

UNITARIAN UNIVERSALIST CHURCH OF LITTLE ROCK

RULES AND REGULATIONS

Revised by Board of Directors – January 2015, May 2015

1. FISCAL YEAR

A. The fiscal year will be from July first to June thirtieth.

2. ANNUAL MEETING

A. The annual meeting of the Congregation will be held in June of each year.

3. RULES OF ORDER

- A. All business meetings shall be conducted by parliamentary procedures as stated in the current edition of Robert's Rules of Order Newly Revised, or by parliamentary procedures as stated in some other standard resource which may be adopted from time to time by the Board of Directors.
- B. The President may, at his or her discretion, appoint a parliamentarian to assist in the process of running meetings.
- C. It is to be remembered that the continuing goal of any set of rules of order is to assist the body in accomplishing the work at hand. To the extent that formal enforcement of a standard of Rules of Order interferes with that goal, the rules may and shall be suspended to facilitate the work of the body.

4. STANDING COMMITTEES

- A. The following shall be Standing Committees:
 - 1. Committee on Ministry
 - 2. Endowment Fund Committee
 - 3. Executive Committee
 - 4. Finance and Stewardship Committee
 - 5. Memorial Woodlands Committee
 - 6. Nominating and Leadership Committee
 - 7. Strategic Planning Committee
- B. Committee on Ministry: See Bylaws Section B-3-3.
- C. Endowment Fund Committee: See Bylaws Section B-3-4.
- D. Executive Committee: See Bylaws Section B-3-2.
- E. Finance and Stewardship Committee: See Bylaws Section B-3-5.
- F. Memorial Woodlands Committee: See Bylaws Section B-3-6.
- G. Nominating and Leadership Committee: See Bylaws Section B-3-7.
- H. Strategic Planning Committee: See Bylaws Section B-3-8

5. SUBCOMMITTEES OF STANDING COMMITTEES

- A. Each Committee shall form its own subcommittees as needed. Except as otherwise provided in the Articles of Incorporation or the Bylaws, each Standing Committee shall serve until a successor is appointed or elected, or until September first, whichever is earliest. Subject to

Board approval, a new President may reappoint a Committee Chairperson, and the Committee Chairperson may reappoint the Committee members.

6. AD HOC COMMITTEES

- A. The Board may establish ad hoc committees from time to time to meet the needs of the congregation.
- B. Ad hoc committees will generally be designated to serve for a defined period of time or to complete a defined task.
- C. The charter to be assigned to an ad hoc committee will define that committee's role and duration.
- D. The President will appoint the ad hoc committee and its chair, subject to the general advice and counsel of the Board.
- E. No ad hoc committee may have a duration of over two years without a reconsideration of its charter and/or its membership by the Board.

7. MINISTRY TEAMS

- A. Each ministry team operates under the following principles:
 - 1. Responsibility for setting the vision and carrying out the tasks and programs for each ministry team resides with the team's primary staff facilitator and is shared with volunteers tasked with specific responsibilities under the team's purview.
 - 2. Each team is to have a liaison to the Program Council, recruited by primary staff facilitator with the input of the Nominating and Leadership Committee and approved by the Board. Liaisons will work in a collaborative relationship with staff to guide each ministry team. Staff are empowered to delegate leadership responsibilities to Program Council Liaisons as is appropriate.
 - 3. Determining which programs the church will carry out is the responsibility of the primary staff facilitator and Program Council Liaison for each team. If these two are not in consensus, the President-Elect shall be consulted and take appropriate action, including but not limited to: mediating the disagreement between the liaison and staff member, consulting the Executive Committee, or bringing the issue to the Program Council for further consideration.
 - 4. Meetings with volunteers and council liaison should be called by staff at least monthly, with the composition of the meeting being dictated by the current needs of the congregation and operations of the ministry team. The agenda of these meetings will be set by the primary staff facilitator. Consultation with the council liaison is expected and encouraged.
 - 5. The primary staff facilitator should delegate tasks and work with individual volunteers to carry out specific parts of our ministry. The staff facilitator will be assisted in communicating with volunteers by the Program Council Liaison.
 - 6. Ministry Team tasks will be clearly delineated and time-specific, and volunteers will receive the necessary training and support. The training and support of volunteers in any area of ministry is the shared responsibility of staff and the Nominating and Leadership Committee.
 - 7. The responsibilities of these teams will be delineated in the Rules and Regulations of UUCLR. More detailed policies regarding volunteer tasks and ministry team duties will be responsibility of the ministry team and will be maintained by the primary staff facilitator. Any changes to ministry
 - 8. With the exception of directives from the Board, the Program Council will, as a collective body, determine which actions best accomplish its objectives.

9. One of the main responsibilities of the Program Council is to act as the Calendaring Body of the church. Each year, at the beginning of the fiscal year, the church leaders will meet with staff and liaisons to set dates for the main anticipated events of the upcoming church year. These include, but are not limited to, the various special services (animal blessings, water communion, etc.), the church-wide dinners and celebrations, and special events and fundraisers.
10. After approval by the Program Council, for each planned event to be held at the church, an Event Request Form must be completed and given to the Administrator.

B. COMMUNICATIONS TEAM

1. Responsibilities: Supervise and maintain communication, both internally and externally regarding our mission and programs.
2. Primary staff facilitator: Church Administrator
3. Volunteers in the following program areas will be part of the Communications Team:
 - a. Database management
 - b. Email groups
 - c. Outer Circle
 - d. Publicity and advertising
 - e. Tech Support
 - f. Website design and maintenance

C. FACILITIES TEAM

1. Responsibilities: Sustain, facilitate and expand congregation's physical plant and its administration
2. Primary staff facilitator: Church Administrator
3. Volunteers in the following program areas will be part of the Facilities Team:
 - a. Aesthetics: plan and coordinate the addition of furnishings, pictures, and decorative material items throughout the Church building.
 - b. Buildings: Takes responsibility for the care of the physical facilities of the church. Volunteers shall provide for the repair and maintenance of the church buildings and equipment; maintain a perpetual inventory of all church properties
 - c. Grounds: Takes responsibility for the care of church property outside of and excluding the church buildings. Volunteers shall provide for the repair and maintenance of all lawn and garden tools, maintain a perpetual inventory of tools and equipment and provide supervision for duties and work projects related to the care and maintenance of the church grounds.
 - d. Rentals: See Board-approved full rental policy on UUCLR's website.
 - e. Memorial Woodland Gardens Committee will continue to function as stated in Bylaws B-3-6, with support from the Church Administrator when appropriate.

D. FAITH IN ACTION TEAM

1. Responsibilities: Shaping a better world through service and making connections primarily with other congregations, non-profits and with other religious organizations and the larger Unitarian Universalist movement
2. Primary staff facilitator: Minister
3. Volunteers in the following program areas will be part of the Faith in Action Team:

- a. Denominational Affairs: represent the denomination to the congregation and the congregation to the denomination by maintaining liaison with the Unitarian Universalist Association and the Southwest Unitarian Universalist Conference. The minister and volunteers shall be responsible for routine correspondence with the UUA and SWUUC, arrange for delegates to the UUA and SWUUC meetings; arrange for the congregation to fully inform and express itself on denominational issues. The Team shall also maintain liaison with other UU congregations, particularly developing potential congregations in Arkansas.
 - b. Earth Ministry: provide channels for interested persons to work on environmental issues as well as causes that foster and encourage the 7th Principle of the Unitarian Universalist Association and oversee the Green Sanctuary program.
 - c. Interdenominational Relations
 - d. Local Outreach – Our House Meal Program, Ministry to the men of the Central Arkansas Center of The Arkansas Department of Community Corrections.
4. The Committee shall not speak or act in the name of the entire church unless authorized to do so by two-thirds (2/3) of the voting members present and voting in a duly held business meeting, as defined by the Articles of Incorporation.

E. FELLOWSHIP TEAM

1. Responsibilities: Membership care
2. Primary staff facilitator: Minister
3. Volunteers in the following program areas will be part of the Fellowship Team:
 - a. Caring: coordinate and plan a continuing program under which members and friends of the Church shall volunteer their support and service to those in need due to illness, bereavement, misfortune, or other reasons. One or more persons shall serve monthly as care coordinator(s) to receive requests for support and services, assign volunteers to satisfy such requests, and notify the minister in appropriate situations.
 - b. Hospitality: provides for refreshments following Sunday worship services and other special events as requested by Program Council.
 - c. Creating Community: Coordinates and plans social events and programs to build fellowship among the members and friends of the church.

F. LIFESPAN FAITH DEVELOPMENT TEAM

1. Responsibilities: Nurture the religious education and faith development of the congregation's children, youth, and adults
2. Primary staff facilitator: DRE (Director of Religious Education)
3. Volunteers and staff in the following program areas will be part of the Lifespan Faith Development Team:
 - a. Adult Religious Education
 - b. Affinity Groups, including Women's Spirituality, Men's Group, CUUPS (Covenant of UU Pagans), YAG (Young Adult Group), UU Christians
 - c. Covenant Groups
 - d. Multigenerational and Family Ministry
 - e. Religious Education
 - f. YRUU (Young Religious Unitarian Universalists)

G. MEMBERSHIP TEAM

1. Responsibilities: Membership Development
2. Primary staff facilitator: Minister.
3. Membership: engage in a sustained program for encouraging membership growth and active participation in the Unitarian Universalist Church of Little Rock and work with the Treasurer in maintaining a current list of the church's voting members.

H. WORSHIP ARTS TEAM

1. Responsibilities: Worship and the spiritual vitality of the congregation as a whole
2. Primary staff facilitator: Minister
3. Volunteers in the following program areas will be part of the Worship Arts Team:
 - a. Worship: arranging for and carrying out the worship services. The Team shall be responsible for ushering, collecting the offering, decorating the Sanctuary, and other functions of worship the Team and the minister may agree upon.
 - b. Spiritual Vitality

8. COMMITTEE, WORSHIP TEAM AND ACTIVITY EXPENSES

- A. Staff and volunteers may, through their activities, incur expenses which are expenses of the congregation in conducting the work of the congregation.
- B. Such expenses should be submitted to the Disbursing Officer for reimbursement.
- C. Every request for reimbursement must be signed by the Chair of the committee, Staff Ministry Team Facilitator, or Program Council Liaison.
- D. Each committee and ministry team will have a budget. If expenses are expected to exceed that budget, the committee chair or Program Council liaison should discuss the need of the committee or ministry team with the Board to receive an additional allocation of funds, or alternative guidance as to how to conduct the business of the committee or ministry team.

9. STAFF

- A. The congregation defines the staff to be employed by the congregation to assist it in fulfilling its mission. The nature of that staff may be changed from time to time as needs change. The presence and role of the Minister is defined in the Articles of Incorporation; all other staff roles can be begun, modified or terminated by the Board. The staff roles and expenses will be reflected in the annual budget. Significant changes in staffing will be explained to the congregation, either at a business meeting or through some general distribution mailing.
- B. Minister: The role, the mechanisms for calling and releasing the minister are described in the Articles of Incorporation.
- C. Director of Religious Education: This congregation has chosen to employ a Director of Religious Education.
- D. Church Administrator: This congregation has chosen to employ a Church Administrator.
- E. Music Director: This congregation has chosen to employ a part time Music Director.

10. THE BUDGET PROCESS

- A. The Finance and Stewardship Committee will:
 1. Plan and conduct an annual budget drive to provide the funds to support the operating expenses of the church.

2. Prepare an annual budget, in collaboration with the President and President-Elect.
3. Have general responsibility for fostering a community of generosity that provides for the financial needs of the church.

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