

**Hopedale Unitarian Parish
DESCRIPTION OF COMMITTEES
(as of June 10, 2015)**

Enumeration

The committees with approved status [per Church Bylaws Article VI] are:

1. Religious Education
2. Building and Facilities
3. Finance/Investment (membership requires approval at annual meeting)
4. Ministerial Advisory
5. Music
6. Visiting
7. Nominating (membership requires approval at annual meeting)
8. Outreach and Engagement
9. Historical
10. Partnership
11. Garden and Grounds
12. Worship
13. Caring Connection
14. Social Action
15. Kitchen
16. Scholarship

Election of Committees

Members of the Finance/Investment and Nominating committees shall be Active Members of the Church, shall be elected at the Annual Meeting each year and shall hold office for one year beginning with the new fiscal year, July 1. Members of all other committees are not required to be Active Members and do not require election at the annual meeting. [Church Bylaws, Article VI].

1. Religious Education Committee The Religious Education Committee shall be responsible for the Religious Education Programs of the church.
2. Building and Facilities (5-6 members)
 - Responsible for planning and supervising maintenance, protection and preservation of the church building and facilities.
 - Makes long-term recommendations for renovations, improvements and significant construction needs.
 - Assists with indoor seasonal decorations.
 - Maintains complete and continuous records of all changes made to buildings and facilities
 - Works with the Sexton around building and facilities needs.
 - Coordinates with church Administrator on scheduling building and facilities maintenance.
 - (Facilities might indicate electrical, plumbing, appliances, heating, lighting, floors, etc)

3. Finance/Investment Committee The Finance/Investment Committee shall be responsible for handling the investments of the church, working with the Parish Board to prepare the annual budget, working with the Treasurer (Co-Treasurers) to prepare periodic financial reports and organizing and supervising the Pledge Drive.
4. Ministerial Advisory Committee When a new minister is called, the Ministerial Advisory Committee shall be formed and consist of at least 3 members of the Search Committee, plus two or more additional members. The Ministerial Advisory Committee shall act as a liaison between the minister and the congregation from this point forward until the time when a new ministerial search is required. After the first year, the committee can be made up of any 3 members of the church.
5. Music Committee The Music Committee shall consist of the Organist/Choir Director, up to two members from the choir and up to two members from the congregation working with the minister as consultants. The committee shall be responsible for the musical program of the church.
6. Visiting Committee The Visiting Committee shall work with the minister to attend to the pastoral needs of the church.
7. Nominating Committee The Nominating Committee shall be responsible for placing in nomination at the Annual Meeting, persons to serve as Officers or members of the committees of the church.
8. Outreach and Engagement Committee The Outreach and Engagement Committee shall be responsible for the following:
 - All platforms of social media including the HUP Website, the Facebook page, Twitter account, and other forms of social media
 - Advertising on Facebook and in local print media
 - Press Releases to local print media
 - Maintenance of the Welcome Table
 - Staffing of Ushers for Sunday Services
 - Working with Minister to establish a formal path to membership program
 - Additional responsibilities as needed to support the primary mission of Outreach to the HUP Community and the greater Hopedale Community and to support engagement of the HUP Community toward membership and retention
9. Historical Committee The Historical Committee shall be responsible for the history, tradition and artifacts of the church. This committee shall be consulted regarding historical and traditional changes of the church. The chairman of the committee shall be called the Church Historian,
10. Partnership Committee The Church Partnership Committee shall be responsible for overseeing all interaction and events with our sister church in Csekefalva, Romania,
11. Garden and Grounds Committee (3-4 members)
 - Maintains Peace Garden, trees, shrubs, vegetable and flower beds.
 - Supports maintenance of church compost bin in conjunction with Kitchen and Social Action committees.

- Oversees seasonal plantings and seasonal outdoor decorations.
- Creates designs for new garden beds
- Creates container gardens for entrances
- Oversees scheduling and record keeping of grounds maintenance- including mowing, yard clean up, plowing and snow removal.
- Coordinates with church Administrator on scheduling outdoor grounds maintenance.

12. Worship Committee The Worship Committee plans and creates worship services to supplement those of the minister. It provides guest speakers and involves members of the congregation. It supports the minister in matters pertaining to worship services.
13. Caring Connection The Caring Connection shall be responsible for coordinating requests for assistance from church members in need.
14. Social Action Committee The Social Action Committee shall be responsible for presenting issues and developing projects in regards to local, national, and international environmental and social injustice.
15. Kitchen Committee The Kitchen Committee shall be responsible for providing a fellowship hour following the weekly service. This should include providing the food and the cleaning of the kitchen.
16. Scholarship Committee The Scholarship Committee shall be responsible for meeting once in the spring if there are applicants for the scholarship, then meeting for interviews with each applicant. This scholarship is funded by a portion of the Nancy Gannett Memorial Fund.