

Manual  
of  
Operations  
2006



Community Unitarian Universalist Church  
of San Antonio

# Denominational Affiliation

## Unitarian Universalist Association

25 Beacon Street  
Boston, MA 02108  
617-742-2100  
FAX: 617-367-3237  
Web page: [www.uua.org](http://www.uua.org)

UUA Bookstore  
25 Beacon Street  
Boston, MA 02108-2800  
800-215-9076

The *Congregational Handbook* provides basic information on matters pertaining to the life of local churches and fellowships. This resource is available in the church office.

## Southwestern Unitarian Universalist Conference (District)

6720 Brentwood Stair  
Fort Worth, TX 76112  
817-446-0099  
Office: 800-793-7062  
Fax: 817-446-1505  
Email: [swduua@aol.com](mailto:swduua@aol.com)  
Web page: [www.swuuc.org](http://www.swuuc.org)

The conference includes churches in Arkansas, Louisiana, Southwestern Missouri, Oklahoma, Western Tennessee, Texas, and the Republic of Mexico.

### ***Interim District Executive:***

Rev. Susan Smith (beginning August 2006)

### ***President SWUUC***

Joe Sullivan 281-342-8133  
[Jesull96@aol.com](mailto:Jesull96@aol.com)

### ***Treasurer SWUUC (and nearest Board Member)***

Steve Feinstein 210-496-3185 210-737-0777  
[feinstei@swbell.net](mailto:feinstei@swbell.net)

### ***District Meetings and Publications***

Two general meetings are held annually, one in the spring and one in the fall at host churches. In addition, the Summer Institute is held in late summer at Lake Texoma in Kingston, OK. The SWUUC Minister's Association meeting is usually held in January.

Other workshops seminars, leadership conferences, Women's Conference, etc. are listed as they come up on the Web site. The Southwest Directory is now posted on the Web site as well.

## **Meetings of the Congregation**

Any business may be discussed at a regular business meeting. Action may be taken on any item, provided there is a quorum of members present and voting, with these exceptions: calling or dismissing professional staff, purchase or disposal of real property, and amendment of the Articles or Bylaws of this church. Notice of intent to discuss and take action on these three items must be given to the membership ten days prior to taking action on them.

Only business included in the notice of a special meeting shall be considered and acted upon at the special meeting, provided a quorum of members is present and voting.

While anyone is welcome to attend a business meeting of the congregation, those who speak at the meeting must be members.

### **Last Reviewed**

December 2005

## **Membership**

Each member of this church shall be free to hold personal opinions and beliefs regarding religious or secular matters. This freedom shall be maintained and defended by the Board of Trustees.

In order to be a member of the congregation, a person must be at least fourteen (14) years of age, look to the Church for assistance in his or her spiritual and religious needs, and commit his or her fair share of effort and financial support to sustain the church. compose a covenant describing the member's and the church's commitments to each other; the covenant is to be signed by both the individual and the president of the church.

Additionally, the Board of Trustees may confer an honorary membership designation on certain individuals. Honorary Members shall be elected to this status by a unanimous vote of the Board of Trustees. Honorary membership bestows no voting rights, but otherwise affords all membership privileges.

### **Last Reviewed**

December 2005

# **Position: President of the Congregation**

## **Purpose of Position**

The President is the administrative and presiding officer of the church and officiates at ceremonies when the church does not have a minister.

## **Responsibilities**

1. Conducts the business meetings of the Board of Trustees and of the Congregation.
2. After consultation with Board members and others, sets the agenda for meetings.
3. Appoints a parliamentarian for Board and Congregational meetings.
4. May vote when his or her vote would change the result.
5. Calls special Board and Congregational meetings when deemed necessary by two other Board members or three members of the Congregation.
6. Appoints ad hoc committees, with the consent of the Board.
7. Acts a liaison between the Board and Congregation and organizations of the denomination and community.
8. Recommends individuals to the Board to fill vacancies involving the Board and chairs of Standing Committees.
9. When there is no minister serving the church, may, upon request, officiate at ceremonies such as weddings and memorial services.
10. Maintains communications and a positive working relationship with First Unitarian Universalist Church of San Antonio.
11. Submits a one-page annual report one week prior to the annual meeting in May.

## **Qualifications**

The President must be a member of the congregation, 18 years or older.

## **Length of Commitment:**

1 year, June 1 – May 31

## **Last Reviewed:**

December 2005

# **Position: Secretary**

## **Purpose of Position**

The Secretary is the recording and corresponding officer of the church and is responsible for the custody of its records, except for the Treasurer's books. The Secretary is also responsible for the updating of the Manual of Operations at least every other year (in odd-numbered years) or as needed.

## **Responsibilities**

1. Attends Congregational meetings and records the minutes.
2. Attends Board meetings and records the minutes.
3. Attends Council meetings and keeps a written summary of the discussion. Arranges for minutes to be kept if unable to personally attend.
4. Upon approval of the minutes of Congregational and Board meetings, files the minutes in the official Secretarial Book which shall include a copy of the Bylaws and the Manual of Operations. The Secretary also posts one full copy on the bulletin board reserved for the business of the Board of Trustees.
5. Whenever the Congregation amends the Bylaws, enters such amendment on the page opposite to the article amended.
6. Chairs a committee that reviews and updates, if necessary, the Manual of Operations every two years. It shall consider any changes in the Bylaws, long range plans, resolutions and any other statements of policy which have been adopted at a congregational meeting since the previous review, and any action taken by the Board of Trustees which changes the process by which the congregation functions. The committee shall consist of the Secretary, another Board member, and an interested member of the Congregation who is not also a member of the Board. The committee shall submit and propose changes in the Manual of Operations to the congregation for its approval. Upon approval, the Secretary shall make copies available to all chairs of standing committees and any interested members of the congregation.
7. Upon request of the President, conducts the correspondence of the Church Board and the Congregation.
8. Maintains custody of the church seal and affixes the seal to all deeds, bonds, or other legal instruments where a seal is required.
9. Submits a one-page annual report one week prior to the annual meeting in May.

## **Qualifications**

The Secretary must be a member of the congregation, 18 years or older.

## **Length of Commitment**

1 year, June 1 – May 31

## **Last Reviewed**

December 2005

# **Position: Treasurer**

## **Purpose of Position**

The Treasurer is the financial officer of the church and is responsible for custody of all church monies and securities, disbursements under proper authorization, prompt payment of proper bills and other items due and monthly reports of the financial status of the church.

## **Responsibilities**

1. Submits a balance sheet to the Board of Trustees monthly for verification of reconciliation.
2. Prepares a list of the due dates of mortgage and note payments, insurance fees, rentals, or other payments and any tax declarations.
3. Makes all payments by check drawn on the church's depository, secures vouchers or invoices supporting disbursements whenever possible and keeps them, with notation of check number and date paid. Two of the following officers shall co-sign the checks: Treasurer, President, Secretary, another pre-authorized member.
4. Deposits income, or designates another member to make deposits.
5. Maintains records of income and expenditures or each month provides the necessary information to the person doing the bookkeeping. Bookkeeping includes:
6. Maintaining weekly and monthly income and expense reports segregated by year and destroyed after five years.
7. Posting pledges and other collections and balancing such records monthly. They must be in agreement with all deposits made intact.
8. Maintaining full details of church budgets as adopted and amended.
9. Attends all Finance Committee meetings as an ex-officio member and, upon request, submits sufficient information to the Finance Committee to keep it informed of the current financial status of the church.
10. Sees that all monies and liquid assets are maintained and secured as directed by the Board.
11. Obtains and submits the necessary paperwork to the church's financial institutions to change the authorized signatures upon election of new officers.
12. Submits a one-page annual report one week prior to the annual meeting in May.

## **Qualifications**

The Treasurer must be a member of the congregation, 18 years or older.

## **Length of Commitment**

1 year, June 1 – May 31

## **Last Reviewed**

December 2005

## **Position: Trustee-at-Large**

### **Purpose of Position**

Trustees-at-Large shall act as liaisons between the membership and the Board of Trustees. There are two Trustees-at-Large on the Board of Trustees.

### **Responsibilities**

1. Attend monthly meeting of the Board of Trustees.
2. Assist Standing Committees with advice and coordination when appropriate.

### **Qualifications**

Trustee must be a member of the congregation, 18 years or older.

### **Length of Commitment**

2 years, June 1 – May 31; staggered terms.

### **Last Reviewed:**

December 2005

## **Position: Board of Trustees**

The Board of Trustees consists of the President, the Secretary, the Treasurer, and two Trustees at Large. The Minister, the Standing Committee Chairs, and the Nominating Committee Chair attend to report and advise, but do not vote.

### **Purpose of Position**

The function of the Board is to forward the mission of the church and determine prudent and faithful actions to take on behalf of the congregation.

### **Responsibilities**

1. The Board shall meet monthly.
2. Special meetings may be called by the president as needed or requested by 3 members of the congregation.
3. The President shall preside at the meeting.
4. Standing Committee Chairs and the Minister shall attend and/or make a written report of their activities and needs.
5. Chairs of Ad Hoc Committees may be called upon to attend and/or make a report.
6. Members of the congregation may attend Council meetings, and may speak if the President rules there is sufficient time to accommodate them.
7. Decisions are made by vote of the five elected officers of the church only.
8. The Board shall appoint a Canvass chair in January of each year.\*

### **Length of Commitment**

1 year, June 1 – May 31 (except Trustees-at-Large, who recommit to fulfill their term)

### **Last Reviewed**

Winter 2005

\* Duties of Canvas Chair:

1. Plan campaign to reach every member and potential members of the congregation
2. Recruits committee members to implement the plan.
3. Contacts new members about financial pledge and covenant. Coordinate with membership chair. Advise treasurer of new pledges.
4. Gives pledge information to treasurer, covenant information to Board.

# Positions: Nominating Committee / Nominating Chair

## Purpose of Position

The purpose of the Nominating Committee is to nominate one or more candidates for each open position on the Board of Trustees, and Standing Committee chairs or co-chairs, and the Nominating Committee.

## Responsibilities

### *The Nominating Committee Chair/Co-Chair:*

1. Attends Council meetings or sends a representative
2. Holds meetings of the Nominating Committee.
3. Reports the proposed slate at the Annual Meeting in May.
4. Submits a one-page annual report one week prior to the annual meeting in May.

### *The Nominating Committee:*

1. Elects one member to act as Chair.
2. Meets in the spring to organize the process of selecting candidates for open positions with the following terms of Office
  - a) President – one year
  - b) Secretary – one year
  - c) Treasurer – one year
  - d) Trustee at Large – two years, staggered terms.
  - e) Trustee at Large – two years
  - f) Standing Committee Chairs – one year
  - g) Nominating Committee (3 persons) – one year
3. Publishes an article in the newsletter and other available channels stating open positions with brief description of the responsibilities, asking for input from the congregation. Nominees may be suggested by any voting member of the congregation.
4. Approach members, fully stating the responsibilities involved, and secure consent of member to be nominated by the committee.
5. Publish the proposed slate in the newsletter one month before the annual meeting.

## Qualifications

Each Nominating Committee member must be a member of the congregation, 18 years or older.

## Length of Commitment

2 years, June 1 – May 31; staggered terms.

## Last Reviewed

December 2005

# **Position: Maintenance and Operations Committee, M&O Chair/Co-Chairs**

## **Purpose of Position**

The purpose of the Maintenance and Operations Committee is to perform the following functions: Budget, Finance Committee, Annual Canvass, Facility Rentals and Usage, Building and Grounds Maintenance, Resident Caretaker Liaison.

## **Leadership**

A coordinator or two coordinators chair the Maintenance and Operations Committee. Coordinators are elected at the annual meeting as described in the bylaws.

## **Responsibilities**

### ***The Maintenance and Operations Chair/Co-Chairs:***

1. Attends Board/Council meetings or sends a representative.
2. Holds meetings of the M&O Committee
3. Reports the activities of the Member Services Committee to the Board of Trustees.
4. Keeps congregation informed by use of newsletter articles and announcements in the order of service, and cuuc-announce.
5. Submits a one-page annual report one week prior to the annual meeting in May.
6. During the church's budgeting process, submits a request for funding for the following year.
7. Participates in the long range planning process.

## **Committee Responsibilities**

### ***The Budget and Finance Function of the M&O Committee:***

1. Coordinates budget process with Board of Trustees.
2. Special Fundraising: recruits chairs to head service auction, garage sale, and other fundraisers.

### ***Building and Grounds Function of the M&O Committee***

1. Assists, advises, coordinates with, and clarifies duties of caretaker so that all needed repairs and regular maintenance may be attended to in a timely way.
2. Coordinates with Board and President to schedule, announce and coordinate a plan of needed tasks for work parties and seasonal clean-ups.
3. Supervises cleaning service and outside service technicians.
4. Repairs and maintains the building, within Chair's capacity or capacities of members who will help, buying materials required and filing for reimbursement with the Treasurer.
5. Oversees and/or accomplishes pool cleaning/vacuuming at least once per week in season. Oversee performance of any pool chemical treatment.
6. Checks pool (pumps and plumbing) and repair as necessary. Take steps to prevent freezing in winter.

***The Facility Rental Function of the Maintenance and Operations Committee***

1. Seeks potential renters for the sanctuary and fireplace room of the building.
2. Works out details of rental agreement, consulting with the board and treasurer as needed.
3. Gets meeting or usage dates of outside renters onto church calendar.
4. Monitors room usage by outside groups.

**Qualifications**

Member of the congregation, 18 years or older.

**Length of Commitment:**

1 year, June 1 – May 31

**Last Reviewed**

Spring 2006

# Member Services Committee

## Purpose

The Member Services Committee meets the needs of the membership in the following areas: Membership, Pastoral Care, Social Activities, Communication/Publicity, Web Master, and Denominational Affairs.

## Leadership

A coordinator or two co-coordinators chair the Member Services committee. Coordinators are elected by the congregation at the annual meeting as described in the bylaws

## Responsibilities

### ***The Member Services Committee Chair/Co-Chairs:***

1. Form committees and recruit volunteers to implement the committee's functions.
2. Attend committee meetings and provide support as needed.
3. Coordinate activities and functions among member services responsibilities.
4. Attend board meetings.
5. Administer the committee's budgets.
6. Provide input to the budget process regarding the committee's financial needs.
7. Submit requests for budget revisions as needed.
8. Participate in long-range planning activities.
9. Provide input to the annual report on the committee's activities.
10. Keeps congregation informed by use of newsletter articles, announcements in the order of service, and cuuc-announce.

## Committee Responsibilities

### ***The Membership Function of the Member Services Committee:***

1. Maintains the official record of active members, and maintains records of former members for archival purposes.
2. Reports membership status to the Board (Member status requirements are defined in the by-laws).
3. Prior to the January meeting of the Board of Trustees, provides a list with recommendations for removal of inactive members and the count of active voting members. Members shall be discontinued when they cannot be located or request that they be removed from the membership roles. (Reporting to the UUA for qualification of delegates to the General Assembly must usually be completed during January).
4. Maintains the UU World subscription list, adding and removing names as appropriate.
5. Coordinates the orientation, welcoming, and recognizing of new members (e.g., new member packet, ceremonies at worship services, social activities, etc.).
6. Provides greeters for Sunday worship services.

7. Keeps nametags current.
8. Publishes a membership directory annually and an update semiannually. The directory shall include members, Friends of CUUCSA, the Board of Trustees, Standing Committee Chairs, and important UUA and Southwest District numbers.
9. Maintains the brochure rack.
10. Maintains the bulletin board.
11. Maintains the official church calendar coordinating all events sponsored and/or taken place at the church.

***The Pastoral Care Function of the Member Services Committee:***

1. Acts as a conduit for the interchange of information about member needs and assistance
2. Establishes and maintains the Telephone Tree for distributing information about the serious illness or hospitalization of members and arranging crisis assistance.
3. Obtains information on local support and intervention facilities and makes it available to the membership in the most convenient form.
4. Sets up and monitors a church newsletter exchange with appropriate fellow member congregations and fellowships within the Southwest Regional Conference and makes such newsletters available on the bulletin board.

***The Social Activities Function of the Member Services Committee:***

1. Schedules major events for the CUUCSA calendar, frequently including Soup Lunches, Fellowship Dinner, Memorial day picnic and pool party, July Fourth picnic and pool party, Labor Day picnic and pool party, Thanksgiving Day dinner, and holiday “Deck the Church” party.
2. Plans, promotes, and carries out the Annual Fellowship Dinner emphasizing positive achievements and aspirations for the future. (Cost of dinner is a budget item, not covered by individual participants.)
3. Publicizes events by placing events on the official church calendar, placing notices in the newsletter and order of service, and using additional notices and signs as needed.
4. Arranges the planning, set-up, clean-up, and lock-up after each event (clean-up done jointly by participants).

***The Communication/Publicity Function of the Member Services Committee:***

1. Coordinates the publication of the church newsletter, including the times and manner of submitting material for publication on a regular basis.
2. Maintains mailing lists for both electronic mailings and surface mailings.
3. Publishes the newsletter by electronic mail to all members who request the e-mail version and by surface mail to those who request hard copy. Additionally prints extra copies to give to Newcomers when they first visit.
4. When electronic mail updates are published, posts a hard copy of the same on bulletin board at church.
5. Preserves a copy of each newsletter for church records.

6. Coordinates with the Membership Chair to add Newcomer's names to the mailing list.
7. After providing an opportunity for the recipient to respond, reviews the mailing lists on a regular basis to remove parties no longer interested in receiving the newsletter.

***The Web Master Function of the Member Services Committee:***

1. Posts the church name, address, phone number and directions or a map to the church.
2. Posts a list of all church positions and e-mail address of all officers and committee chairs but does not post without the permission of individual member.
3. Posts a schedule of regular worship services.
4. Posts a notice of religious education offerings, both for adult and children's programs.
5. Posts the most recent church newsletter, along with an archive of previous newsletters.
6. Posts links to UUA and SWUUA web sites.
7. Posts a calendar of upcoming events, updated as the church calendar is updated.
8. Provides a web address to the newsletter editor on line and for inclusion in the church newsletter and order of service.
9. Provides an efficient and attractive Web site design that is both accessible to a variety of Web-enabled devices and compliant with Web coding standards established by the World Wide Web Consortium.

**Qualifications**

Members of the congregation, 18 years or older.

**Length of Commitment:**

1 year, June 1 – May 31

**Last Reviewed:**

Spring 2006

# Programs Committee

## Purpose

The programs committee supports the planning and implementation of the church's programs. These programs include worship; religious education for children; adult programs; social action; and affinity, covenant, and support groups.

## Leadership

A coordinator or two co-coordinators chair the Programs committee. Coordinators are elected by the congregation at the annual meeting as described in the bylaws.

## Responsibilities

### ***The Programs Chair/Co-Chairs:***

1. Form committees and recruit volunteers to implement the committee's functions.
2. Attend committee meetings and provide support as needed.
3. Coordinate activities and functions among programs.
4. Attend board meetings.
5. Administer the committee's budgets.
6. Provide input to the budget process regarding the committee's financial needs.
7. Submit requests for budget revisions as needed.
8. Participate in long-range planning activities.
9. Provide input to the annual report on the committee's activities.
10. Keeps congregation informed of the activities under the committee's purview.

## Committee Responsibilities

### ***The Worship Function of the Program Committee:***

1. Plan the church's worship calendar.
2. Conduct all aspects of the Sunday morning and special worship services including order of service, music, speakers, room decoration and coffee hour.
3. Work to improve the worship program and to make it more responsive to the needs of the congregation.
4. Provide training for members wishing to participate in leading and coordinating worship services.
5. Allocate money available for the current year and submit request for funding for the following year as part of the church's budgeting process. Submit requests for budget changes to the Programs Committee.
6. Keep the congregation and the public informed of worship program activities.
7. Provide overall coordination of music in services. Locate and engage musicians as needed.

### ***The Religious Education Function of the Program Committee:***

1. Determine the needs of the congregation regarding class size and number of classes.
2. Create and maintain class and teacher schedules.
3. Select curriculum.
4. Recruit and train instructors.

5. Enrich the program with special events such as service projects.
6. Allocate money available for the current year and submit request for funding for the following year as part of the church's budgeting process. Submit requests for budget changes to the Programs Committee.
7. Keep the congregation and parents informed of Religious Education programs and activities.
8. Work with the worship committee to ensure that worship services serve those of all ages.
9. Coordinate CUUC participation in the joint CUUC-FUUC youth group.
10. Supervise hired staff such as the Director of Religious Education, RE Teacher, and/or the babysitter.

***The Adult Education Function of the Program Committee:***

1. Support initiatives to implement particular programs.
2. Recruit program leaders and facilitators.
3. Ensure that the congregation is aware of opportunities to lead or participate in adult programs.
4. When a program has appeal to the community at large, arrange for public attendance and appropriate publicity.
5. Allocate money available for the current year and submit request for funding for the following year as part of the church's budgeting process. Submit requests for budget changes to the Programs Committee.

***The Social Action Function of the Program Committee:***

1. Plan and implement social action projects.
2. Coordinate efforts with other community and religious (including UU) groups.
3. Keep the congregation and the public informed of the committee's needs and activities.
4. Bring opportunities for service to the attention of the congregation.
5. Allocate money available for the current year and submit request for funding for the following year as part of the church's budgeting process. Submit requests for budget changes to the Programs Committee.
6. Work with the worship committee to ensure that worship addresses the church's commitment to the greater good.
7. Support the Religious Education committee in efforts to involve children in social action activities.

**Affinity, Covenant and Support Groups**

The church recognizes the power of small groups organized for particular purposes to advance the spiritual life of their members and the church as a whole. These groups are of three types.

- *Affinity Groups* are groups organized around shared interests and activities. Examples include film groups and dinner groups.
- *Covenant Groups* are groups organized for the particular purpose of small-group worship. They meet regularly to conduct worship services based on broad participation by the members.

- *Support Groups* are groups that provide support for their members in times of need. They typically provide a forum where each member can air his or her concerns in a non-judgmental environment.

***Responsibilities of Affinity, Covenant, and Support Groups:***

1. Provide support for the formation of new groups and the maintenance of existing groups.
2. Assist groups in supporting the programs of the church as a whole.
3. Allocate money available for the current year and submit request for funding for the following year as part of the church's budgeting process. Submit requests for budget changes to the Programs Committee.
4. Keep the congregation informed of the each group's schedule of activities.

**Qualifications**

Members of the congregation, 18 years or older.

**Length of Commitment:**

1 year, June 1 – May 31

**Last Reviewed**

Spring 2006