

PROGRAM COUNCIL PROPOSAL – Draft by Rev. Thomas Perchlik, June 24, 2020

UUFSD Policy and Procedure Document

Policy ID: 403

Title: Program Council

Date Approved: TBD by the Board of Directors

Reviewed and Updated: TBD

[NOTE: Originally, Rev. Thomas, Lisa Shaffer, Irv Himmelblau, Christie Turner, and Wenda Alvarez were to discuss the ideas of this proposal at an in-person planning meeting in the Fellowship Library, (with social distancing and open windows) on March 19, 2020, at 1:00 PM. Due to COVID-19 restrictions, we canceled that meeting. Some conversation was carried on through email. Now, Thomas is restarting the process with this edit of the proposal for your review. On June 24, 2020, at 6:30 PM, we will discuss this proposal, and also discuss shared information and goals related to Reverend Jo's arrival and settling in.]

Purpose: To provide regular information and coordination for the core leaders of programs and committees in the Fellowship of San Dieguito.

To ensure better communication and coordination of leaders and active members of the congregation, and to help with leadership development, and with committee management, the Board has proposed the creation of a Program Council. (The title of this group allows the inclusion of groups that are not labeled "Committees" but are still essential to the operations of UUFSD.) The primary Committee to Board communication will remain through liaisons. The Council will gather to share information that all Committees and leaders need to operate effectively with one another. The Council agenda may include information about policies, procedures, goals, and problems of the Fellowship. They will have presentations on matters of common interest and will seek ways to coordinate and cooperate on these matters.

Procedures:

Chair. Because of the Minister's broad and integrated understanding of the congregation, The Minister is charged with scheduling, inviting attendees, and facilitating these meetings. (Or the Minister will work with a Board selected person to schedule, encourage attendees, and assist. The Minister and Board must select this other person before August 15 of each year.)

Meetings. At least one Council meeting shall happen every Fall (September), Winter (January) and Spring (May). The leaders will plan these meetings to last an hour and fifteen minutes. The meeting facilitators will run the meetings in a way that respects the available time and energy of Fellowship leaders. The Fall meeting will generally focus on coordination of congregation-wide Events and standing programs. The agenda of this meeting can also include information about the management of committee programs and volunteers. The Winter meeting should focus on issues to the Budget process and on winter and spring programs or on updating policies and procedures. The Spring Meeting should focus on Leadership and on long-range Plans.

Participants. All Board-approved Committee Chairs are requested to attend. All other interested persons are welcome to participate (see elsewhere for the current list of "Expected" and "Welcome" participants.)

The Bylaws of the Fellowship name three categories of committees, Standing, Ad-hoc, and Board Appointed. All of these categories include only groups created or affirmed by the Board. The Council would expect to include all chairs or representatives of such committees. The Chairs or appointed representatives are all expected to attend, in person, or via the internet.

To ensure that these meetings include all who leads programs of the congregation, if no one from a committee attends, that group must get approval to not participate by the Board. Otherwise, that group will risk losing all funding and support.

The congregation also has sub-committees (such as Finance), task-forces (such as within Social Action), ad-hoc working groups (such as with Building Grounds), and programs (such as Sacred Circles.) The leaders of such other groups are encouraged and welcome to attend Council meetings. Any member or friend or interested person can attend and speak at such gatherings.

The Council can develop procedures for shared work. The Council may shape and propose policy changes, but only the Board can approve official policies and procedures. The Program Council will develop creative ideas and programs as they wish.

First Meeting

The Minister is charged with scheduling and facilitating these meetings (or choosing to work with a Board selected person to schedule and run the sessions.) The first, Zoom based, Council Meeting on June 24, 2020, at 6:30 PM. The meeting will happen via the Reverend Thomas Perchlik's Zoom room. Thomas Perchlik is inviting you to a scheduled Zoom meeting.

<https://us02web.zoom.us/j/5778401004>

Meeting ID: 577 840 1004