

Tennessee Valley Unitarian Universalist Church	Charter: Program Council Principal authors: S. Lyke/K. Bohstedt	Document No: CH.003.00 Page 1 of 4
Approved by:	President: Linda Randolph	Signature: <i>Linda Randolph</i> Date: 6/24/12
Approved by:	Chief of Staff: Rev. Chris Buice	Signature: Date:

A. Purpose

The Program Council is a body of volunteer leaders who, with input from staff, work to focus and guide the development and coordination of church programs in concert with the mission of the Tennessee Valley Unitarian Universalist Church.

B. Authority

The Program Council was formed by the Board and works under the auspices of the Executive Team (ET) to oversee the programmatic life of the church

C. Scope

The Program Council has responsibility for creating, sustaining and growing the programmatic life of the church. The Program Council will maintain the purposes and goals for church programs so that each is consistent with the mission and values of TVUUC. The Program Council will facilitate communication within and among programs, with the ET, the Board and the church community. The general areas of programming include:

1. religious education for youth and adults
2. worship services support
3. social justice and social action initiatives
4. visitor and member services
5. volunteer activities that promote fellowship within the church
6. arts and music activities
7. programmatic aspects of building and grounds (e.g. special occasion décor, Memorial Garden, community garden, work days inside and outside the church)
8. creating and maintaining connections to the greater UU denomination and other churches and groups in the community.

D. Membership - Membership in the Program Council is as follows:

1. Voting Members
 - a. PC Chair/Raising-Chair (2 year commitment)- The PC Rising-Chair is appointed by the Board for the first year, and then rises to PC Chair the second year. If the Chair or Rising-Chair resigns mid-term, the Board will appoint a replacement.
 - b. Cluster Chairs (2 year commitment, renewable)- Cluster Chairs serve as informational conduits between the PC and the committees within their cluster. New cluster chairs are selected by the PC and shall be recruited from within the cluster committees when possible.
 - c. Secretary (1 year commitment)- a volunteer from amongst the Program Council, typically an existing Cluster Chair or the chair-elect.

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2. Non-voting Members
 - a. A liaison member of the Board
 - b. Director of Administration
 - c. Membership Coordinator
 - d. Director of Religious Education

E. Responsibilities of the PC

1. The Program Council is responsible for working with existing programs as well as facilitating the development of new programs.
2. Existing Programming- coordination, facilitation, promotion, and annual review.
3. New Programming- review and approval of program proposals.
4. When funds are available, the Program Council will take applications, develop criteria, and award money from a block grant for program development.
5. Ensuring that all program activities are displayed on the church calendar.

F. Responsibilities of the PC Members

1. Voting Members
 - a. PC Chair and PC Raising-Chair
 - i. The PC Chair is responsible for setting the Agenda and facilitating PC meetings, providing leadership in decision making, and representing the PC on the Executive Team.
 - ii. The PC Chair is responsible for fostering an environment that encourages thorough review of all proposals and ensuring that programs are consistent with the Mission of TVUUC. The PC Chair will ensure that everyone is encouraged to participate, that meetings are run fairly, democratically and respectfully.
 - The PC Rising-Chair is responsible for all PC Chair duties when the PC Chair is unavailable. The Rising-Chair will also chair any task forces that are created by the PC.
 - b. Cluster Chairs
 - i. Maintain communications within their cluster. Get monthly reports on actions taken, needs, problems or initiatives.
 - ii. Assist existing committees/program leaders within their clusters to improve their functions, develop new directions in a changing church environment, and promote their programming effectively within and/or beyond the church.
 - iii. Attend all PC Meetings. (Currently: third Sundays at 1 p.m.)
 - iv. Supervise bi-annual assessment of the activities included within each cluster.
 - v. Assist with the review of new program proposals.
 - vi. Attend/participate in leadership workshops and new UU classes.

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- vii. Cluster Chairs are expected to stay in touch with the committees within their clusters and keep the Program Council informed of accomplishments, problems, and needs.
 - viii. Cluster Chairs will assist church members with the development of new programming ideas. The Program Council has developed a Program Proposal Form for this purpose.
 - ix. A Cluster Chair or the PC Rising-Chair will volunteer to serve as secretary to the PC. The secretary will take Minutes of PC Council meetings, edit these Minutes when requested, and submit these Minutes to the entire PC, as well as to the ET and to the President for distribution to the Board.
 - x. Cluster Chairs will facilitate the annual review of programs by obtaining a completed Program Review form for every committee within their cluster.
2. Non-Voting Members
- a. Non-voting members are expected to attend all meetings wherever possible and to provide input from his/her respective areas.
 - b. The Membership Coordinator is to actively recruit members, especially new members, to participate in program activities; to expand the number of people involved in programs.

G. Direction and Control

- 1. The Program Council is a body of volunteer leaders that operates under the auspices of the ET, with appropriate oversight by the Board. Minutes will be submitted to the ET and the Board monthly. Minutes are also available to the congregation in the conference room.
- 2. The PC can and should, when appropriate, form task forces to address temporary issues.
- 3. The PC plays a significant role in the empowerment and involvement of volunteers within the congregation in the life of the church. The PC will facilitate and encourage those members of the congregation who have an interest in participating in and expanding the programs and activities of the church.
- 4. The PC must be seen as a body that will open-mindedly entertain the ideas of members for new programs.

H. Program Funding & Fundraising

- 1. Funding- Sustaining the programmatic life of the church requires decisions concerning the allocation of funds. The PC is responsible for the management of a single “block grant”, as provided by the budget, which is dedicated to church programs. Requests for funds of the PC block grant are considered and voted upon by the PC at its monthly meetings.
- 2. The PC shall formulate goals to be followed in evaluating funding requests. These goals should further and enhance the vitality of our growing church.
- 3. Fundraising- The PC does not have fundraising authority. Decisions to allow or disallow fund-raising activities within the Church lie with the Board. The Program Council has a

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practice of using one special collection per year to raise money to fund Social Action Grants. These are competitive, and typically amount to \$100/grant. Any fund-raising proposals will be submitted to the Board for approval.

I. Decision Making Process

1. The PC makes decisions through majority vote. Only the PC Chair, Rising-Chair, and Cluster Chairs vote. Issues are discussed openly by everyone, including non-voting members, prior to the vote. Once the discussion is complete and all relevant issues are raised, a motion is offered, seconded, and then voted upon. The PC does not require consensus to make a decision.

J. Meeting Frequency and Duration

1. The PC meets once a month. Meeting times and places are published and all church members are invited to attend. Meetings are sometimes moved to accommodate member schedules and holidays. Special task forces may meet more regularly. Meeting length should be fixed in order to keep the PC on track.