

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

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Charge

- Whereas the Board stewards the vision and long term plan, the Program Council enacts the everyday work of the church. It reviews the UUCY Development Plan (DP) and creates an Action Plan.

Covenant

- [Still need to create] Leadership covenant [refer to Board's] with a section about confidentiality.

Members

Convener: Vice-Chairperson of the Board

Staff Support: Currently the Director of Communications and Administration (DCA), but other Staff is invited. This person is an ex-officio member.

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 [check new bylaws]. 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. [Should Staff support be a voting member?]

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.

[We expect that this structure will alter as of May 22, 2016, with proposed nominations, and this manual will be re-edited after that date]

1. Ministry
 - a. Worship Committee
 - b. Committee on Ministry
 - c. Music Committee
 - d. Choir and Instrumental Team
 - e. Care Committee - Pastoral Associates Team and Care Givers
2. Religious Education
 - a. Children & Youth RE
 - b. Adult Learning
 - c. Book Group
 - d. Golden UU's
3. Social Justice
 - a. Social Justice Committee
 - b. Community and Family Gardens
 - c. Our Daily Bread Team
 - d. Support for Sponsored Rentals: PFLAG, Gay AA, Refuge Recovery, CCL, Engaged
 - e. ESL Conversation Club
4. Community Life
 - a. Membership
 - b. Common Good
 - c. Kitchen
 - d. Affinity Groups including Artists Way, Writers Group, Men's Group
5. Fiscal
 - a. Endowment Committee
 - b. Stewardship Committee

- c. [Finance Committee](#)
 - d. Fundraising
- 6. Operations
 - a. Building and Grounds (B&G)
 - b. Safety Committee
 - c. Information Technology Team (IT)

Job Descriptions of PC Roundtables

Ministry

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, and the Care Committee.

Affirm all souls in love.

Religious Education

This roundtable emphasizes 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.

Social Justice

UUCY's Social Justice roundtable manages our initiatives on:

- Community Development--hands-on projects
- Advocacy for the voiceless
- Educating our children, youth and adults on social justice issues

Community Life

This Roundtable nurtures fellowship and our connections with one another. Membership, [Kitchen use](#), Archives, our Library, and 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.

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, but 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
 - PC meetings are open to members of the congregation.
 - [The Agenda will be shared on the PC web page.](#)
 - If visitors wish to speak about a topic at the meeting, that 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.](#)
 - 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

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. Insure 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 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.

Updated/Approved Committee Charges

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

Membership

Personnel

Communications Steering Team

Building & Grounds

Safety

Information Technology Team

APPENDIX

Organizational Chart

Blank Development Plan

Blank Action Plan