, Lifespan Religious Education Director, Director of Communication and Administration, Director of Music, shall be hired and terminated by the Board, and Supervised by the Minister. [The terms of this arrangement are subject to modification by the Ministerial Agreement Letter.](#)

### **Lifespan Religious Education Director- this area was moved from Bylaws and Needs Updating:**

1. The Lifespan Religious Education Director (DRE), working with the Religious Education Committee, shall be responsible for the Congregation's religious education program as defined by the job description. The DRE will provide status reports to the Religious Education Committee and the Board and will attend weekly staff meetings with the Minister.

2. The DRE may be appointed by the Board upon recommendation of a DRE Search Committee. Two members of the Committee shall be appointed by the Religious Education Committee and three by the Board. The Minister may request or be requested to serve as an advisor to this Committee.
3. Letter of Covenant. Based in part upon the recommendations of the RE Committee, the Board and DRE shall sign a working agreement which shall include, but not be limited to: salary and benefits, expected working hours, Congregational and denominational responsibilities, continuing education. This covenant may be changed by agreement of both Board and DRE.
4. Annual Evaluation. An annual review of the DRE's work and compensation shall be conducted by the R.E. Committee and the Minister and submitted to the Board with recommendations.

**Director of Communication and Administration:**

1. Insert details of the DCA job description here

**Director of Music:**

1. Insert details of the Director of Music job description here

**Support Staff:** The Minister shall supervise, hire, and terminate additional staff to serve the needs of the Congregation, with budgetary limits set by the Congregation.

**Eligibility:** Eligibility for employment by this Congregation shall not be denied or restricted on the basis of age, creed, faith, national origin, race or color, gender, affectional or sexual orientation, or physical challenge. No member or youth member may be hired as a professional staff employee.

**Updated/Approved Committee Charges**

[would be included here / to-date the only known ones follow]

*Care Committee:*

*The goal of the Care Team and, within that, the Pastoral Associates, is to provide a shared ministry of hope and caring to UUCY members, friends, children, and youth.*

*dws*

*The Care Team assists members experiencing a significant life event with arranging meals, rides, and other forms of concrete, practical support. The Care Team also coordinates light refreshments for member memorial services. When members fill out cards to request Candles of Sharing and sign the card indicating their permission to share information, a Care Team representative coordinates the communication of the information to office in order to facilitate wider sharing with members and friends.*

*Members who request practical assistance from the Care Team give permission for their information that is necessary for coordinating support to be shared.*

*The Pastoral Associates are a sub-group within the Care Team. Pastoral Associates are trained as active peer listeners. They provide companionship and connection to the congregation, not counseling. Pastoral Associates may arrange to visit members who are ill at home or in the hospital, who are going through a life crisis or a period of adjustment, or who are unable to attend church due to illness or disability. Information shared with Pastoral Associates is understood to be confidential within the Care Team, which includes the minister(s) and staff, with the exception of limits due to safety. The Senior Minister may request a Pastoral Associate to follow up with a family in between visits from the minister.*

#### *Communications Steering Team:*

*The Program Council has one resource support team: Communications.*

*It is guided by a Communications Steering Committee. This is their Charge:*

*The team will:*

- Meet quarterly*
- Review short term initiative and provide feedback to the Director of Communications and Administration (DCA), Erika Juran*
- Provide input and guidance on long-term initiatives*
- Implement specific tasks that are part of these initiatives.*
- Provide quarterly updates to the program council on activities.*
- Provide annual update to the congregation via the annual congregational report.*

*The team is responsible for:*

- Lobby design/communication*
- Web site management*
- Social media*
- Press releases / media relations*
- Congregational announcements/communication/surveys*
- Advertising/marketing (including marketing materials)*
- Providing input on communications policies to the Board and Program Council.*

*Team funding will come from an advertising line item in the congregational budget. The team is convened by the DCA, with group makeup managed by the DCA.*

*The purpose of the Membership Committee is to:*

- *Provide a warm welcome to all visitors, guests, and newcomers to our church; ensure that new members are assimilated into the congregation*

- *Develop and maintain UUCY new visitor and new Member materials*
- *Maintain an accurate membership roll*
- *Sponsor and manage the New UU Orientation classes*

*Building & Grounds: Our objective is to propose and implement policies, programs and projects that monitor, maintain, repair and improve our structures and grounds, while respecting the human, financial and natural resources needed to accomplish them.*

*Safety: Has four primary areas of concern – fire; medical crises; vulnerability to threat or actual harm by someone who might act out in a violent way; and to oversee child safety, which includes compliance with current child protective service regulations.*

*IT Team: Since technology is an important resource for communication, volunteer coordination, and information recording - IT is primarily concerned with the care & upgrading of hardware, software, and internet-based systems. It will respond to Staff requests, primarily through a mutually supportive relationship with the DCA. Solutions or improvements will be designated to either a proficient volunteer from the Congregation, or an outside professional on retainer.*

Personnel

## **APPENDIX**

Organizational Chart

Blank Development Plan

Blank Action Plan

