

# UU Congregation

**Board** Answers to the Congregation; Supervises the Minister and Committees.

## President

Conducts Board & Congregation meetings

## Committees

Report to the Board

## Vice President

**Council on Committees**  
2-3X per year

**Strategic Planning**

**Nominating**

## Past President

Yearly financial audit; Personnel, COM

**Committee on Ministry (COM)**  
COM Chair is on Personnel Committee

**Personnel Committee**  
PP is chair

**Denominational Affairs**  
UUA, PSD, Chalice Lighters, MWLS

## Minister

(Supervised by Board)  
COM, Personnel.  
Trains: Caring & Worship  
Coordinates: Adult RE, Chalice Circles

## Treasurer

Bookkeeper duties, yearly audit

## Finance Committee

Prepares budget, approves fundraisers  
**Harvest Auction; Canvass; Concerts**

**Endowment**

## Secretary

Records Board & Cong. Meeting minutes

## Staff

Supervised by Minister

## Administration Liaison

Personnel Committee member

## Building & Grounds

Work days, general maintenance, major repairs

## Administration

Safety Committee; Office Manager; Cleaning and other building support & inspections

## DRE

Children's RE; YRUU; Child Care, RE Committee

## Membership Services Liaison

**Hospitality** Coffee Hour, Picnics, Potlucks & Memorial Services

**Caring** Notify members of joys / concerns; assist Minister with pastoral care

## Office Manager

Volunteer Coordination; clerical support, newsletter, general office coordination, Safety Committee Chair

**Membership** Greeters, Newcomer Series

**Community Outreach**

## Programs Liaison

**Social Responsibility**  
All UUC Service Outreach

## Worship

Aesthetics, Sunday Services

## Volunteer Staff

Music Director

## Green Sanctuary

## Music

Piano care; choir; special events

## RE Liaison

RE and Personnel Committee member

## Religious Education

(for children) Child Care, Sunday School Classes, Youth Group, Special Activities